

**RESOLUTION NO. 1741**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
LOS ALAMITOS UPDATING THE CITY'S RECORDS  
RETENTION AND DESTRUCTION POLICIES**

WHEREAS, the City accumulates significant quantities of records which consume needed storage space in the City's facilities; and

WHEREAS, many records need not be retained after the passage of appropriate and legal periods of time; and

WHEREAS, Section 34090 of the Government Code of the State of California requires permanent retention of certain records and authorizes destruction of others after stated periods of time on established terms and conditions; and

WHEREAS, the City Clerks Association of California has developed a records retention schedule which is consistent with Government Code Section 34090 and which is entitled "Local Government Records Retention Guidelines"; and

WHEREAS, a copy of the Local Government Records Retention Guidelines is attached hereto, marked Exhibit "A" and incorporated herein by this reference; and

WHEREAS, the Guidelines have been endorsed by resolution of the General Assembly of the League of California Cities; and

WHEREAS, the City Council finds it desirable to update the City's records retention policy

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LOS ALAMITOS DOES RESOLVE AS FOLLOWS:

Section 1. The records of the City of Los Alamitos shall be retained and destroyed as follows:

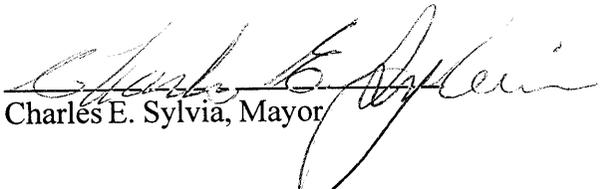
A. The records of the City of Los Alamitos shall be retained in accordance with the Local Government Records Retention Guidelines, attached hereto, marked Exhibit "A" and incorporated herein by this reference.

B. Records which have been retained for the period of time set forth in the Local Government Records Retention Guidelines, attached hereto and marked Exhibit "A", may be destroyed by the department head having primary responsibility for the records with the written consent of the city attorney.

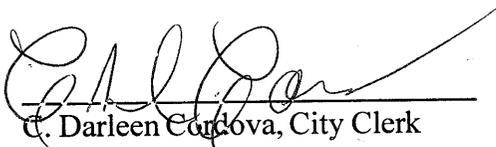
C. Records destruction may occur in accordance with section A. above without further action of the City Council.

Section 2. Resolutions of the City Council No. 1125, 1135 and 1704 are hereby repealed.

PASSED, APPROVED AND ADOPTED this 10<sup>th</sup> day of January, 2000.

  
Charles E. Sylvia, Mayor

ATTEST:

  
C. Darleen Cordova, City Clerk

APPROVED AS TO FORM:

  
Thomas W. Allen, City Attorney

STATE OF CALIFORNIA )  
COUNTY OF ORANGE ) ss  
CITY OF LOS ALAMITOS )

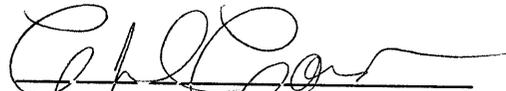
I, C. Darleen Cordova, City Clerk of the City of Los Alamitos, California, do hereby certify that the foregoing resolution was adopted at a regular meeting of the City Council held on the 10th day of January, 2000, by the following vote, to wit:

AYES: COUNCILMEMBERS: Bates, Poe, DeBolt, Jempsa and Sylvia

NOES: COUNCILMEMBERS: None

ABSENT: COUNCILMEMBERS: None

ABSTAIN: COUNCILMEMBERS: None

  
\_\_\_\_\_  
C. Darleen Cordova, City Clerk

# **LOCAL GOVERNMENT RECORDS RETENTION GUIDELINES**

**August 1999**  
**City Clerk's Association of California**

## Local Government Retention Schedule Guidelines

The guidelines as enclosed have been endorsed by resolution of the General Assembly of the League of California Cities, and by the City Clerks Association of California. They represent extensive research as to the *minimum legal requirements* for the retention of local government records and do not reflect the administrative, operational, financial or historical needs of the jurisdiction. It is strongly recommended that cities consult with legal counsel when formulating their retention schedules so as to best meet their particular needs.

The committee's research was as complete as possible and reviewed by many legal officers but may not include every record series pertinent to local government. The guidelines are just that and are fluid, very much subject to additions and updates which will be coordinated through the office of the State Archivist under the Secretary of State.

Reference to retention periods, unless otherwise indicated, refers to the current year plus the years shown. For example, Cu + 2 refers to the Current year plus two, or 1998 plus years 1997 and 1996.

**CALIFORNIA STATE RECORDS RETENTION CLASSIFICATIONS  
LOCAL GOVERNMENT AGENCIES  
AUGUST 1999**

**ADMINISTRATION**

Audit  
Community Services  
Elections  
General Subject  
Grants  
Human Resources  
Information Services  
Legal/Legislative  
Municipal Clerk  
Policies & Procedures  
Public Information  
Public Financing Authority  
Risk Management

**DEVELOPMENT**

Administration  
Building  
Code Enforcement  
Engineering  
Environmental Quality  
Housing  
Municipal Facilities  
Planning  
Property  
Redevelopment

**FINANCE**

Accounting  
Administrative Services  
Fixed Assets  
License  
Payroll  
Purchasing  
Reports  
Treasurer

**PUBLIC SAFETY**

Animal Control\*  
Emergency Management  
Fire Safety  
    Administration  
    Personnel  
    Property  
    Reports  
Hazardous Materials  
Health & Welfare  
Law Enforcement  
    Administration  
    Investigations  
    Patrol  
    Services

**PUBLIC WORKS**

Parks  
Sanitation/Solid Waste/  
    Wastewater  
Streets/Alleys  
Utilities  
Water

**TRANSPORTATION**

Administration  
Airport  
Ground Transportation  
Harbor

\*Anticipate will be addressed by County Officials

## GLOSSARY OF RECORDS RETENTION DEFINITIONS

<b>ACTIVE</b>	Records that are required for day-to-day business and are subject to frequent use; generally referred to more than once per month per file drawer.
<b>ADMINISTRATIVE VALUE</b>	A record that assists in the operation of government, and insures administrative consistency and continuity, serving a particular purpose for that office at that particular time. In appraisal, the usefulness of records for the conduct of current and/or future administrative business needs.
<b>ADOPTION</b>	Final action by a legislative body.
<b>AGENCY-SPECIFIC SCHEDULE</b>	Retention schedule which specifies the approved disposition of a record series unique in purpose and function to its creating agency.
<b>APPRAISAL</b>	The process of determining the value and thus the disposition of records based on their current administrative, fiscal, and legal value; their evidential and informational value; their arrangement and condition; their intrinsic value; and their relationship to other records.
<b>ARCHIVAL RECORDS</b>	Records identified as having archival value or potential archival value on the agency records retention schedule.
<b>AUDIT</b>	Review for acceptance of records relating to operations, policies and procedures, financial documentation and historical documents by regulating agencies.
<b>CLOSED/COMPLETED</b>	A file or record on which action has been completed and to which an audit or further action is not likely to occur.
<b>COPY</b>	A reproduction of the contents of an original document which is not the official file copy of the agency. Copies are usually identified by their function, i.e., action copy, reading file copy, tickler file copy, etc. In most instances, copies will have a shorter retention than the official file copy (see <u>Record Copy</u> ) of a record series.
<b>CURRENT</b>	Records when specified as the minimum retention period means that superseded, rescinded, expired, or no longer useful records may be removed from the files and may be destroyed.
<b>DATE OF BIRTH</b>	The date on which the birth of a person is documented.
<b>DEPARTMENT OF RECORD</b>	The department that created or is responsible for retaining the official record or record copy.
<b>DISPOSITION</b>	The predetermined action taken with regard to inactive records including form of retention (hardcopy or image), period of time retained (archive or destroy), where to store (on-site or off-site), and method of destruction (recycle, burn or shred).
<b>DUPLICATE</b>	A document produced at the same time the original is made by use of a carbonized process (OCR or carbon paper).
<b>EVIDENTIAL VALUE</b>	In appraisal, the value of a record that documents the activities of an organization or agency.
<b>FILE INTEGRITY</b>	Accuracy and completeness of the file / records.
<b>FISCAL VALUE</b>	Documents and accounts for receipt of or expenditure of public funds; such as budget, ledgers of accounts receivable and payable, payrolls, and vouchers. Documents availability of funds for operational purposes. In appraisal, records required until a financial audit is completed or financial obligations are fulfilled.
<b>HISTORICAL VALUE</b>	In appraisal, the value attributed to a record which preserves documentation on significant historical events including the City's operations, origin, policies, authorities, functions, and organizations, as well as significant administrative decisions.

<b>LEGAL VALUE</b>	In appraisal, value attributed to a record series which documents business ownership, agreements, and transactions.
<b>LIFE</b>	A record that has continuing value to the organization.
<b>MINIMUM RETENTION PERIOD</b>	The least amount of time a record must be kept DETERMINED BY ASSESSMENT OF ADMINISTRATIVE, LEGAL, FISCAL AND HISTORICAL VALUES.
<b>PERMANENT</b>	Recorded information which is required by law to be retained; or which has been designated for continuous preservation because of its administrative or historical significance.
<b>RECORD COPY</b>	The original or official copy of a record maintained by an agency, sometimes referred to as the designated original, or blue-ribbon copy.
<b>RECORD</b>	Any documentary material, regardless of physical form or characteristic, made or received by an organization in pursuance of law or in connection with the transaction of business, and used by that organization or its success or evidence of activities or because of informational value.
<b>RECORDS RETRIEVAL</b>	Locating documents and delivering them for use.
<b>RETENTION PERIOD</b>	The period of time that records must be kept according to legal and/or organizational requirements.
<b>RETENTION SCHEDULE</b>	A list or other instrument describing the record series, the length of time records are retained (may include active and inactive storage breakdown), the department of record, and the final disposition.
<b>SUPERCEDE</b>	The replacement of an existing document.
<b>TERMINATION</b>	Designates the end of a specific term, e.g., appointed, elected officials' terms; employment; training, course, program; use or ownership.
<b>VITAL RECORDS</b>	Those records containing information necessary to continue the operation of government, affirm the powers and duties of government and to protect the rights and interests of persons.
<b>VITAL RECORDS RETENTION SCHEDULE</b>	The document which identifies those records and record series that are classified as vital, specifies the means for the protection of those records, and provides each department with a complete listing of all vital records for which the department is responsible.

# CITATIONS

<b>B&amp;P</b> – Business and Professions	<b>H&amp;S</b> – Health & Safety
<b>CAC</b> – California Administrative Code	<b>HUD</b> – Housing and Urban Development
<b>CCP</b> – Code of Civil Procedure	<b>OSHA</b> – Occupational Safety & Health Act
<b>CCR</b> – Code of California Regulations	<b>PC</b> – Penal Code
<b>CEQA</b> – California Environmental Quality Act	<b>POST</b> – Police Officers Standards Training
<b>CFR</b> – Code of Federal Regulations	<b>UFC</b> – Uniform Fire Code
<b>EC</b> – Election Code	<b>USC</b> – United States Code
<b>FMLA</b> – Family & Medical Leave Act, 1993	<b>WIC</b> – Welfare & Institutions Code
<b>GC</b> – Government Code	

# **LEGEND**

## **Records Retention**

**AC = Active**

**AD = Adoption**

**AU = Audit**

**CL = Closed/Completion**

**CU = Current Year**

**D.O.B. = Date of Birth**

**E = Election**

**L = Life**

**P = Permanent**

**S = Supersede**

**T = Termination**

# CALIFORNIA RECORDS RETENTION GUIDELINES

## INDEX

---

Abandoned Vehicles	Development	4
Abandonment	Development	8
Abandonments/Vacations	Public Works	3
Accident Reports - City Assets	Administration	10
Accounting/Cash Reconciliations	Law Enforcement	1
Accounts Payable	Finance	1
Accounts Receivable	Finance	1
Acquisition/Disposition	Development	8
Adjustments	Finance	2
Administration – General Subject	Administration	4
Administration – Public Financing Authority	Administration	10
Administrative/Internal	Law Enforcement	1
Affidavit Index	Administration	1
Agenda Reports (Master, Subject Files)	Administration	8
Agendas	Administration	8
Agendas, Board	Public Works	1
Agreements	Transportation	1
Air Quality	Development	5
Airport Certification	Transportation	2
Airport Noise Monitoring and Complaint	Transportation	2
Alarm Records	Law Enforcement	1
Annexation Case Files	Development	8
Annual Financial Report	Administration	1
Apparatus/Vehicle	Fire Safety	2
Appeals, Civil	Administration	8
Applications - Aircraft Storage	Transportation	1
Applications - Parking	Transportation	1
Applications - Slip Rentals	Transportation	1
Applications - Special Events	Transportation	1
Applications	Finance	1
Applications, Absentee Ballots	Administration	1
Applications, Boards, Commissions, Committees	Administration	8
Appraisals	Development	8
Acquisition/Disposition	Development	8
Arrest/Conviction	Law Enforcement	5
Articles of Incorporation	Administration	8
Asbestos	Development	5
Assessment Districts	Administration	9
Assessment Districts	Finance	1
Asset Forfeiture - Investigations/Proceedings Case File	Law Enforcement	1
Asset Forfeiture - Notifications	Law Enforcement	2
Assisted, Challenged Voters List	Administration	1
Audits	Finance	3
Auto for Hire	Transportation	3
Ballots	Administration	1
Ballots – Prop. 218	Administration	2
Bank Reconciliations	Finance	1
Bank Statements	Finance	4
Benchmark Data	Development	1
Benefit Plan Claims	Administration	5
Benefit Plan Enrollment, Denied	Administration	5
Bids & Proposals (Unsuccessful)	Development	1

# INDEX

Bids, RFQ's, RFP's	Finance	3
Billing Records	Finance	1
Billing/Customer Records	Public Works	6
Biographies	Administration	4
Blueprints, Specifications	Development	4
Bond, Personnel Fidelity	Administration	5
Bonds - Administration	Finance	4
Bonds - Security	Development	1
Bonds - Development	Development	1
Bonds - Account Statements	Finance	4
Bonds - Bonds and Coupons	Finance	4
Bonds	Administration	1
Bonds	Development	6
Bonds, Insurance	Administration	10
Books, Fire Code	Fire Safety	1
Brochures, publications, newsletter, bulletins	Administration	10
Budget adjustments, journal entries	Finance	1
Budget Operating (copies)	Administration	1
Budget Operating (copies)	Finance	1
Budget	Administration	1
Budget, Accounting	Finance	1
Budget, Adopted	Finance	2
Budget, Proposed	Finance	2
Business License	Finance	2
Calendar	Administration	2
Calendar, City	Administration	10
California Environmental Quality Act (CEQA)	Development	6
Canvass	Administration	2
Capital Improvement Projects	Development	5
Capital Improvements, Construction	Development	7
Cards - Dispatch	Law Enforcement	9
Cards - Field Interview	Law Enforcement	9
Case Books, Investigative	Law Enforcement	2
Case Files - Homicide Investigator's File	Law Enforcement	2
Case Files - Narcotics (No arrest, Narcotics Cases)	Law Enforcement	2
Case Files - Officer Involved Shootings	Law Enforcement	2
Case Files	Development	4
Case Files, Planning and Zoning	Development	7
Case Log	Administration	8
Case Records - (High Profile)	Administration	8
Case Records - (Routine)	Administration	8
Certificates (Building)	Development	4
Certificates (Planning)	Development	7
Certificates of Election	Administration	2
Charter - Amendments/Measures	Administration	2
Checks	Finance	1
Chemicals/Film Inventories	Law Enforcement	10
Citations - 11357(e), Juvenile	Law Enforcement	9
Citations - 11357b H&S, 11357c H&S, 11360b H&S Violations	Law Enforcement	9
Citations - California Vehicle Code Infractions (Duplicates)	Law Enforcement	9
Citations - Cite and Release	Law Enforcement	9
Citations - Parking/Traffic, Duplicates	Law Enforcement	9
Citations - Transmittals	Law Enforcement	9
Claim Files	Law Enforcement	1
Claims, Damage	Administration	11

# INDEX

Classifications and Appointments	Administration	4
Closures	Public Works	3
Code Books	Development	1
Collections/Landfill	Public Works	2
Community Development Block Grant and Urban Development	Administration	4
Community Services – Library	Administration	1
Community Services – Placques	Administration	1
Community Services – Sports Organization	Administration	1
Congestion Management	Development	6
Connection Records	Public Works	6
Construction (Approved)	Development	4
Construction Tracking, Daily	Development	5
Contractor	Development	1
Contracts and Agreements – Excl. Capital Improvement	Administration	9
Contracts and Agreements – Incl. Capital Improvement	Administration	9
Correspondence	Administration	4
Correspondence	Development	1
Court - Daily Schedule	Law Enforcement	2
Court - Sign-In Logs	Law Enforcement	2
Court - Tracking System Records	Law Enforcement	2
Crime - Felony Crimes With Or Without Arrests	Law Enforcement	5
Crime - Misdemeanor/Infractions	Law Enforcement	6
Crime - Supplemental, Felony Capital Crimes, Crimes Punishable by Death, Life Imprisonment	Law Enforcement	6
Deeds & Promissory Notes	Development	8
Deferred Compensation	Finance	3
Department Manual	Law Enforcement	1
Deposits, Receipts	Finance	1
Destruction - Guns	Law Enforcement	6
Destruction - Narcotics	Law Enforcement	6
Development (includes CDBG)	Development	2
Development Agreements	Development	1
Development Conditions	Development	1
Development Standards	Development	1
Disposition of Arrest/Court Action	Law Enforcement	6
Drawings, Project Plan	Development	1
Drawings, Traffic Control Plan	Development	5
Easements, Dedications, Rights-of-Way	Public Works	3
Employee Handbook	Administration	5
Employee Programs	Administration	5
Employee Rights	Administration	5
Employee Time Sheets	Finance	2
Environmental Review	Development	6
Equipment - Communication	Law Enforcement	1
Equipment - Inventory	Law Enforcement	1
Equipment - Inventory/Sign-out Cards- Photo Lab	Law Enforcement	10
Equipment - Operations Files - Photo Lab	Law Enforcement	10
Equipment - Radio Logs (Communication)	Law Enforcement	9
Evidence, Disposition Forms	Law Enforcement	2
Exposure - Personnel	Fire Safety	1
Facilities (Sanitation/Solid Waste/Wastewater)	Public Works	2
Facilities (Utilities)	Public Works	6
Facility Rentals/Use	Development	7
Fair Political Practices - Administration, Statements	Administration	2
Fair Political Practices - Campaign disclosure, elected	Administration	2

# INDEX

Fair Political Practices - Campaign disclosure, not elected	Administration	2
Fair Political Practices - Campaign disclosure, unsuccessful	Administration	2
Fair Political Practices - Candidate Statements	Administration	2
Fair Political Practices - History	Administration	2
Fair Political Practices - Statement of Economic Interest, Elected	Administration	3
Fair Political Practices - Statement of Economic Interest, not elected	Administration	3
False Alarm (Duplicate)	Finance	6
Federal and State	Administration	4
Field Books	Public Works	3
Field, Non-fire and Logs	Fire Safety	2
Financial, Annual	Finance	3
Financial Records - Grants	Administration	5
Financial Records, Public Financial Authority	Administration	10
Fingerprint - Applicants Files	Law Enforcement	2
Fingerprint - Inked/Palm Cards	Law Enforcement	2
Fingerprint - Records Latents	Law Enforcement	3
Fingerprint - Suspect, Adult/Juvenile	Law Enforcement	3
Fire, Non-arson and Logs	Fire Safety	2
Flood Control - Drainage Facilities	Public Works	6
Flood Control - Flood Zones	Public Works	6
Flood Control - Insurance Programs	Public Works	6
Flood Control - Polices/Procedures	Public Works	6
Flood Control - Reports/Studies	Public Works	6
Flood Control	Development	5
Flood Records	Development	7
Franchises	Development	1
Fueling	Transportation	1
Gas & Electric Rates	Public Works	6
General Administrative	Administration	10
General Orders	Law Enforcement	9
General Orders, Policies/Procedures	Fire Safety	1
General Plan Amendments - Approved	Development	7
General Plan Amendments - Denied	Development	7
General Plan and Elements	Development	7
General Subject Files	Development	1
Goals & Objectives	Administration	4
Grants - Parks ( <i>refer to Admin.</i> )	Public Works	1
Grants - Street/Alleys ( <i>see Admin.</i> )	Public Works	3
Grants - Water ( <i>see Admin.</i> )	Public Works	7
Grants, Community/Urban Development (includes CDBG)	Development	2
Grievance Files	Law Enforcement	11
Guns, Dealers Record of Sale	Law Enforcement	3
Hazardous Waste Disposal	Hazardous Materials	2
Hazardous Waste Disposal	Transportation	1
Hearing or Review	Administration	1
Historic Preservation Inventory	Development	2
History, Sanitation	Public Works	2
Hourly Employees	Administration	5
Immigrant	Administration	5
Incident Files	Development	2
Incident Reports	Administration	11
Incident	Fire Safety	2
Incineration Plants, Sludge	Public Works	2
Incinerator Operations, Treatment Plant	Public Works	2

# INDEX

Index, Attorney Case	Administration	9
Informant Files	Law Enforcement	3
Inspection	Development	4
Inspection, Runway	Transportation	2
Inspection, Safety Self	Transportation	2
Inspections, Fire Prevention	Fire Safety	1
Insurance, ACCEL JT Powers Agreement	Administration	11
Insurance, Certificates	Administration	11
Insurance, Liability/Property	Administration	11
Insurance, Workers Compensation	Administration	11
Internet, World Wide Web	Administration	7
Interpretations	Development	7
Intersection Records	Public Works	3
Inventory	Finance	2
Inventory, Equipment Parts & Supplies	Transportation	1
Inventory, Equipment & Supplies	Fire Safety	2
Inventory, Equipment - Parks	Public Works	1
Inventory, Equipment - Water	Public Works	7
Inventory, Information Systems	Administration	7
Inventory, Records	Administration	9
Inventory, Traffic Control Device	Public Works	3
Inventory, Vehicle Ownership and Title	Transportation	1
Investigations - Background	Law Enforcement	11
Investigations - Background Hired	Law Enforcement	11
Investigations - Notifications	Law Enforcement	2
Investigations, Evidence Arson - Administration	Fire Safety	1
Investigations, Evidence Arson - Reports	Fire Safety	2
Investment Transactions	Finance	3
Invoices	Finance	1
Jail - Daily Logs	Law Enforcement	3
Jail - Inmate Record	Law Enforcement	3
Jail - Inspection Files	Law Enforcement	3
Jail - Surveys	Law Enforcement	3
Journals - Utility Billing	Finance	1
Journals, Fire Station	Fire Safety	1
Labor Distribution	Finance	3
Land Uses, non-conforming	Development	2
Landscape - Parks	Public Works	1
Landscaping - Streets/Alleys	Public Works	3
Ledger, General - Voucher	Finance	1
Legal Advertising	Administration	9
Licenses - Bicycle	Law Enforcement	3
Licenses - Bingo, Mace	Law Enforcement	3
Licenses - Business License Review Board	Law Enforcement	3
Administrative Files	Law Enforcement	4
Licenses - Duplicate (Pink), Secondhand Dealer, Pawn Brokers	Transportation	1
Licenses, Permits	Development	4
Liens & Releases - Recorded	Development	4
Liens & Releases - Supporting	Public Works	3
Lighting	Administration	3
Lobbyist Registration	Public Works	3
Locations	Public Works	7
Logs	Development	5
Logs - Administration	Development	2
Logs - Auto Theft	Law Enforcement	4

# INDEX

Logs - Case Assignment	4
Logs - Code Enforcement	5
Logs - Daily, Activity	4
Logs - Daily, Officer	4
Logs - Daily, Report Summary	4
Logs - Investigative (Pre-Arrest)	4
Logs - Juvenile Detention	4
Logs - Property Control	4
Logs - Rap Sheet	4
Logs - Subpoena	4
Logs, Attorney Service Request	9
Logs, Fire Equipment/Gear	2
Lot Split Cases	8
Maintenance and Operations	1
Maintenance and Operations - Municipal Facilities	7
Maintenance and Operations - Parks	1
Maintenance and Operations - Sanitation/Solid Waste/Wastewater	2
Maintenance and Operations - Service	7
Maintenance and Operations - Streets/Alleys	3
Maintenance and Operations - Well & Pumping	7
Maintenance, FAA	2
Management Reports	10
Maps & Plats	2
Maps - Parks	1
Maps - Streets/Alleys	4
Maps - Water	7
Maps, City Boundary	8
Maps, Plans, Drawings, Exhibits, Photos	8
Maps, Precincts/Voter Information	3
Maps, Septic Tank	2
Master Plans - Streets/Alleys	4
Master Plans - Water	7
Master Plans, Annual	2
Media Relations	10
Medical Leave	6
Medical - Personnel	1
Meter Operations	7
Meter Reading	3
Minutes	9
Minutes, Board	1
Motor Vehicle Pulls (DMV)	6
Municipal Code	9
Mutual Aid, Strategic Plans	1
Negotiation	6
Network Information Systems (LAN/WAN)	7
Nomination Papers	3
Non-Criminal Occurrences	6
Non-Safety Employees	6
Notices, Meeting	9
Notifications and Publications	3
Oaths of Office	3
Opinions	9
Ordinances	9
Parades & Special Events File	11
Parking - Lots	4
Law Enforcement	4
Development	5
Law Enforcement	4
Administration	9
Fire Safety	2
Development	8
Transportation	1
Development	7
Public Works	1
Public Works	2
Public Works	7
Public Works	3
Public Works	7
Transportation	2
Administration	10
Development	2
Public Works	1
Public Works	4
Public Works	7
Development	8
Development	8
Administration	3
Public Works	2
Public Works	4
Public Works	7
Development	2
Administration	10
Administration	6
Fire Safety	1
Public Works	7
Finance	3
Administration	9
Public Works	1
Administration	6
Administration	9
Emergency Management	1
Administration	6
Administration	7
Administration	3
Law Enforcement	6
Administration	6
Administration	9
Administration	3
Administration	3
Administration	9
Administration	9
Law Enforcement	11
Public Works	4

# INDEX

Parking - Regulations	
Patrol Requests (Correspondence)	
Pawn Slips/Tickets	
Permits - Alcoholic Beverage Control License	
Permits - Concealed Weapons	
Permits - National Pollutant Discharge Elimination System (NPDES)	
Permits - Others	
Permits	
Permits	
Permits, Construction	
Permits, Encroachment	
Permits, Hazardous Materials Storage	
Permits, Improvement	
Permits, Other	
Permits, Oversize Load	
Permits, Parking	
Permits, Paving	
Permits, Uniform Fire Code	
Permits, Use (Temporary)	
PERS Employee Deduction Reports	
PERS, Social Security, SSI	
Personnel Records (copies)	
Pest Control	
Petitions - Elections	
Petitions - Legal/Legislative	
Photographs - Daily Report (Negatives)	
Photographs - Inmates (Negatives)	
Photographs - Negative Log	
Photographs - Negatives, Misc.	
Photographs - Personnel	
Photographs	
Photographs - Parks	
Photographs - Streets/Alleys	
Photographs, Negatives, Film	
Plans, Capital Improvement, Projects	
Plans, Proposed	
Policies & Procedures, Departmental	
Policies and Procedures - Naming and numbering	
Policies and Procedures - Speed Limits	
Policies and Procedures - Parks	
Policies and Procedures - Water	
Policy, Council/Proclamations	
Precinct Records	
Press Releases	
Press, Video Programs (Community Relations)	
Program Files and Directories	
Programs - Federal Aid Urban	
Programs - Traffic Safety	
Programs	
Programs, Household Hazardous Waste	
Projects, Not Completed or Denied	
Promotional Marketing - Eternal, Internal	
Property Files	
Property Original	
Property, Pawn Broker/Secondhand	
Public Works	4
Law Enforcement	9
Law Enforcement	4
Law Enforcement	11
Law Enforcement	11
Public Works	7
Public Works	7
Development	4
Public Works	4
Development	2
Public Works	4
Hazardous Materials	2
Public Works	4
Development	2
Public Works	4
Public Works	4
Public Works	4
Fire Safety	1
Public Works	4
Finance	2
Administration	6
Administration	6
Development	6
Administration	3
Administration	9
Law Enforcement	4
Law Enforcement	4
Law Enforcement	11
Law Enforcement	11
Law Enforcement	11
Development	2
Public Works	1
Public Works	4
Administration	11
Public Works	4
Public Works	1
Administration	4
Public Works	5
Public Works	5
Public Works	1
Public Works	7
Administration	10
Administration	3
Law Enforcement	11
Law Enforcement	11
Administration	8
Public Works	5
Public Works	5
Development	6
Hazardous Materials	2
Development	2
Administration	4
Law Enforcement	4
Law Enforcement	11
Law Enforcement	6
Law Enforcement	11

# INDEX

Public Records Request	Administration	10
Radar Calibration Records	Law Enforcement	9
Railroad Right-of-way	Public Works	1
Range Inventory	Law Enforcement	6
Rates - Sanitation/Solid Waste/Wastewater	Public Works	2
Rates - Water	Public Works	7
Reclamation	Public Works	8
Records Management Disposition Certification	Administration	10
Records Management	Administration	10
Records Retention	Administration	10
Recruitment	Administration	6
Recycling Programs	Public Works	2
Redevelopment	Development	6
Register	Finance	2
Registers, Transient Vessel Reservation	Transportation	3
Registration Files, Arson, Sex and Narcotics	Law Enforcement	5
Regulations	Development	5
Regulations	Public Works	2
Relocation Files	Development	8
Report, Accident (Copies)	Transportation	2
Reports - Accident and Incident (Aircraft)	Transportation	2
Reports - Accident	Law Enforcement	10
Reports - Accident	Public Works	1
Reports - Activity	Law Enforcement	1
Reports - Airport Operational (Administrative)	Transportation	3
Reports - Airport Operational (Regulatory)	Transportation	2
Reports - Audit	Administration	1
Reports - Bridges & Overpasses	Public Works	5
Reports - Chemical Emissions	Law Enforcement	1
Reports - Conservation	Public Works	8
Reports - Consumption	Public Works	8
Reports - Corrosion Control	Public Works	8
Reports - Dealer of Gun Sales, Duplicate	Law Enforcement	11
Reports - Departmental	Administration	4
Reports - Discharge Monitoring	Public Works	8
Reports - Drinking Water Corrections	Public Works	8
Reports - Federal and State Tax	Finance	3
Reports - Human Resources	Administration	6
Reports - Hydrograph	Public Works	8
Reports - Inspection	Public Works	5
Reports - Lead Service Line	Public Works	8
Reports - NOTAM (Notice to Airmen)	Finance	3
Reports - NOTAM (Notice to Airmen)	Transportation	3
Reports - Others	Public Works	1
Reports - Public Education	Public Works	8
Reports - Quality Parameters	Public Works	8
Reports - Sanitary Surveys	Public Works	8
Reports - Source Water	Public Works	8
Reports - Staff	Administration	4
Reports - State Certification	Public Works	8
Reports - Studies (Sanitation/Solid Waste/Wastewater)	Public Works	3
Reports - Studies	Public Works	1
Reports - Studies	Public Works	5
Reports - Survey Response Files	Law Enforcement	1
Reports - Tonnage	Public Works	3
Reports - Traffic Collision Fatalities	Law Enforcement	10

# INDEX

Reports - Traffic Count	
Reports - Variances, Water System	
Reports - Vehicle Accident	
Reports - Well Level	
Reports	
Reports	
Reports, Federal and State - Code Enforcement	
Reports/Studies	
Requisitions - Purchase Orders	
Requisitions - Stores	
Research Project Files	
Resolutions	
Resolutions, Board	
Restraining Orders, Emergency Protective Orders, Temporary Restraining Orders, Legal Stipulations, Orders After Hearing	
Reviews, Internal/External Periodic	
Risk Management Reports	
Roster of Voters	
Rosters (Divisional)	
Routes, School Bus & Truck	
Safety Employees	
Salary Records	
Schedules - Daily	
Schedules - Municipal Clerk	
Schedules - Watch Assignment/Timekeeping Records	
Schedules, Class & Events	
Sealed - Adult Found Factually Innocent	
Sealed - Juvenile	
Seismic Retrofit Program	
Signage	
Signs (Temporary)	
Slip Rental Index	
Slip Rental Permits	
Slip Rental Waiting List	
Soil	
Soil Reports	
Sources	
Speaker Requests	
Special Districts	
Special Projects	
State Controller	
Statistical (Crime Analysis)	
Statistical (UCR), Uniform Crime Reports	
Street Names and House Numbers	
Street/Alley (Abandonment/ Vacation)	
Studies, Special Projects & Areas	
Subpoenas (Duplicate)	
Support Services	
Surplus Property - Auction	
Surplus Property - Disposal	
Surveyor Field Notes	
Surveys	
Surveys and Studies	
Surveys, Water System Sanitary	
Tapes - Audio, Telephone and Radio Communications	
Public Works	5
Public Works	9
Public Works	5
Public Works	9
Development	3
Law Enforcement	7
Development	5
Public Works	4
Finance	3
Finance	3
Law Enforcement	7
Administration	9
Public Works	1
Law Enforcement	12
Administration	1
Administration	11
Administration	3
Law Enforcement	12
Public Works	5
Administration	7
Finance	3
Law Enforcement	12
Administration	10
Law Enforcement	12
Public Works	1
Law Enforcement	8
Law Enforcement	8
Development	3
Public Works	5
Development	4
Transportation	3
Transportation	3
Transportation	3
Development	6
Development	6
Public Works	9
Law Enforcement	12
Development	5
Administration	4
Finance	3
Law Enforcement	7
Law Enforcement	7
Development	3
Development	5
Development	3
Law Enforcement	8
Administration	4
Finance	2
Finance	2
Public Works	9
Development	3
Administration	7
Public Works	9
Law Enforcement	8

# INDEX

Tapes - Audio, Video	Administration	9
Tapes - Surveillance/Security Video (Jail)	Law Enforcement	8
Tapes Information Systems	Administration	8
Taxes Receivable	Finance	1
Tests - Bacteriological Analysis	Public Works	9
Tests - Chemical Analysis	Public Works	9
Tests - Quality	Public Works	9
Tests, Densitometer Results (Photo Lab)	Law Enforcement	12
Traffic Signals	Development	5
Traffic Signals	Public Works	6
Training - Bulletins	Law Enforcement	12
Training - Event Files	Law Enforcement	12
Training - Lesson Plans, Range	Law Enforcement	12
Training Materials	Hazardous Materials	3
Training - Personnel	Fire Safety	1
Training - Personnel (by name)	Law Enforcement	12
Training - Schedules, Range	Law Enforcement	12
Training Records - Non-Safety	Administration	7
Training Records - Personnel (by name)	Administration	7
Training Records - Safety	Administration	7
Travel Records	Administration	4
Underground	Public Works	6
Underground Storage Tank -	Hazardous Materials	3
Maintenance and Operations		
Underground Storage Tank - Compliance	Hazardous Materials	3
Uniform Vouchers (by name)	Law Enforcement	10
Unsuccessful Grants	Administration	5
Use of Force Supervisory Review Files	Law Enforcement	8
Utility Rebates	Finance	3
Valve Main Records	Public Works	9
Vehicle Assignment	Transportation	2
Vehicle Ownership & Title	Finance	2
Vehicle - Assignment Reports	Law Enforcement	10
Vehicle - Down Reports	Law Enforcement	10
Vehicle Mileage Reimbursement Rates	Administration	7
Vehicle - Repossession/Private Impounds	Law Enforcement	10
Vehicle - Service Schedules	Law Enforcement	10
Vendor Register	Finance	3
Vests, Bulletproof Letters	Law Enforcement	10
Violations, Drinking Water	Public Works	9
Violations, Building, Property & Zoning	Development	5
Volunteer Card Files	Law Enforcement	12
Voter Affidavits	Administration	3
Voter Registration Signature Copy	Administration	4
Warrant Register	Finance	1
Warrants - Felony	Law Enforcement	8
Warrants - Misdemeanor Criminal	Law Enforcement	9
Warrants - Parking	Law Enforcement	10
Warrants - Served	Law Enforcement	9
Warrants - Traffic	Law Enforcement	10
Warrants - Unserved (Local)	Law Enforcement	9
Weapons, Database	Law Enforcement	10
Weed Abatement	Fire Safety	2
Weigh Scales	Public Works	6
Workers Compensation	Administration	11

# CALIFORNIA RECORDS RETENTION GUIDELINES

## Administration

Final, August 1999

California City Clerks' Association

Record Series Title	Retention	Citation	Descriptor
<b>AUDIT</b>			
Annual Financial Report	CL + 2	GC34090	Independent auditor analysis
Bonds	CL + 10	GC34090; CCP 337.5	Final bond documentation
Budget	P	GC34090	Annual operating budget approved by Legislative Body
Budget Operating (copies)	S	GC34090	Departmental Reference
Hearing or Review	AU + 2	GC34090; OMB A-128	Documentation created and or received in connection with an audit hearing or review
Reports	AU + 4	GC34090; OMB A-128	Internal and/or external
Reviews, Internal/External Periodic	CU	GC34090; GC6250	Daily, weekly, monthly, quarterly or other summary, review, evaluation, log, list, statistics, except a report
<b>COMMUNITY SERVICES</b>			
Libraries	CU + 2	GC 34090	Books, art, gifts, donations, exhibits, theatre, music, special events, etc.
Plaques	P		Historic value
Sports Organization	S + 2		
<b>ELECTIONS</b>			
Affidavit Index	CL + 5	EC 17001	
Applications, Absentee Ballots and Envelopes	E + .5	EC 17505; EC 17302	From date of election
Assisted, Challenged Voters List	E + .5	EC 17304	From date of election
Ballots	E + .5	EC 17302	From date of election; ballots submitted to precincts/City Clerk that were not used - unless contested (EC 17302(c)) retention by court order
Ballots	P	California	Property related fees (Assessment

**CALIFORNIA RECORDS RETENTION GUIDELINES**  
**Administration**  
 Final, August 1999  
 California City Clerks' Association

Record Series Title	Retention	Citation	Descriptor
Prop. 218 (Assessment Districts)		Constitution Art. XIII	Ballot proceeding)
Calendar	E + 2	GC 34090	
Canvass	P	GC 22932; EC 17130; EC 2653	Notifications and Publication of Election; Records used to compile final election results, including tally sheets, voting machine tabulation, detailed breakdown of results; special election results
Certificates of Election	T + 4	GC 81009(a) (d)	Certificates of election; Original reports and statements
Charter Amendments/ Measures	P	GC34458-60; GC34090	Chapter designations by Secretary of State following adoption of voters
Fair Political Practices			
Administration/ Campaign Statements and Conflict of Interest	CU + 5		FPPC Opinions
Campaign disclosure, Elected	P	GC81009(b) (g)	FPPC Filings
Campaign disclosure, Not Elected	E + 5	GC81009(b)	FPPC Filings
Campaign disclosure - Unsuccessful(all other committees)	E + 7	GC81009	FPPC Filings
Candidate Statements	E + 4		Sample ballot retained permanently.
History	P	GC 34090	History of elections, sample ballots, certificates of destruction, other resolutions re: elections
Statement of economic interest -	T + 7	GC 81009(e)	FPPC Filings

**CALIFORNIA RECORDS RETENTION GUIDELINES**  
**Administration**  
 Final, August 1999  
 California City Clerks' Association

Record Series Title	Retention	Citation	Descriptor
<b>Elected Officials</b>			
Statement of economic interest - Not Elected	E + 5	GC 81009(b)	FPPC Filings
Lobbyist Registration	P	EC 81009(b)	Statements
Maps, Precincts/Voter Information	E + 2	GC 34090; EC 17501; EC 17301	
Nomination Papers Successful Unsuccessful	E + 4 E + 2	EC 17100 GC 81009(b)	
Notifications and Publications	E + 2	GC 34090	Proof of publication or posting, certification and listing of notice of posting; copy of newspaper notice and certification of offices to be voted for at forthcoming election
Oaths of Office	T + 6	GC34090; 29 USC 1113	Elected Officials
Petitions	.75	EC 17200, 17400; GC 7253.5; EC 14700 + GC 3756:8	From date of filing or election; Initiative, referendum, recall, Charter Amendments
Precinct Records	E + .5	EC 17503	From date of election: Precinct official material; declaration of intention, precinct board member applications, orders appointing members of precinct boards and designating polling places Includes notice of appointment of office and record of service
Roster (Of Voters)	E + 5	EC 17300	From date of election; Initiative, referendum recall, general municipal election, Charter Amendments
Voter Affidavits	CL + 5	EC 17000	
Voter Registration Signature Copy	CU + 5	EC 17000	Fire, special or school district

# CALIFORNIA RECORDS RETENTION GUIDELINES

## Administration

Final, August 1999

California City Clerks' Association

Record Series Title	Retention	Citation	Descriptor
<b>GENERAL SUBJECT</b>			
Administration	P	GC 34090	
Biographies	CU + 2	GC34090	
Classifications and Appointments	P	GC 34090; GC 12946; 29 CFR 516.6(2); 29 CFR 1602.4	Includes supplemental Personnel records. Wage rate tables 2 years.
Correspondence/ Originating Department	CU + 2	GC34090(d)	If not attached to agreement or project file
Goals & Objectives	CU + 2	GC34090	Departmental goals & objectives
Policies & Procedures, Departmental	S + 5	GC34090(d)	Retain while current
<b>Promotional Marketing</b>			
External	CU + 7		
Internal	2		
<b>Reports</b>			
Departmental	CU + 2	GC34090	Special/or final summary, review or evaluation
Staff	CU + 2	GC34090	Non-agenda related, includes supporting documentation
Special Projects	CU + 2	GC34090	
Support Services	CU + 2	GC34090	Reproduction; printing; postal/mailing services, other internal resources
Travel Records	CU + 2	GC34090	
<b>GRANTS</b>			
Community Development Block Grant and Urban Development	T + 4	GC34090; 24 CFR 570.502 24 CFR85.42*	Applications, reports, contracts, supporting documents; *OMB Cir. A-102, A-110, A-128
Federal and State	CL + 5	GC34090	Refer to grant application close-out procedure
Financial Records	CL + 5	GC34090	Refer to grant application close-out procedure
Unsuccessful	CL + 2	GC34090	Applications not entitled

**CALIFORNIA RECORDS RETENTION GUIDELINES**  
**Administration**  
 Final, August 1999  
 California City Clerks' Association

Record Series Title	Retention	Citation	Descriptor
<b>HUMAN RESOURCES</b>			
Benefit Plan Claims	P	GC6250 et seq; OMB A-129 29 CFR 1602.30; 32; Lab Rel Sec 1174*	May include dental, disability, education, health, life and vision including dependent care and Employee Assistance *29 CFR 1637.3; 29 USC 1027; 29 CFR 1627.3; 29 USC 1113
Benefit Plan Enrollment, Denied	CL + 4	GC34090; OMB A-128	
Bond, Personnel Fidelity	T + 2	GC34090	Employee Fidelity Bonds
Employee Handbook	S + 2	GC 34090	General employee information including benefit plans
Employee Programs	CL + 2	GC 34090; GC 12946	Includes EAP and Recognitions
Employee Rights General Employees Safety (Police)	T + 2 T + 5	GC12946; 29 CFR 1602; 29 USC 211 (e); 203(m); 207(g)	May include Arbitration, grievances, union requests, sexual harassment and Civil Rights, complaints, disciplinary actions
Hourly Employees	T + 6	GC12946; GC34090*	*29 CFR 1627.3, Labor Relations Section 1174
Immigrant		Immigration Reform/Control Act 1986 Pub. L 99-603	I-9's
Medical Leave	CL + 30	FMLA 1993 US OSHA; 29 CFR ; *	May include Family leave; certifications; tests; W-4's; *29 CFR 1602.30.32; 49 CFR 193-9; 1910.20
Motor Vehicle Pulls (DMV)	CL + 7	GC12946, *	*CA 91009; 8 USC 1324 (a)

**CALIFORNIA RECORDS RETENTION GUIDELINES**  
**Administration**  
**Final, August 1999**  
**California City Clerks' Association**

Record Series Title	Retention	Citation	Descriptor
Negotiation	P	29 USC Sections 211(c), 203(m), 207(g)	Notes, notebooks, correspondence, contracts, and Memorandums of Agreements
Non-Safety Employees	T + 3	Reference: 29 CFR 1627.3; CCR Sec 1174; 29 CFR 1602.30.32; GC6250 et seq; 29 CFR; GC 12946, 34090*	Non-safety employees may include: Release Authorizations; Certifications; Reassignments; outside employment; commendations disciplinary actions; terminations; Oaths of Office; evaluations-pre-employee medicals; fingerprints; identification cards (ID's) *1607.4; 29 CFR 655.202; 29 CFR 516.6 et seq; 45 CFR 1068.6(a)
Personnel Records (copies)	CU + 2	GC34090; GC6250	Attendance; evaluations; drafts; worksheets; postings
PERS, Social Security, SSI	P	29 CFR 1627.3(2); GC 12946, 34090	EEOC/ADEA
Recruitment	CL + 3	Reference: GC12946; GC6250 et seq; 29 CFR 1602 et seq 29 CFR 1607; 29 CFR 1627.3	Applications, resumes, alternate lists/logs, indices; ethnicity disclosures; examination materials; examination answer sheets, job bulletins; eligibility; electronic database
Reports	CU + 2	GC34090	Employee statistics, benefit activity; liability loss
Safety Employees	T + 5	Reference: 29 CFR 16273; CCR Sec 1174; 29 CFR 1607.4; *	Police, fire, emergency employees may include; Release Authorizations; Certifications Reassignments; outside employment; commendations disciplinary actions; terminations; Oaths of Office; evaluations-pre

# CALIFORNIA RECORDS RETENTION GUIDELINES

## Administration

Final, August 1999

California City Clerks' Association

Record Series Title	Retention	Citation	Descriptor
			employee medicals *29 CFR 1602.30.32; 29 CFR 655.202; 29 CFR 516.6 et seq; 45 CFR 1068.6(a)
Surveys and Studies	CU + 2	GC 12946, 34090; 29 CFR 516.6(2); 29 CFR 1602.14	Includes classification, wage rates
Training Records Non-Safety	CU + 7	GC6250 et seq	Employee applications, volunteer program training, class training materials, internships;
Personnel (by name)	T + 7	GC34090	Paperwork documenting officers' internal and external training
Safety	CU + 2	GC34090	Certifications/designations
Vehicle Mileage Reimbursement Rates	S + 2	GC 34090	Annual mileage reimbursement rates
<b>INFORMATION SERVICES</b>			
Internet, World Wide Web	S + 2	GC34090	Management/Policies and supporting documentation
Inventory, Information Systems	S + 2	GC34090	Hardware/Software Inventory logs; systems manuals
Network Information Systems (LAN/WAN)	CU + 4	GC34090; CCP 337.2; 343	Configuration maps and plans
Program Files and Directories	CU + 2 CU + (2 mos.) CU + 1 CU + .5	GC34090; GC34090.7	Annual backup Daily backup  Monthly backup Weekly backup
Tapes Information	CU + 2	GC34090	System Generation

**CALIFORNIA RECORDS RETENTION GUIDELINES**  
**Administration**  
**Final, August 1999**  
**California City Clerks' Association**

Record Series Title	Retention	Citation	Descriptor
<b>Systems</b>			
<b>LEGAL/ LEGISLATIVE</b>			
Agendas	CU + 2	GC34090	Original agendas and special meeting notices, including certificates of posting, original summaries, original communications and action agendas for Council, Boards and Commissions
Agenda Reports (Master, Subject Files)	CU + 2	GC34090 (d)	Documentation received, created and/or submitted to Council
Appeals, Civil	CU + 3	CCP 583.320(a)(3); GC 34090	
Applications, Boards, Commissions, Committees	CL + 2	GC34090	Not selected
Applications, Boards, Commissions, Committees	T + 5	GC34090; GC40801	Selected
Articles of Incorporation	P	GC34090; CCP 337.2	
Case Log	CL + 7	CCP 337.2; 343	From Close of cases listed; Chronological listing of cases
Case Records - (High Profile)	P	GC6254	Significant cases which have importance/or set legal precedence. Includes logs, complaints, police reports, court orders, motions, notes, briefs
Case Records- (Routine)	CL+7	42 USC s1983	Includes logs, complaints, police reports, court orders, motions, notes, briefs, closing statements (unless minors - 3 years after attaining 18)
Contracts and Agreements Excl. Capital Improvement	T + 5	CCP 337.2, 343; B&P7042.5;*	Includes leases, equipment, services or supplies *PU7685; 48 CFR:2; GC53066
Incl. Capital Improvement	P	2.08.110;*	Construction *GC37090a; 4004; H&S 19850
Index, Attorney Case	L	GC6254	Including notations on activities related

**CALIFORNIA RECORDS RETENTION GUIDELINES**  
**Administration**  
 Final, August 1999  
 California City Clerks' Association

Record Series Title	Retention	Citation	Descriptor
Legal Advertising	CU + 4	CCP 343, 349 et seq.; GC 911.2; GC 34090	to case Includes public notices, legal publications
Logs, Attorney Service Request	CU + 2	GC34090	Service request, summaries of monthly requests
Minutes	P	GC34090(d); GC36814; GC40801	Official minutes and hearing proceedings of governing body or board, commission or committee
Notices, Meeting	CU + 2	GC 34090.7, 54960.1(c)(1)	Special meetings
Opinions	S + 2	GC34090; GC6254	Confidential
Ordinances	P	GC34090(d)4 0806	Charter amendments; municipal code
Petitions	CU + 1	GC50115; GC6253	Submitted to legislative bodies
Resolutions	P	GC34090(d) 40801	Legislative actions
Tapes, Audio/Video	1 year from date of mtg.	GC 34090.7	When used for minute preparation and may have historical value.
<b>MUNICIPAL CLERK</b>			
Assessment Districts	P	GC 34090	Original documentation
Inventory, Records	CU + 2	GC34090; 80 OPS Atty. Gen. 106	Inventory of non-current or inactive records holdings and location, indices. Tapes may be recycled.
Municipal Code	P	GC 34090	Supplements included
Public Records Request	CL + 2	GC 34090	
Records Management	CL + 2	GC34090	Document includes retrieval, transfers - inactive
Records Management	P	GC34090	Documentation of final disposition or

**CALIFORNIA RECORDS RETENTION GUIDELINES**  
**Administration**  
 Final, August 1999  
 California City Clerks' Association

Record Series Title	Retention	Citation	Descriptor
<b>Disposition Certification</b>			<b>records</b>
<b>Records Retention Schedules</b>	<b>S + 4</b>	<b>CCP 343</b>	
<b>POLICIES/ PROCEDURES</b>			
<b>General Administrative</b>	<b>S + 2</b>	<b>GC34090; 40801</b>	<b>All city policies and procedures</b>
<b>Policy, Council/ Proclamations</b>	<b>S + 2</b>	<b>GC34090</b>	<b>Policies, directives rendered by Council not assigned a resolution or ordinance number</b>
<b>PUBLIC FINANCING AUTHORITY</b>			
<b>Administration</b>	<b>P</b>	<b>GC 34090</b>	
<b>Financial Records</b>	<b>P</b>	<b>GC 34090, 40802, 53901</b>	
<b>Management Reports</b>	<b>2</b>	<b>GC 34090</b>	
<b>PUBLIC INFORMATION</b>			
<b>Brochures, publications, newsletter, bulletins</b>	<b>S + 2</b>	<b>GC 34090</b>	
<b>Calendar, City</b>	<b>CU + 2</b>	<b>GC 34090</b>	
<b>Media Relations</b>	<b>CU + 2</b>	<b>GC 34090</b>	<b>Includes cable, newspaper, radio, message boards, presentations.</b>
<b>RISK MANAGEMENT</b>			
<b>Accident Reports - City Assets</b>	<b>CL + 7</b>	<b>29 CFR 1904.2; 29;*</b>	<b>Reports and related records * CFR 1904.6</b>
<b>Bonds, Insurance</b>	<b>P</b>	<b>CCP 337.2; 343</b>	<b>Bonds and insurance policies insuring city property and other assets</b>
<b>Claims, Damage</b>	<b>CL + 5</b>	<b>GC34090; GC25105.5</b>	<b>Paid/Denied</b>
<b>Incident Reports</b>	<b>CL + 7</b>	<b>29 CFR 1904.2; 29</b>	<b>Theft, arson, vandalism, property damage or similar occurrence</b>

**CALIFORNIA RECORDS RETENTION GUIDELINES**  
**Administration**  
 Final, August 1999  
 California City Clerks' Association

Record Series Title	Retention	Citation	Descriptor
Insurance, ACCEL JT Powers Agreement	P	CFR 1904.6 GC34090	(excluding fire/law enforcement) (Authority California Cities Excess Liability Insurance) – B Accreditation/ MOU's/agreement/agendas
Insurance, Certificates	P	GC34090	Insurance certificates filed separately from contracts, includes insurance filed by licensees
Insurance, Liability/Property	P	GC34090	May include liability, property, Certificates of Participation, deferred, use of facilities
Insurance, Workers Compensation	P	GC6410; 29 CFR 1910.20	Indemnity; PERS – working files - originals with Administrator
Photographs, Negatives, Film	CL + 2	GC34090	
Risk Management Reports	CL + 5	OMB 1220-0029; 29 CFR1904.4; GC 34090	Federal OSHA Forms; Loss Analysis Report; Safety Reports ; Actuarial Studies
Workers Compensation	P	CCR 14311; 15400.2; CA Labor Code 110-139.6	Claim Files, Reports, Incidents (working files) originals filed with Administrator

# CALIFORNIA RECORDS RETENTION GUIDELINES

## Development

Final, August 1999  
California City Clerks' Association

Record Series Title	Retention	Citation	Descriptor
---------------------	-----------	----------	------------

<b>ADMINISTRATION</b>			
Benchmark Data	CU + 2	GC34090d	Horizontal, vertical & control
Bids & Proposals (Unsuccessful)	CL + 2	GC34090d	
Bonds Development	CL + 10	CCP 337.5	Housing; Industrial Development
Security	CL + 2	GC34090	Documentation created and or received in connection with the performance of work/services for the city, or for parcel maps and subdivision work
Code Books	P	GC34090e	National Electrical Code, Uniform Building, Fire, Mechanical, Plumbing & Supplements
Contractor	CU + 2	GC34090d	Current listing
Correspondence	CU + 2	GC34090d	Working documentation
Development Conditions	L	GC34090	Mitigation measures; filed with case files
Development Agreements	P	CCP337, 337.1(a), 337.15; GC34090;48 CFR 4.703	Infrastructure contracts, franchises. Original maintained for 7 years.
Development Standards	P	GC34090a	Landscape mediums, parkway landscape development, public works construction
Drawings, Project Plan	CU + 2	GC34090d	Does not include those usually filed with case or project
Franchises	P	GC65864, 65869.5, 34090*	Including subdivision agreements, contracts for sale or purchase of property, cable, grant of easements and/pr involving construction of improvements *CCP 337.2, 343; AC16023
General Subject Files	CU + 2	GC34090d	Internal working files including

**CALIFORNIA RECORDS RETENTION GUIDELINES**  
**Development**  
**Final, August 1999**  
**California City Clerks' Association**

Record Series Title	Retention	Citation	Descriptor
---------------------	-----------	----------	------------

			correspondence
Grants, Community/Urban Development (includes CDBG)	CL + 4	24CFR 570.502(b) (3); 241CFR 85.42 & OMB Cir. A-110, Attach. C; *	Project files, contracts, proposals, statements, reports, sub-recipient dockets, Environmental review, grant documents, applications, inventory, consolidated plan, etc. Includes Section 108 loan guarantee *OMB Cir. A-102 & 128, HUD regulations
Historic Preservation Inventory	2	GC34090d	Historic structures & landmarks
Incident Files	2	GC34090d	Emergency Call Outs
Land Uses, nonconforming	P	GC34090a	Building or site usage which does not conform to current standards
Logs	CU + 5		Logs, registers or similar records listing permits, certificates of occupancy issued; may include inspection, building activity, daily, plan check, utility
Maps & Plats	P	GC34090a	Engineering & field notes and profiles; cross-section of roads, streets, right-of-way, bridges; may include annexations, parks, tracts, block, storm drains, water easements, bench marks, trees, grading, landfill, fire hydrants, base maps, etc.
Master Plans, Annual	S + 2	GC34090	Special or long range program plan for municipalities – coordination of services; strategic planning
Permits, Construction	P	GC34090a; H&S19850; 4003; 4004	Plans, building, signs, grading, encroachment, including blueprints and specifications
Permits, Other	CL + 2	GC34090d	Alterations, encroachment, excavations, road, street sidewalks & curb alterations, transportation, swimming pool drainage, temporary uses, etc.
Photographs	S + 2	GC34090d	Aerial photographs

**CALIFORNIA RECORDS RETENTION GUIDELINES**  
**Development**  
**Final, August 1999**  
**California City Clerks' Association**

Record Series Title	Retention	Citation	Descriptor
---------------------	-----------	----------	------------

<b>Projects, Not Completed or Denied</b>	<b>CL + 2</b>	<b>GC34090d</b>	<b>Building, engineering, planning</b>
<b>Reports</b>	<b>CU + 2</b>	<b>GC34090</b>	<b>Activity, periodic</b>
<b>Seismic Retrofit Program</b>	<b>P</b>	<b>GC34090a</b>	<b>Includes Certificates of Compliance</b>
<b>Street Names and House Numbers</b>	<b>P</b>	<b>GC34090a</b>	<b>Street dedications, closings, address assignment/changes</b>
<b>Studies, Special Projects &amp; Areas</b>	<b>CL + 2</b>	<b>GC34090d</b>	<b>Engineering, joint powers, noise, transportation</b>
<b>Surveys</b>	<b>P</b>	<b>GC34090a</b>	<b>Recording data and maps</b>

**CALIFORNIA RECORDS RETENTION GUIDELINES**  
**Development**  
**Final, August 1999**  
**California City Clerks' Association**

Record Series Title	Retention	Citation	Descriptor
---------------------	-----------	----------	------------

<b>BUILDING</b>			
<b>Blueprints, Specifications</b>	<b>CL + 2</b>	<b>GC34090d</b>	<b>Submitted by contractors with application for permit and builds for Certificate of Occupancy</b>
<b>Certificates</b>	<b>L</b>	<b>GC34090a</b>	<b>Compliance, elevation, occupancy which affect real property</b>
<b>Construction (Approved)</b>	<b>P</b>	<b>GC34090a; 4003; 4004; H&amp;S 19850, 19853</b>	<b>New commercial and residential construction, tenant improvements room additions, spa, signs, block wall, remodel including security bonds</b>
<b>Inspection</b>	<b>CL + 2</b>	<b>GC34090d</b>	<b>Correspondence, fees, appeal requests, reports</b>
<b>Permits</b>	<b>P</b>	<b>GC34909a; H&amp;S 19850; 4003;4004</b>	<b>Plans, building, signs, grading, encroachment permits</b>
<b>Signs (Temporary)</b>	<b>S + 2</b>	<b>GC34090d</b>	<b>Home occupations, off-premise signs</b>
<b>CODE ENFORCEMENT</b>			
<b>Abandoned Vehicles</b>	<b>CL + 2</b>	<b>GC34090d</b>	
<b>Case Files</b>	<b>CL + 2</b>	<b>GC34090d</b>	<b>Building, housing and mobile home code violation records including inspections; public nuisance rubbish and weed abatement, vehicle abatement, citations, massage parlor permits, general</b>
<b>Liens &amp; Releases, Supporting Recorded</b>	<b>CL + 2 P</b>	<b>GC34090</b>	<b>Utilities, abatement, licenses</b>

**CALIFORNIA RECORDS RETENTION GUIDELINES**  
**Development**  
**Final, August 1999**  
**California City Clerks' Association**

Record Series Title	Retention	Citation	Descriptor
Logs	CU + 2	GC34090d	Lien Recovery, citations, complaints
Regulations	S + 2	GC34090d	Includes rules
Reports, Federal and State	P	GC34090a	Code enforcement statistics; may contain records affecting title to real property or liens thereon
Violations, Building, Property & Zoning	CL + 2	GC34090d	Supporting code enforcement activity
<b>ENGINEERING</b>			
Capital Improvement Projects	CL + 10	CC337.15	Supporting documents including bidders list, specifications, reports, plans, work orders, schedules, etc.
Construction Tracking, Daily	P	CC337.15	Assesses value of real property
Drawings, Traffic Control Plan	P	GC34090a	Signs, signing & striping, road construction
Flood Control	CL + 2	GC34090d	Storm Drains
Special Districts	P	GC34090a	Supporting documents re: improvement, lighting, underground utility; bonds, taxes & construction
Street/Alley (Abandonment/Vacation)	CL + 2	GC34090d	Relinquishment of rights and fee title
Traffic Signals	CL + 2	GC34090d	Counts, collisions, accidents
<b>ENVIRONMENTAL QUALITY</b>			
Air Quality (AGMD)	CU + 7	CCP 338(k); GC34090	Participants/voucher logs, Total Daily Mileage Survey (TDM); various local authorities; Commute Alternative
Asbestos	P	GC34090a	Documents abatement projects, public buildings

**CALIFORNIA RECORDS RETENTION GUIDELINES**  
**Development**  
**Final, August 1999**  
**California City Clerks' Association**

Record Series Title	Retention	Citation	Descriptor
---------------------	-----------	----------	------------

California Environmental Quality Act (CEQA)	P	GC34090a + CEQA Guidelines	Exemptions, Environmental Impact Report, Mitigation monitoring, negative declaration, notices of completion and determination, comments, statements of overriding considerations
Congestion Management	CU + 2	GC34090d	Ride sharing, trip reduction
Environmental Review	CL + 2	GC34090d	Correspondence, consultants, issues, conservation
Pest Control	CU + 2	GC34090d	Pesticide applications, inspections & sampling, documents
Soil	CL + 2	GC34090d	Analysis, construction recommendations
Soil Reports	P	GC34090d	Final Reports
<b>HOUSING</b>			
Bonds	CL + 4	CCP 337	Revenue Bond Documentation
Programs	CL + 3	24 CFR 570.502(b)(3); 24 CFR 85.42 & OMB Cir. A-110, #C	Includes comprehensive Housing Authority Strategy, Meeting Credit Certificate, Housing bond advisory, HOME, In-Lieu Housing Mitigation, Low/Moderate Housing, Rental Housing Assistance
Redevelopment Budgets	P	GC 34090, 40802, 53901	Includes annual audit
Bond Issues	P	GC43900 et seq.	

# CALIFORNIA RECORDS RETENTION GUIDELINES

## Development

### Final, August 1999

### California City Clerks' Association

Record Series Title	Retention	Citation	Descriptor
<b>MUNICIPAL FACILITIES</b>			
Capital Improvements, Construction	P	2.083110; GC34090a; 4004; H&S 19850; GC34090a	Contains records re: Planning, design, construction, conversion or modification of local government-owned facilities, structures & systems
Facility Rentals/Use	CU + 2	GC34090	Permits, contracts, diagrams, schedules, insurance binders
Maintenance & Operations	CU + 2	GC34090d	Service requests, invoices, supporting documentation; buildings, equipment, field engineering, public facilities including work orders and graffiti removal
<b>PLANNING</b>			
Case files, Planning and Zoning	P	GC34909a; H&S 19850; 4003;4004	Pertains to real property. May include blueprints, drawings, maps, plans, reports, evaluations, correspondence, uses, permits, variances, studies, appeals, compliance certificates, lot line adjustments or other planning-related matters brought before legislative body
Certificates	L	GC34090	Retain during life of structure
Flood Records	CU + 2	GC34090	
General Plan and Elements	P	GC34090	Includes sphere of influence
General Plan Amendments			
Approved	CL + 2	GC34090	
Denied	CU + 3	GC65103; *	* GC50110

**CALIFORNIA RECORDS RETENTION GUIDELINES**  
**Development**  
**Final, August 1999**  
**California City Clerks' Association**

Record Series Title	Retention	Citation	Descriptor
---------------------	-----------	----------	------------

<b>Interpretations</b>	<b>CU + 2</b>	<b>GC34090</b>	
<b>Maps, Plans, Drawings, Exhibits, Photos</b>	<b>P</b>	<b>GC34090; H&amp;S 19850; GC34090.7</b>	<b>Zoning, tentative subdivision, parcel, land use map, aerial photos, specific plans</b>
<b>PROPERTY</b>			
<b>Abandonment</b>	<b>P</b>	<b>GC34090a</b>	<b>Buildings, Condemnation, Demolition</b>
<b>Acquisition/Disposition</b>	<b>CL + 10</b>	<b>GC34090a; GC6254</b>	<b>Supporting documents re: sale, purchase, exchange, lease or rental of property by City</b>
<b>Annexation Case Files</b>	<b>P</b>	<b>GC34090a</b>	<b>Reports, agreements, public notices</b>
<b>Appraisals</b>	<b>CL + 2</b>	<b>GC34090; GC6254(h)</b>	<b>Exempt until final acquisition or contract agreement obtained</b>
<b>Deeds &amp; Promissory Notes</b>	<b>P</b>	<b>GC34090a *</b>	<b>* 24 CFR 570.502(b)(3); 24 CFR 8.42 &amp; OMB Circ. SA-110</b>
<b>Maps, City Boundary</b>	<b>P</b>	<b>GC34090d</b>	<b>Recorded maps, surveys, monuments</b>
<b>Lot Split Cases</b>	<b>P</b>	<b>GC34090</b>	
<b>Relocation Files</b>	<b>CL + 2</b>	<b>GC34090</b>	<b>e.g., Redevelopment</b>

# CALIFORNIA RECORDS RETENTION GUIDELINES

## Finance

Final, August 1999

California City Clerks' Association

Record Series Title	Retention	Citation	Descriptor
<b>ACCOUNTING</b>			
Accounts Payable	AU + 4	GC34090	Invoices, check copies, supporting documents
Accounts Receivable	AU + 4	GC 34090	
Applications	CL + 2	GC34090	Utility connections, disconnects, registers, service
Assessment Districts	P	GC 34090	Collection information; Original documentation files with municipal clerk
Bank Reconciliations	AU + 5	GC34090; 26 CFR 16001-1	Statements, summaries for receipts, disbursements & reconciliations
Billing Records	AU + 2	GC34090	Customer name, service address, meter reading, usage, payments, applications/cancellations
Budget	AU + 2	GC 34090	
Budget adjustments, journal entries	AU + 2	GC34090	Account transfers
Checks	AU + 5	GC34090; CCP 337	Includes payroll, canceled & voided checks
Deposits, Receipts	AU + 4	GC 34090; CCP 337	Checks, coins, currency
Invoices	AU + 2	GC34090	Copies sent for fees owed, billing, related documents
Journals			
Utility Billing	CU + 2	GC34090	Billing including monthly activity
Ledger, General	P	GC34090; *	* CCP 337
Voucher	AU + 4	GC34090; CCP 337	Account postings with supporting documents
Taxes, Receivable	AU + 3	CCP338	
Warrant Register	AU + 2	GC 34090.7	
<b>ADMINISTRATIVE SERVICES</b>			
Budget Operating (copies)	S	GC34090	Departmental Reference

# CALIFORNIA RECORDS RETENTION GUIDELINES

## Finance

Final, August 1999

California City Clerks' Association

Record Series Title	Retention	Citation	Descriptor
Budget, Proposed	CU + 2	GC34090	Presented to Council
Adopted	P	GC 34090	
<b>FIXED ASSETS</b>			
Inventory	AU + 4	GC34090; 26 CFR 301 65-1(F)	Reflects purchase date, cost, account number
Surplus Property			
Auction	AU + 2	GC34090	Listing of property
Disposal	AU + 4	GC34090; CCP 337	Sealed bid sales of equipment
Vehicle Ownership & Title	L	VC 9900 et seq.	Title transfers when vehicle sold
<b>LICENSE</b>			
Business	T + 4	GC34090; CCP 337	Paid & reports
<b>PAYROLL</b>			
Adjustments	AU + 4	GC 34090 29 CFR 516.5 – 516.6	Audit purposes
Employee Time Sheets	AU + 6	GC34090; 29 CFR 516.2*	Signed by employee for audit & FEMA Reports *20 CFR 516.6(1); IRS Reg. 31.6001-1(e)(z); R&T 19530; LC 1174(d)
PERS Employee Deduction Reports	T + 4	GC34090; CAC 22- 1085-2	Record of deductions (PERS Public Employee Retirement System) *26CFR 31.6001-1;29 CFR 516.5, 516.6, LC 1174(d)
Register	P	GC34090; GC37207	Labor costs by employee & program

# CALIFORNIA RECORDS RETENTION GUIDELINES

## Finance

Final, August 1999

California City Clerks' Association

Record Series Title	Retention	Citation	Descriptor
Salary Records	T + 3	GC34090; 29 CFR 516.2	Deduction authorization, beneficiary designations, unemployment claims, garnishments
<b>PURCHASING</b>			
Bids, RFQ's, RFP's Successful Unsuccessful	AU + 4 AU + 5 CU + 2	GC34090; CCP 337; *	Requests for Qualifications; Requests for Proposals regarding goods and services * GC 25105-1; GC 34090
Requisitions			
Purchase Orders	AU + 4	GC34090; CCP 337	Original documents
Stores	CU + 2	GC34090	Completed forms for ordering
Vendor Register	P	GC34090	Alpha vendor listing of purchase orders, invoices, account numbers and check date
<b>REPORTS</b>			
Audits	P	GC 34090	
Deferred Compensation	T + 5	GC34090; 26 CFR 16001-1*	Records of employee contributions and city payments *29 CFR 1627.3(2)
Federal and State Tax	AU + 4	GC34090; 29USC 436 *	Forms 1096, 1099, W-4's and W-2's *26 CFR 31.6001.1-4; IRS REG 31.6001-1(e)(2);R&T 19530;29 CFR 516.5-516.6
Financial, Annual	AU + 7	GC 34090.7	
Investment Transactions	P	GC34090; CCP 337; GC 53607	Summary of transactions, inventory & earnings report
Labor Distribution	AU + 2	GC34090	Costs by employee & program
Meter Reading	CU + 2	GC34090	
State Controller	P	GC34090	Controller may destroy after 5 years
Utility Rebates	CU + 2	GC34090	

# CALIFORNIA RECORDS RETENTION GUIDELINES

## Finance

Final, August 1999

California City Clerks' Association

Record Series Title	Retention	Citation	Descriptor
<b>TREASURER</b>			
Bank Statements	AU + 2	FC 3368, 30210; GC 43900 et seq.	Financing authority
Bonds			
Account Statements	CL + 10	GC34090; CCP 337.5	Monthly statement of transactions.
Administration	CL + 10	GC34090; CCP 337.5	Supporting documents
Bonds and Coupons	CL + 2	GC34090; 53921	Paid/canceled

**CALIFORNIA RECORDS RETENTION GUIDELINES**  
**Emergency Management**

Final, August 1999  
 California City Clerks' Association

Record Series Title	Retention	Citation	Descriptor
Mutual Aid, Strategic Plans	S + 2	GC34090	

**CALIFORNIA RECORDS RETENTION GUIDELINES**  
**Fire Safety**

Final, August 1999  
 California City Clerks' Association

Record Series Title	Retention	Citation	Descriptor
<b>ADMINISTRATION</b>			
Books, Fire Code	S + 3	GC34090.7 CCP 340.5	Include OPS manuals
General Orders, Policies/Procedures	S + 2		
Inspections, Fire Prevention	CL + 3	UFC 103.34	Alarm/sprinkler systems, prevention efforts
Investigations, Evidence Arson	P	PC 799	Support prosecution resulting in homicide
Investigations, Evidence Arson	CL + 6	PC 800	Great bodily harm, inhabited structure or property
Journals, Fire Station	CU + 2	GC34090	Activities, personnel, engine company
Permits, Uniform Fire Code	CL + 2	GC34090	
<b>PERSONNEL</b>			
Exposure	T + 30	29 CFR 1910.1020	Sampling results, collection methodology, background
Exposure	T + 1	29 CFR 1910.1020	Laboratory reports and worksheets
Medical	T + 30	29 CFR 1910.1020	
Medical	T + 2	29 CFR 1910.1020; *	Employees less than one year *GC34090
Training	T + 2	GC34090	Certifications/designations

# CALIFORNIA RECORDS RETENTION GUIDELINES

## Fire Safety

Final, August 1999

California City Clerks' Association

Record Series Title	Retention	Citation	Descriptor
<b>PROPERTY</b>			
Apparatus/Vehicle	CU + 2	GC34090 CCP 340.5 *	Repair and Maintenance *8 CAL Code Reg. 3203 (b) (1)
Inventory, Equipment & Supplies	CU + 2	GC34090	
Logs, Fire Equipment/Gear	CU + 2	GC34090	
<b>REPORTS</b>			
Incident	CL + 3	GC34090 CCP338 *	Dispatch and daily logs *CCP 340.5
Field, Non-fire and Logs	CU + 2	GC34090	
Fire, Non-arson and Logs	CU + 2	GC34090	
Investigations, Evidence Arson	CL + 3	PC 801; UFC 104.32	Structure
Weed Abatement	CL + 2	GC34090	Reports, assessments, resolutions, documentation

# CALIFORNIA RECORDS RETENTION GUIDELINES

## Hazardous Materials

Final, August 1999

California City Clerks' Association

Record Series Title	Retention	Citation	Descriptor
Hazardous Waste Disposal	CU + 10	CAL OSHA; 40 CFR 122.21	Documentation re handling and disposal of hazardous waste
Permits, Hazardous Materials Storage	CU + 2	GC34090	Departments consistently recommend permanent retention of environmentally sensitive materials.
Programs, Household Hazardous Waste	S + 2	GC34090	

# CALIFORNIA RECORDS RETENTION GUIDELINES

## Hazardous Materials

Final, August 1999

California City Clerks' Association

Record Series Title	Retention	Citation	Descriptor
Training Materials	S + 2	Cal Code *	Standards and Administration *Reg. 3204(d), et seq.
Underground Storage Tank Compliance Maintenance & Oper.	P CU + 2	GC34090a GC34090	Documents re: storage Location, installation, removal, remediation

**CALIFORNIA RECORDS RETENTION GUIDELINES**  
**Law Enforcement**  
 Final, August 1999  
 California City Clerks' Association

Record Series Title	Retention	Citation	Descriptor
<b>ADMINISTRATION</b>			
Accounting/Cash Reconciliations	CU + 2	GC34090	
Alarm Records	CU + 2	GC34090	
Claim Files	CL + 6	PC 832.5	Claim copy, correspondence, photographs, supporting documents relative to incidents involving the Police Department filed by citizens
Department Manual	S		Changes to manual are recorded in the General Orders (permanent)
Equipment Communication	T + 2	GC34090	Retained until termination of equipment use; Manuals, instructions, procedures
Inventory	S + 2	GC34090	Listing of equipment assigned to division, to whom it is assigned
Reports Activity	CU + 2	GC34090	Weekly/monthly/quarterly/annual activity/statistical reports by division. Retain only one form for retention period
Chemical Emissions	CU + 2	GC34090	
Survey Response Files	CU + 2	GC34090	Surveys, responses, correspondence with other agencies requesting statistical data
<b>INVESTIGATIONS</b>			
Administrative/Internal	CL + 5	PC 832.5 EVC 1045 GC 12946 PC 801.5; 803(c) VC 2547	Initiated by citizens complaints or internally initiated; includes complaint, reports, findings
Asset Forfeiture Investigations/ Proceedings Case File	CL + 2	GC34090	
Notifications	CU + 2	GC34090	To legal property owner prior to case filing that property is subject to asset

# CALIFORNIA RECORDS RETENTION GUIDELINES

## Law Enforcement

Final, August 1999

California City Clerks' Association

Record Series Title	Retention	Citation	Descriptor
			forfeiture proceedings. If case is filed, notification becomes part of forfeiture case file.
Case Books, Investigative	CL + 2	GC34090	Retained by division until a case is suspended/closed; transfer to Records Division to be filed with associated Daily Report (DR) file
Case Files Homicide Investigator's File	P	PC 799	
Narcotics (No arrest, Narcotics Cases)	CL + 2	GC34090	Retained by division until no longer useful for investigative purposes
Officer Involved Shootings	CL + 25	GC34090	
Court Daily Schedule	CU + 1	GC34090. 7	Printouts of daily court scheduling
Sign-In Logs	CU + 2	GC34090	Logs officers' names, time in/out for court appearances
Tracking System Records	CU + 2	GC34090	Database records subpoena number, officer name, case number, defendant name, district attorney name, court information disposition
Evidence, Disposition Forms			Attach to duplicate Property Report, file w/DR in Records Division
Fingerprint Applicants Files	T + 2	GC34090	Paperwork authorizing fingerprinting and background checks for city employment applicants and business license applicants
Inked/Palm Cards	AC + 20		Persons booked into detention facility; (Copies distributed to county, state, federal agencies)
Records Latents		Approp. PC	1) Retain for applicable case statute of limitation; 2) or until evidence in

# CALIFORNIA RECORDS RETENTION GUIDELINES

## Law Enforcement

Final, August 1999

California City Clerks' Association

Record Series Title	Retention	Citation	Descriptor
		Section	case is destroyed; Hard copy and digitized
Suspect, Adult/Juvenile	CL	Law Enforcement Management Guide by POST	Adults/juveniles suspected of a crime, taken for comparison. Destroy after original purpose achieved
Guns, Dealers Record of Sale	CU + 6	PC 12070	Applicants, Monthly Gun Audits, Applications Denied, Stolen (DOJ File)
Informant Files	T + 10		Legal notifications, identification information, payment information, activities information
Jail Daily Logs	CU + 6	GC34090	Daily report of staffing, bookings/releases, transfers, transportation
Inmate Record			Dependent on facility's classification; see Laws and Guidelines for Local Detention Facilities by Board of Corrections (State of California)
Inspection Files	CL + 6		Inspections by various agencies
Surveys	CL + 2	GC34090	Prepared quarterly, forwarded to State Board of Corrections
Licenses Bicycle	CU + 2	GC34090	
Bingo, Mace	CU + 2	GC34090	
Business License Review Board Administrative Files	T + 1	GC34090	
Duplicate (Pink), Secondhand Dealer, Pawn Brokers	CU + 2	GC34090	Original to licensee, Blue duplicate to DOJ; Pink duplicate retained by agency; renewals issued annually by

# CALIFORNIA RECORDS RETENTION GUIDELINES

## Law Enforcement

Final, August 1999

California City Clerks' Association

Record Series Title	Retention	Citation	Descriptor
			local agency
<b>Logs</b>	<b>S</b>		
<b>Auto Theft</b>			
<b>Case Assignment</b>	<b>CU + 1</b>		
<b>Daily</b>	<b>CU + 2</b>	<b>GC34090</b>	
<b>Activity</b>			
<b>Officer</b>	<b>CU + 2</b>	<b>GC34090</b>	Daily activity of incidents not reported by use of official report
<b>Report Summary</b>	<b>CU + 2</b>	<b>GC34090</b>	Report numbers, type, names, dates retained for research value
<b>Investigative (Pre-Arrest)</b>	<b>CL + 10</b>	<b>GC34090</b>	Retained by division until cases are suspended and closed
<b>Juvenile Detention</b>	<b>CU + 2</b>	<b>GC34090</b>	Logs document juvenile processing per CYA
<b>Property Control</b>	<b>CU + 2</b>	<b>GC34090</b>	Logs items coming into and going out of property room
<b>Rap Sheet</b>	<b>CL + 2</b>	<b>GC34090</b>	Requests for criminal history
<b>Subpoena</b>	<b>CU + 2</b>	<b>GC34090</b>	Subpoenas received/served daily
<b>Pawn Slips/Tickets</b>	<b>CU + 3</b>	<b>B &amp; P 21628</b>	
<b>Photographs</b>			Crime Scene, Registrant/Applicant, Photo file, Accident. Retain according to practical and functional association.
<b>Daily Report (Negatives)</b>	<b>T</b>	<b>GC34090</b>	Assigned DR number, retained as form of evidence, destroyed at same time evidence for associated case is destroyed
<b>Inmates (Negatives)</b>	<b>CU + 20</b>		By Prisoner number
<b>Registration Files, Arson, Sex and Narcotics</b>	<b>Life of registrant within</b>		Fingerprint Card, photo, information also forwarded to DOJ

# CALIFORNIA RECORDS RETENTION GUIDELINES

## Law Enforcement

Final, August 1999

California City Clerks' Association

Record Series Title	Retention	Citation	Descriptor
	jurisdiction		
Arrest/Conviction H&S Section 11357 (b), (c), (d), (e) or H&S Section 11360 (b) violations (Occurring after January 1, 1996)	2 (Mandatory destruction from date of conviction or date of arrest with no conviction)	H&S 11361.5	Applicable to convictions occurring after January 1, 1996 or arrests not followed by a conviction occurring after January 1, 1996; Exception: H&S 11357(e), the record shall be retained until a juvenile offender attains the age of 18 years, then destroyed pursuant to 11361.5
Arrest/Conviction H&S Section 11357(b), (c), (d), (e) or H&S Section 11360 (b) violations (Occurring before January 1, 1996)	Mandatory Destruction (Upon notice from Department of Justice)	H&S 11361.5 (c)	Applicable to convictions occurring prior to January 1, 1996 or arrests not followed by a conviction occurring prior to January 1, 1996 for violations of H&S Code 11357, 11364, 11365 and 11550
Crime Felony Crimes With Or Without Arrests	See descriptor	PC 800 PC 801	Prosecution for an offense punishable by imprisonment in state prison for eight years or more must commence within 6 years after offense commission. Commencement of prosecution defined in PC 804. Exception: See PC 803 - Tolling/Extension of time periods; Appeals process and "Three Strikes" also considerations in assigning retention.
Misdemeanor/ Infractions	CL + 2	GC34090	No arrests, identifiable property or missing persons (See: Note 1)
Supplemental, Felony Capital	P	PC 799	No statutory limitation for prosecution. Includes Murder,

# CALIFORNIA RECORDS RETENTION GUIDELINES

## Law Enforcement

Final, August 1999

California City Clerks' Association

Record Series Title	Retention	Citation	Descriptor
Crimes, Crimes Punishable by Death, Life Imprisonment			kidnapping for ransom, treason, procuring execution by perjury, train wrecking, assault with a deadly weapon by a life-term prisoner, bombing resulting in death or bodily injury, making defective war materials that cause death
Destruction Guns	P		
Narcotics	P		
Disposition of Arrest/Court Action			Retention determined by action taken; i.e., recordable arrest or detention (released no arrest)
False Alarm (Duplicate)	CU + 2	GC34090	
Non-Criminal Occurrences	CU + 2	GC34090	Injured or sick persons; missing persons where person has been returned; traffic collision reports not used as the basis for criminal charges
Property Original	Until case is adjudicated/disposition determined		Copy retained in records case file; Refer to Managing Property in Law Enforcement Agencies (By POST)
Range Inventory	S + 2	GC34090	Quarterly reports of inventories of weapons and ammunition held by Department Range
Reports	CU + 2	GC34090	Arrest & Citation Register; Arson Offenses; Crimes Against Senior Citizens;

# CALIFORNIA RECORDS RETENTION GUIDELINES

## Law Enforcement

Final, August 1999

California City Clerks' Association

Record Series Title	Retention	Citation	Descriptor
			Death in Custody; Domestic Violence; FBI Include Return A/Supp; Hate Crime Incidents; Homicide Reports, Supp.; Officers Killed or Assaulted; Original to FBI - DOJ; Uniform Crime Reports
Statistical (Crime Analysis)	CU + 2	GC34090	Internally generated information using activity logs, citizen calls, current and past crime statistic reports, finance dept expenditure and budget records; citations, crime reports, accident reports, permits, receipts. Reports created for variety of purposes including increases/decreases in criminal activity; officer workload, deployment, time usage
Statistical (UCR), Uniform Crime Reports Mandatory to DOJ (LEIC); FBI Include Return A/Supplement; Supplementary Homicide Report; Law Enforcement Officers Killed or Assaulted; Monthly Return of Arson Offenses Know to Law Enforcement; Number of Violent Crimes Committed Against Senior Citizens; Monthly Report of Domestic violence Related Calls for Assistance; Monthly Arrest and Citation Register; Monthly Hate Crimes Incidents; Death In Custody Reporting.	CU + 2	GC34090	Originals sent to FBI, DOJ
Research Project Files	CL + 2	GC34090	May include request forms, background materials, staff reports, final project reports and supporting data
Sealed Adult Found Factually Innocent	Manda- tory Destruc-	PC 851.8	General provision: Upon petition, records of agency must be sealed and destroyed in accordance with the

# CALIFORNIA RECORDS RETENTION GUIDELINES

## Law Enforcement

Final, August 1999

California City Clerks' Association

Record Series Title	Retention	Citation	Descriptor
	tion Upon and Pursuant to Court Order		provisions set by court record; exceptions.
Juvenile	Mandatory Destruction upon and pursuant to court order	WIC 826 (a) & (b) WIC 781 (a)	Upon petition, local laws enforcement records within WIC 826(b) may be destroyed as ordered by the court, if related probation and juvenile court records have been destroyed by the probation officer. Records involving arrests, detention and/or petitioning juvenile before juvenile court
Subpoenas (Duplicate)	CU + 2	GC34090	
Tapes Audio, Telephone and Radio Communications	CU + 180 days	GC34090.6	Exception: Recordings used as evidence in a criminal prosecution or claim filed or litigation or potential claims and litigation shall be preserved for 100 days after conclusion of the court action
Surveillance/Security Video (Jail)	CU + 13 mos.	GC34090.6	
Use of Force Supervisory Review Files	CU + 2	GC34090	Includes review forms, arrest report copies, logs
Warrants Felony	Recall after 10 years. Exception: Murder/Escape		Recommended by the California Law Enforcement Warrant Officer's Association
Misdemeanor Criminal	Recall after 5 years		Recommended by the California Law Enforcement Warrant Officer's Association

**CALIFORNIA RECORDS RETENTION GUIDELINES**  
**Law Enforcement**  
 Final, August 1999  
 California City Clerks' Association

Record Series Title	Retention	Citation	Descriptor
Served	CU		Includes Warrant Service Information Card, alpha index card
Unserved (Local)	Until served, recalled or purged		
<b>PATROL</b>			
Cards	CU + 2	GC34090	
Dispatch			
Field Interview	CL + 2	GC34090	
Citations	CL + 2	11361.5	
11357(e), Juvenile		H&S	
11357b H&S, 11357c H&S, 11360b H&S Violations	CL + 2	11361.5 H&S*	*CA Admin Code, Chapter 1, Title II, Sec. 708
Cite and Release	CL + 2	GC34090	
California Vehicle Code Infractions (Duplicates)	CU + 90 days	GC34090	Original is forwarded to court.
Parking/Traffic, Duplicates	CU + 2	GC34090.7	Originals are forwarded to court after agency processing; includes citations electronically created
Transmittals	CU + 2	GC34090	Listing of citations forwarded to court, filed for reference
Equipment	CU + 2	GC34090	Documents problems, malfunctions, resolution to provide equipment performance history
Radio Logs (Communication)			
General Orders	P		
Patrol Requests (Correspondence)	CU + 2	GC34090	From citizens for patrol presence
Radar Calibration Records	T + 2	GC34090	Documentation of Radar instruments retained during use/ownership
Reports	CL + 2	GC34090	Non-Jury
Accident			
Traffic Collision Fatalities	P		

# CALIFORNIA RECORDS RETENTION GUIDELINES

## Law Enforcement

Final, August 1999

California City Clerks' Association

Record Series Title	Retention	Citation	Descriptor
Uniform Vouchers (by name)	CU + 2	GC34090	Authorize purchase
Vehicle Assignment Reports	S		Record of assignments
Down Reports	CU + 1		Printouts reporting which vehicles are down for repair, maintenance, etc.
Repossession/Private Impounds	CU + 2	GC34090	
Service Schedules	S	GC34090	
Vests, Bulletproof Letters	CU + 2	GC34090	Authorization to purchase
Warrants Parking	Recall after 1 year		Recommended by the California Law Enforcement Warrant Officer's Association
Traffic	Recall after 5 years		Recommended by the California Law Enforcement Warrant Officer's Association
Weapons, Database	P		Departmentally-owned weapons, personal weapons, alternate weapons, secondary handguns; produces inventory reports
<b>SERVICES</b>			
Chemicals/Film Inventories	S		
Equipment Inventory/Sign-out Cards- Photo Lab	T		
Operations Files - Photo Lab	T		Retain until equipment no longer owned/used by department; Manuals instructions, procedures for use/operations of photographic equipment
Grievance Files	CL + 2	GC34090	Grievance filed by employees, supporting documentation
Investigations, Background	CL + 2	GC34090	Non hired
Background Hired	P		Include original reports re: PC 832.5

# CALIFORNIA RECORDS RETENTION GUIDELINES

## Law Enforcement

Final, August 1999

California City Clerks' Association

Record Series Title	Retention	Citation	Descriptor
			investigations
Parades & Special Events File	CL + 2	GC34090	Reports, memos, correspondence, scripts, supplier information, assignments, deployments, supporting documentation
Permits Alcoholic Beverage Control License	L + 2	GC34090	Approval process
Concealed Weapons	CL + 2	GC34090	
Photographs Personnel	S + 2	GC34090	
Negative Log	CU + 2	GC34090	
Negatives, Misc.	CU + 2	GC34090	Not case-related (Public relations, promotions, events, ceremonies, staff photos)
Press Releases	CU + 2	GC34090	
Press, Video Programs (Community Relations)	CU + 2	GC34090	Collection of videos of programs and events; outside press coverage of department
Property Files	CU + 2	GC34090	Original reports and supplemental documentation (Lost, Found, Safekeeping)
Property, Pawn Broker/Secondhand	CU + 2	GC34090	Sales, slips. Dealer required to file duplicate with agency
Reports Dealer of Gun Sales, Duplicate	CU + 6 mos.	GC34090.7	Original maintained by DOJ. Dealer required to file duplicate with agency
Restraining Orders, Emergency Protective Orders, Temporary Restraining Orders, Legal Stipulations, Orders After Hearing	CU (See descriptor)		Destroy after law enforcement actions described in PC 273.5, 273.6, 646.9, 12028.5, 13700 and Family Code Sections 6380-6383 are fulfilled and effective date of restraining order has expired.

# CALIFORNIA RECORDS RETENTION GUIDELINES

## Law Enforcement

Final, August 1999

California City Clerks' Association

Record Series Title	Retention	Citation	Descriptor
<b>Rosters (Divisional)</b>	<b>S + 2</b>	<b>GC34090</b>	<b>Personnel assigned to division.</b>
<b>Schedules Daily</b>	<b>CU + 2</b>	<b>GC34090</b>	<b>Schedules of Officers on duty</b>
<b>Watch Assignment/ Timekeeping Records</b>	<b>CU + 2</b>	<b>GC34090</b>	
<b>Speaker Requests</b>	<b>CU + 2</b>	<b>GC34090</b>	<b>Community and business requests for public appearances, speakers</b>
<b>Tests, Densitometer Results (Photo Lab)</b>	<b>T + 2</b>	<b>GC34090</b>	<b>Daily tests of development chemicals/processes for quality control.</b>
<b>Training Bulletins</b>	<b>P</b>		
<b>Event Files</b>	<b>CU + 2</b>	<b>GC34090</b>	<b>Correspondence, brochures, promotional materials, info on speakers, guests, supporting documents</b>
<b>Lesson Plans, Range</b>	<b>CL + 15</b>		<b>Scope, content, time period of courses</b>
<b>Personnel (by name)</b>	<b>T + 7</b>	<b>GC34090</b>	<b>Paperwork documenting officers' internal and external training</b>
<b>Schedules, Range</b>	<b>CU + 2</b>	<b>GC34090</b>	<b>Daily, weekly, monthly schedules of training events at range</b>
<b>Volunteer Card Files</b>	<b>T + 2</b>	<b>GC34090</b>	<b>Volunteers' identification, contact information</b>

**Note 1:** The destruction of felony, misdemeanor and infraction Crime/Supplemental Reports is permitted providing:

1. They do not relate to an unadjudicated arrest except for H&S 11357 or H&S 11360 violations;
2. They do not relate to unserved warrants;
3. They do not involve identifiable items which have not been recovered;

# CALIFORNIA RECORDS RETENTION GUIDELINES

## Law Enforcement

Final, August 1999

California City Clerks' Association

Record Series Title	Retention	Citation	Descriptor
---------------------	-----------	----------	------------

4. They do not relate to PC 290, PC 457.1, or H&S 11590 registrants;
5. They do not relate to violations listed in PC Sections 799 and 800;
6. The cases are not presently involved in either a civil or criminal litigation.

**CALIFORNIA RECORDS RETENTION GUIDELINES**  
**Public Works**  
**Final, August 1999**  
**California City Clerks' Association**

Record Series Title	Retention	Citation	Descriptor
---------------------	-----------	----------	------------

<b>PARKS</b>			
Agendas, Board	CU + 2	GC34090	
Grants ( <i>refer to Admin.</i> )			
Inventory, Equipment	AU + 2	GC34090	Warranties, purchase orders
Landscape	CU + 2	GC34090	Drawings, contracts, complaints, specifications, photos, reports
Maintenance/ Operations	CU + 2	GC34090	Includes work orders, inspection, repairs, cleaning, reports, complaints
Maps	P	GC34090	Irrigation, plot plans
Minutes, Board	P	GC34090	
Photographs	S + 2	GC34090	
Plans, Proposed	CU + 2	GC34090	Future plans, new sites, expansions
Policies and Procedures	S + 2	GC34090	Includes rules and regulations
Railroad Right-of-way	CL + 3	36 CFR 64.11	Land acquisitions, correspondence, improvements, statutory records
Reports			
Accident	CL + 2	GC34090	Patrons, employees
Others	CL + 2	GC34090	
Studies	CL + 2	GC34090	Future sites, expansions
Resolutions, Board	P	GC34090	
Schedules, Class & Events	CU + 2	GC34090	Enrollment, liability releases, evaluations, attendance, flyers

# CALIFORNIA RECORDS RETENTION GUIDELINES

## Public Works

Final, August 1999

California City Clerks' Association

Record Series Title	Retention	Citation	Descriptor
<b>SANITATION/ SOLID WASTE/ WASTEWATER</b>			
Collections/Landfill	CU + 2	GC34090	Daily records, usage
Facilities	CU + 2	GC34090	Correspondence, maps, patron list
History, Sanitation	P	GC34090	Where City-owned
Incineration Plants, Sludge	CU + 2	40 CFR 61.54	Sludge, sampling, charging rate to measure mercury content
Incinerator Operations, Treatment Plant	CU + 2	40 CFR 60.153	Gas flow through wet scrubbing, oxygen content of exhaust gas, sludge rate, temperatures, fuel flow, total solids and volatile solids
Maintenance and Operations	CU + 2	GC34090	Includes work orders, inspection, repairs, cleaning, reports, complaints
Maps, Septic Tank	P	GC34090	Location maps
Rates	CU + 2	GC34090	
Recycling Programs	S + 2	GC34090	
Regulations	S + 2	GC34090	Includes legislation

**CALIFORNIA RECORDS RETENTION GUIDELINES**  
**Public Works**  
 Final, August 1999  
 California City Clerks' Association

Record Series Title	Retention	Citation	Descriptor
---------------------	-----------	----------	------------

<b>Reports</b>			
<b>Studies</b>	CL + 2	GC34090	
<b>Tonnage</b>	CU + 2	GC34090	
<b>STREETS/ALLEYS</b>			
<b>Abandonments/ Vacations</b>	P	GC34090	
<b>Closures</b>	P	GC34090	
<b>Easements, Dedications, Rights-of- Way</b>	P	GC34090	
<b>Field Books</b>	P	GC34090	
<b>Grants (see Admin.)</b>			
<b>Intersection Records</b>	CU + 2	GC34090	Includes correspondence, volume counts, accident history
<b>Inventory, Traffic Control Device</b>	S + 2	GC34090	Signs, lights
<b>Landscaping</b>	CU + 2	GC34090	Plants, tree maintenance, work orders
<b>Lighting</b>	CU + 2	GC34090	Maintenance, work orders
<b>Maintenance/ Operations</b>	CU + 2	GC34090	Includes work orders, inspection, repairs, cleaning, reports, complaints, signals, striping
<b>Maps</b>			

**CALIFORNIA RECORDS RETENTION GUIDELINES**  
**Public Works**  
**Final, August 1999**  
**California City Clerks' Association**

Record Series Title	Retention	Citation	Descriptor
	P	GC34090	Fire hydrants, lighting districts, wheel chair ramps, storm drains, streets, sidewalks, sewers
Master Plans	CU + 2	GC34090	Copies
Parking			
Lots	CU + 2	GC34090	
Regulations	S + 2	GC34090	
Reports/Studies	CL + 2	GC34090	
Permits			
Encroachment	P	GC34090	
Improvement	CL + 2	GC34090	May include curbs, sidewalks; Applications for excavation, fill, alterations
Oversize Load	CL + 2	GC34090	
Parking	CL + 2	GC34090	Residential
Paving	CL + 2	GC34090	
Use (Temporary)	CU + 2	GC34090	Includes Special Events
Photographs	S + 2	GC34090	Includes aerials
Plans, Capital Improvement, Projects	P	GC34090	Streets, curbs, gutters, sidewalks, storm drains

# CALIFORNIA RECORDS RETENTION GUIDELINES

## Public Works

Final, August 1999

California City Clerks' Association

Record Series Title	Retention	Citation	Descriptor
<b>Policies and Procedures</b>	<b>S + 2</b>	<b>GC34090</b>	<b>Includes rules, regulations, standards</b>
<b>Naming and numbering</b>	<b>P</b>	<b>GC34090</b>	
<b>Speed Limits</b>	<b>S + 2</b>	<b>GC34090</b>	
<b>Programs</b>			
<b>Federal Aid Urban</b>	<b>CL + 3</b>	<b>23 CFR 633 (a) &amp; (c)</b>	
<b>Traffic Safety</b>	<b>S + 2</b>	<b>GC34090</b>	<b>Drivers Education, Pedestrian Safety, Bicycle Lanes</b>
<b>Reports</b>			
<b>Bridges &amp; Overpasses</b>	<b>L</b>	<b>GC34090</b>	<b>Life of structure</b>
<b>Inspection</b>	<b>CU + 2</b>	<b>GC34090</b>	<b>Includes intersection, sidewalks. Bridges and Overpasses, keep life of structure</b>
<b>Studies</b>	<b>CL + 2</b>	<b>GC34090</b>	<b>Traffic volume, accident history, requests, statistics, drawings supporting traffic devices</b>
<b>Traffic Count</b>	<b>CL + 2</b>	<b>GC34090</b>	<b>Evaluation of traffic volume</b>
<b>Vehicle Accident</b>	<b>CL + 2</b>	<b>GC34090</b>	
<b>Routes, School Bus &amp; Truck</b>	<b>S + 2</b>	<b>GC34090</b>	<b>Truck routes, access ramps, rest areas</b>
<b>Signage</b>	<b>L + 2</b>	<b>GC34090</b>	<b>Log books, index register cards, inventory lists, records of traffic signs</b>

# CALIFORNIA RECORDS RETENTION GUIDELINES

## Public Works

Final, August 1999

California City Clerks' Association

Record Series Title	Retention	Citation	Descriptor
Traffic Signals	L		Logs, drawings, wiring diagrams, codes, circuit numbers, installation records, testing and maintenance.
Weigh Scales	S + 2	GC34090	
<b>UTILITIES</b>			
Facilities	T + 2	GC34090	If city owned
Gas & Electric Rates	S + 2	GC34090	
Underground	P	GC34090	GC4003, GC4004; H&S 19850
<b>WATER</b>			
Billing/Customer Records	CU + 2	GC34090	Billings, correspondence, complaints
Connection Records	P	GC34090	Maps, water line connections
<b>Flood Control</b>			
Drainage Facilities	P	GC34090	Includes dams, lakes, basins, creeks
Flood Zones	P	GC34090	Includes flood maps
Insurance Programs	S + 2	GC34090	Includes copies of policies, rules, programs
Policies/Procedures	S + 2	GC34090	Rules and Regulations
Reports/Studies	CL + 2	GC34090	

# CALIFORNIA RECORDS RETENTION GUIDELINES

## Public Works

Final, August 1999

California City Clerks' Association

Record Series Title	Retention	Citation	Descriptor
Grants (see Admin.)			
Inventory, Equipment	CU + 2	GC34090	
Locations	P	GC34090	Mains, valves, hydrants, wells
Maintenance and Operations	CU + 2	GC34090	Includes work orders, inspection, repairs, cleaning, reports, complaints
Service	CU + 2	GC34090	Includes work orders, entry cards, manholes, service to property owners
Well & Pumping	CU + 2	GC34090	Times operational, power used and quantity
Maps	P	GC34090	Line location; easements
Master Plans	CU + 2	GC34090	Copies
Meter Operations	CU + 2	GC34090	Reader reports, orders, tests Maintenance Reports
Permits			
National Pollutant Discharge Elimination System (NPDES)	P	40 CFR 122.28	Municipalities of 100,000/more, compliance with Clean Water Act re: pollutants
Others	CU + 2	GC34090	May depend on terms of state or federal agency
Policies and Procedures	S + 2	GC34090	Includes rules and regulations
Rates	S + 2	GC34090	
			Daily operations including sewage flow,

**CALIFORNIA RECORDS RETENTION GUIDELINES**  
**Public Works**  
**Final, August 1999**  
**California City Clerks' Association**

<b>Record Series Title</b>	<b>Retention</b>	<b>Citation</b>	<b>Descriptor</b>
<b>Reclamation</b>	<b>CU + 5</b>	<b>40 CFR 122.41</b>	<b>grit removal, chlorine usage, lab analysis results, etc.</b>
<b>Reports</b>			
<b>Conservation</b>	<b>CU + 2</b>	<b>GC34090</b>	
<b>Consumption</b>	<b>CU + 2</b>	<b>GC34090</b>	
<b>Corrosion Control</b>	<b>CU + 12</b>	<b>40 CFR 141.91</b>	<b>Compliance documentation</b>
<b>Discharge Monitoring</b>	<b>CU + 5</b>	<b>40 CFR 122.41</b>	<b>Average amount of pollution discharged into waters of municipality.</b>
<b>Drinking Water Corrections</b>	<b>CU + 10</b>	<b>40 CFR 141.33</b>	
<b>Hydrograph</b>	<b>P</b>	<b>GC34090</b>	<b>Daily flow of streams</b>
<b>Lead Service Line</b>	<b>CU + 12</b>	<b>40 CFR 141.91</b>	<b>Compliance documentation</b>
<b>Public Education</b>	<b>CU + 12</b>	<b>40 CFR 141.91</b>	<b>Compliance documentation</b>
<b>Quality Parameters</b>	<b>CU + 12</b>	<b>40 CFR 141.91</b>	<b>Compliance documentation</b>
<b>Sanitary Surveys</b>	<b>CU + 10</b>	<b>40 CFR 141.33</b>	<b>Statistics, reports, correspondence</b>
<b>Source Water</b>	<b>CU + 12</b>	<b>40 CFR 141.91</b>	<b>Compliance documentation, e.g. lead &amp; copper</b>
<b>State Certification</b>	<b>CU + 12</b>	<b>40 CFR 141.91</b>	<b>Compliance documentation</b>
<b>Variances,</b>	<b>CU + 5</b>	<b>40 CFR</b>	

# CALIFORNIA RECORDS RETENTION GUIDELINES

## Public Works

Final, August 1999

California City Clerks' Association

Record Series Title	Retention	Citation	Descriptor
<b>Water System</b>		141.33	
<b>Well Level</b>	CU + 2	GC34090	
<b>Sources</b>	CU + 2	GC34090	May include wells, rivers, lakes, districts
<b>Surveyor Field Notes</b>	P	GC34090	Notes preparatory to maps of water installations
<b>Surveys, Water System Sanitary</b>	CU + 10	40 CFR 141.33	Statistics, reports, correspondence
<b>Tests</b>			
<b>Bacteriological Analysis</b>	CU + 5	40 CFR 141.33	Compliance records include location, date, method and results; corrections, analysis of bacterial content
<b>Chemical Analysis</b>	CU + 10	40 CFR 141.33	Compliance records include location, date, method used and results; corrections, analysis of chemical content
<b>Quality</b>	CU + 12	40 CFR 141.91	Compliance documentation including sampling data, analysis, reports, surveys, documents, evaluation, schedules, valves, etc.
<b>Valve Main Records</b>	P	GC34090	
<b>Violations, Drinking Water</b>	CU + 3	40 CFR 141.33	Retention applies to each violation

# CALIFORNIA RECORDS RETENTION GUIDELINES

## Transportation

Final, August 1999

California City Clerks' Association

Record Series Title	Retention	Citation	Descriptor
---------------------	-----------	----------	------------

<b>ADMINISTRATION</b>			
<b>Agreements</b>	<b>T + 4</b>	<b>CCP 337</b>	<b>Including concessionaire, slip rental, facility storage</b>
<b>Applications</b> Aircraft Storage Parking Slip Rentals	<b>T + 2</b>	<b>GC34090</b>	<b>Payment invoices, inventory listings, billing correspondence and other related documents</b>
<b>Special Events</b>	<b>CU + 2</b>	<b>GC34090</b>	<b>Permits, correspondence, related documents re use of rights of way</b>
<b>Fueling</b>	<b>AU + 3</b>	<b>CCP 337</b>	<b>Meter readings, fuel consumption reports, invoices, receipts and records pertaining to refueling operations</b>
<b>Hazardous Waste Disposal</b>	<b>CU + 10</b>	<b>CAL OSHA; 40 CFR 122.21</b>	<b>Documentation re: the handling and disposal of hazardous waste</b>
<b>Inventory, Equipment Parts &amp; Supplies</b>	<b>L + 2</b>		<b>Includes vehicles, aircraft, vessels and related documents re repairs</b>
<b>Inventory, Vehicle Ownership and Title</b>	<b>L + 2</b>		<b>Owner s manual, warranty documents, Department of Motor Vehicle title and registration, and related documents</b>
<b>Licenses, Permits</b>	<b>CU + 2</b>		<b>Forms, related documentation re: licenses and permits required by federal and state agencies</b>
<b>Maintenance/ Operations</b>	<b>L + 2</b>	<b>GC34090</b>	<b>Related to requests for service and work orders for fuel, vehicle and equipment maintenance and repairs</b>

# CALIFORNIA RECORDS RETENTION GUIDELINES

## Transportation

Final, August 1999

California City Clerks' Association

Record Series Title	Retention	Citation	Descriptor
---------------------	-----------	----------	------------

Report, Accident (Copies)	CU + 2	GC34090	Memos and working documents
Vehicle Assignment	CU + 2	GC34090	Log books, request forms, lists
<b>AIRPORT</b>			
Airport Certification	P	14 CFR 139.207b & 171.13-171.213	Federal Aviation Administration (FAA) required manuals
Airport Noise Monitoring and Complaint	CU + 10		Correspondence, studies, memos, reports, log books, documents related to assessment of noise levels at airports and resolution of complaints
Inspection, Runway	CU + 10		Maintenance including Inspection reports, work orders and related records
Inspection, Safety Self	CU + 2	CFR 139.327	Safety inspection and related document include reviews and analysis of all aspects of airport operation
Maintenance, FAA	P	14 CFR 171.13 - 171.213	Forms and reports required by FAA including Forms FAA-198, -418, -6030-1, -6790-4
<b>Reports</b>			
Accident and Incident (Aircraft)	CL + 8		Accidents, injuries, property damages, general conditions re pilot and aircraft
Airport	P		Annual and special reports to federal and

# CALIFORNIA RECORDS RETENTION GUIDELINES

## Transportation

Final, August 1999

California City Clerks' Association

Record Series Title	Retention	Citation	Descriptor
---------------------	-----------	----------	------------

Operational (Regulatory)			state regulatory agencies.
Airport Operational (Administrative)	CU + 2		Logs, statistical summaries; administrative records
NOTAM (Notice to Airmen)	CU + 3		Reports re: conditions affecting airport maintenance/operations
<b>GROUND TRANSPORTATION</b>			
Auto for Hire	T + 4	GC34090	License, permits for Taxicabs, shuttles, etc
<b>HARBOR</b>			
Registers, Transient Vessel Reservation	AU + 3		Reservation applications, receipts, and index registers relating to boats in transit, temporarily moored
Slip Rental Index	CU + 5		Annual and periodic reports of slip renters
Slip Rental Permits	CL + 2		Applications, statement of rental conditions, vessel inspection check sheets, copy of DMV registration, boat owner information, and other documents re: dock slip spaces
Slip Rental Waiting List	CU + 2		

EXHIBIT "A"

Resolution #1741

# **LOCAL GOVERNMENT RECORDS RETENTION GUIDELINES**

**August 1999**

**City Clerk's Association of California**

## Local Government Retention Schedule Guidelines

The guidelines as enclosed have been endorsed by resolution of the General Assembly of the League of California Cities, and by the City Clerks Association of California. They represent extensive research as to the *minimum legal requirements* for the retention of local government records and do not reflect the administrative, operational, financial or historical needs of the jurisdiction. It is strongly recommended that cities consult with legal counsel when formulating their retention schedules so as to best meet their particular needs.

The committee's research was as complete as possible and reviewed by many legal officers but may not include every record series pertinent to local government. The guidelines are just that and are fluid, very much subject to additions and updates which will be coordinated through the office of the State Archivist under the Secretary of State.

Reference to retention periods, unless otherwise indicated, refers to the current year plus the years shown. For example, Cu + 2 refers to the Current year plus two, or 1998 plus years 1997 and 1996.

**RESOLUTION NO. 1741**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
LOS ALAMITOS UPDATING THE CITY'S RECORDS  
RETENTION AND DESTRUCTION POLICIES**

WHEREAS, the City accumulates significant quantities of records which consume needed storage space in the City's facilities; and

WHEREAS, many records need not be retained after the passage of appropriate and legal periods of time; and

WHEREAS, Section 34090 of the Government Code of the State of California requires permanent retention of certain records and authorizes destruction of others after stated periods of time on established terms and conditions; and

WHEREAS, the City Clerks Association of California has developed a records retention schedule which is consistent with Government Code Section 34090 and which is entitled "Local Government Records Retention Guidelines"; and

WHEREAS, a copy of the Local Government Records Retention Guidelines is attached hereto, marked Exhibit "A" and incorporated herein by this reference; and

WHEREAS, the Guidelines have been endorsed by resolution of the General Assembly of the League of California Cities; and

WHEREAS, the City Council finds it desirable to update the City's records retention policy

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LOS ALAMITOS DOES RESOLVE AS FOLLOWS:

Section 1. The records of the City of Los Alamitos shall be retained and destroyed as follows:

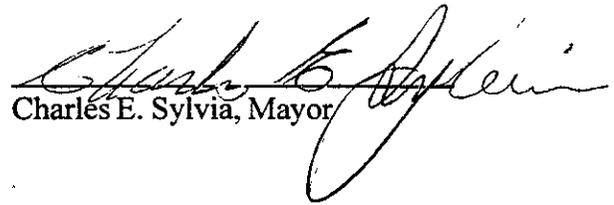
A. The records of the City of Los Alamitos shall be retained in accordance with the Local Government Records Retention Guidelines, attached hereto, marked Exhibit "A" and incorporated herein by this reference.

B. Records which have been retained for the period of time set forth in the Local Government Records Retention Guidelines, attached hereto and marked Exhibit "A", may be destroyed by the department head having primary responsibility for the records with the written consent of the city attorney.

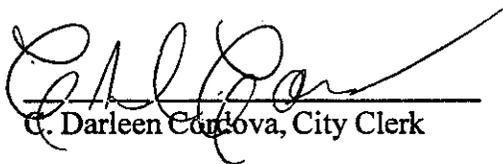
C. Records destruction may occur in accordance with section A. above without further action of the City Council.

Section 2. Resolutions of the City Council No. 1125, 1135 and 1704 are hereby repealed.

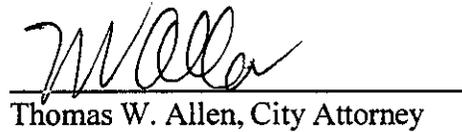
PASSED, APPROVED AND ADOPTED this 10<sup>th</sup> day of January, 2000.

  
Charles E. Sylvia, Mayor

ATTEST:

  
C. Darleen Cordova, City Clerk

APPROVED AS TO FORM:

  
Thomas W. Allen, City Attorney

STATE OF CALIFORNIA )  
COUNTY OF ORANGE ) ss  
CITY OF LOS ALAMITOS )

I, C. Darleen Cordova, City Clerk of the City of Los Alamitos, California, do hereby certify that the foregoing resolution was adopted at a regular meeting of the City Council held on the 10th day of January, 2000, by the following vote, to wit:

AYES:	COUNCILMEMBERS:	<u>Bates, Poe, DeBolt, Jempsa and Sylvia</u>
NOES:	COUNCILMEMBERS:	<u>None</u>
ABSENT:	COUNCILMEMBERS:	<u>None</u>
ABSTAIN:	COUNCILMEMBERS:	<u>None</u>

  
\_\_\_\_\_  
C. Darleen Cordova, City Clerk

The **RECORDS DESTRUCTION AUTHORIZATION** form is located on the:

“Common on Cityhall (H)” drive

“Master Documents” folder

**“Records Destruction Authorization form”**



# RECORDS DESTRUCTION AUTHORIZATION

To: City Attorney

The \_\_\_\_\_ Department requests authority to destroy the following records:

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>Inclusive Dates</u> From _____ To _____	<u>Total Retention</u>
<p>The above records are submitted for destruction in accordance with procedures outlined in the City of Los Alamitos Local Government Retention Schedule Guidelines.</p>			

Comments: \_\_\_\_\_

Approved: \_\_\_\_\_ Date: \_\_\_\_\_ Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Department Head City Attorney

DATE DESTROYED: \_\_\_\_\_

**CALIFORNIA STATE RECORDS RETENTION CLASSIFICATIONS  
LOCAL GOVERNMENT AGENCIES  
AUGUST 1999**

**ADMINISTRATION**

Audit  
Community Services  
Elections  
General Subject  
Grants  
Human Resources  
Information Services  
Legal/Legislative  
Municipal Clerk  
Policies & Procedures  
Public Information  
Public Financing Authority  
Risk Management

**DEVELOPMENT**

Administration  
Building  
Code Enforcement  
Engineering  
Environmental Quality  
Housing  
Municipal Facilities  
Planning  
Property  
Redevelopment

**FINANCE**

Accounting  
Administrative Services  
Fixed Assets  
License  
Payroll  
Purchasing  
Reports  
Treasurer

**PUBLIC SAFETY**

Animal Control\*  
Emergency Management  
Fire Safety  
    Administration  
    Personnel  
    Property  
    Reports  
Hazardous Materials  
Health & Welfare  
Law Enforcement  
    Administration  
    Investigations  
    Patrol  
    Services

**PUBLIC WORKS**

Parks  
Sanitation/Solid Waste/  
    Wastewater  
Streets/Alleys  
Utilities  
Water

**TRANSPORTATION**

Administration  
Airport  
Ground Transportation  
Harbor

\*Anticipate will be addressed by County Officials

## GLOSSARY OF RECORDS RETENTION DEFINITIONS

<b>ACTIVE</b>	Records that are required for day-to-day business and are subject to frequent use; generally referred to more than once per month per file drawer.
<b>ADMINISTRATIVE VALUE</b>	A record that assists in the operation of government, and insures administrative consistency and continuity, serving a particular purpose for that office at that particular time. In appraisal, the usefulness of records for the conduct of current and/or future administrative business needs.
<b>ADOPTION</b>	Final action by a legislative body.
<b>AGENCY-SPECIFIC SCHEDULE</b>	Retention schedule which specifies the approved disposition of a record series unique in purpose and function to its creating agency.
<b>APPRAISAL</b>	The process of determining the value and thus the disposition of records based on their current administrative, fiscal, and legal value; their evidential and informational value; their arrangement and condition; their intrinsic value; and their relationship to other records.
<b>ARCHIVAL RECORDS</b>	Records identified as having archival value or potential archival value on the agency records retention schedule.
<b>AUDIT</b>	Review for acceptance of records relating to operations, policies and procedures, financial documentation and historical documents by regulating agencies.
<b>CLOSED/COMPLETED</b>	A file or record on which action has been completed and to which an audit or further action is not likely to occur.
<b>COPY</b>	A reproduction of the contents of an original document which is not the official file copy of the agency. Copies are usually identified by their function, i.e., action copy, reading file copy, tickler file copy, etc. In most instances, copies will have a shorter retention than the official file copy (see <u>Record Copy</u> ) of a record series.
<b>CURRENT</b>	Records when specified as the minimum retention period means that superseded, rescinded, expired, or no longer useful records may be removed from the files and may be destroyed.
<b>DATE OF BIRTH</b>	The date on which the birth of a person is documented.
<b>DEPARTMENT OF RECORD</b>	The department that created or is responsible for retaining the official record or record copy.
<b>DISPOSITION</b>	The predetermined action taken with regard to inactive records including form of retention (hardcopy or image), period of time retained (archive or destroy), where to store (on-site or off-site), and method of destruction (recycle, burn or shred).
<b>DUPLICATE</b>	A document produced at the same time the original is made by use of a carbonized process (OCR or carbon paper).
<b>EVIDENTIAL VALUE</b>	In appraisal, the value of a record that documents the activities of an organization or agency.
<b>FILE INTEGRITY</b>	Accuracy and completeness of the file / records.
<b>FISCAL VALUE</b>	Documents and accounts for receipt of or expenditure of public funds; such as budget, ledgers of accounts receivable and payable, payrolls, and vouchers. Documents availability of funds for operational purposes. In appraisal, records required until a financial audit is completed or financial obligations are fulfilled.
<b>HISTORICAL VALUE</b>	In appraisal, the value attributed to a record which preserves documentation on significant historical events including the City's operations, origin, policies, authorities, functions, and organizations, as well as significant administrative decisions.

<b>LEGAL VALUE</b>	In appraisal, value attributed to a record series which documents business ownership, agreements, and transactions.
<b>LIFE</b>	A record that has continuing value to the organization.
<b>MINIMUM RETENTION PERIOD</b>	The least amount of time a record must be kept DETERMINED BY ASSESSMENT OF ADMINISTRATIVE, LEGAL, FISCAL AND HISTORICAL VALUES.
<b>PERMANENT</b>	Recorded information which is required by law to be retained; or which has been designated for continuous preservation because of its administrative or historical significance.
<b>RECORD COPY</b>	The original or official copy of a record maintained by an agency, sometimes referred to as the designated original, or blue-ribbon copy.
<b>RECORD</b>	Any documentary material, regardless of physical form or characteristic, made or received by an organization in pursuance of law or in connection with the transaction of business, and used by that organization or its success or evidence of activities or because of informational value.
<b>RECORDS RETRIEVAL</b>	Locating documents and delivering them for use.
<b>RETENTION PERIOD</b>	The period of time that records must be kept according to legal and/or organizational requirements.
<b>RETENTION SCHEDULE</b>	A list or other instrument describing the record series, the length of time records are retained (may include active and inactive storage breakdown), the department of record, and the final disposition.
<b>SUPERCEDE</b>	The replacement of an existing document.
<b>TERMINATION</b>	Designates the end of a specific term, e.g., appointed, elected officials' terms; employment; training, course, program; use or ownership.
<b>VITAL RECORDS</b>	Those records containing information necessary to continue the operation of government, affirm the powers and duties of government and to protect the rights and interests of persons.
<b>VITAL RECORDS RETENTION SCHEDULE</b>	The document which identifies those records and record series that are classified as vital, specifies the means for the protection of those records, and provides each department with a complete listing of all vital records for which the department is responsible.

# CITATIONS

**B&P – Business and Professions**

**CAC – California Administrative Code**

**CCP – Code of Civil Procedure**

**CCR – Code of California Regulations**

**CEQA – California Environmental  
Quality Act**

**CFR – Code of Federal Regulations**

**EC – Election Code**

**FMLA – Family & Medical Leave Act,  
1993**

**GC – Government Code**

**H&S – Health & Safety**

**HUD – Housing and Urban  
Development**

**OSHA – Occupational Safety &  
Health Act**

**PC – Penal Code**

**POST – Police Officers Standards  
Training**

**UFC – Uniform Fire Code**

**USC – United States Code**

**WIC – Welfare & Institutions Code**

# **LEGEND**

## **Records Retention**

**AC = Active**

**AD = Adoption**

**AU = Audit**

**CL = Closed/Completion**

**CU = Current Year**

**D.O.B. = Date of Birth**

**E = Election**

**L = Life**

**P = Permanent**

**S = Supersede**

**T = Termination**

# CALIFORNIA RECORDS RETENTION GUIDELINES

## INDEX

---

Abandoned Vehicles	Development	4
Abandonment	Development	8
Abandonments/Vacations	Public Works	3
Accident Reports - City Assets	Administration	10
Accounting/Cash Reconciliations	Law Enforcement	1
Accounts Payable	Finance	1
Accounts Receivable	Finance	1
Acquisition/Disposition	Development	8
Adjustments	Finance	2
Administration – General Subject	Administration	4
Administration – Public Financing Authority	Administration	10
Administrative/Internal	Law Enforcement	1
Affidavit Index	Administration	1
Agenda Reports (Master, Subject Files)	Administration	8
Agendas	Administration	8
Agendas, Board	Public Works	1
Agreements	Transportation	1
Air Quality	Development	5
Airport Certification	Transportation	2
Airport Noise Monitoring and Complaint	Transportation	2
Alarm Records	Law Enforcement	1
Annexation Case Files	Development	8
Annual Financial Report	Administration	1
Apparatus/Vehicle	Fire Safety	2
Appeals, Civil	Administration	8
Applications - Aircraft Storage	Transportation	1
Applications - Parking	Transportation	1
Applications - Slip Rentals	Transportation	1
Applications - Special Events	Transportation	1
Applications	Finance	1
Applications, Absentee Ballots	Administration	1
Applications, Boards, Commissions, Committees	Administration	8
Appraisals	Development	8
Acquisition/Disposition	Development	8
Arrest/Conviction	Law Enforcement	5
Articles of Incorporation	Administration	8
Asbestos	Development	5
Assessment Districts	Administration	9
Assessment Districts	Finance	1
Asset Forfeiture - Investigations/Proceedings Case File	Law Enforcement	1
Asset Forfeiture - Notifications	Law Enforcement	2
Assisted, Challenged Voters List	Administration	1
Audits	Finance	3
Auto for Hire	Transportation	3
Ballots	Administration	1
Ballots – Prop. 218	Administration	2
Bank Reconciliations	Finance	1
Bank Statements	Finance	4
Benchmark Data	Development	1
Benefit Plan Claims	Administration	5
Benefit Plan Enrollment, Denied	Administration	5
Bids & Proposals (Unsuccessful)	Development	1

# INDEX

Bids, RFQ's, RFP's	Finance	3
Billing Records	Finance	1
Billing/Customer Records	Public Works	6
Biographies	Administration	4
Blueprints, Specifications	Development	4
Bond, Personnel Fidelity	Administration	5
Bonds - Administration	Finance	4
Bonds - Security	Development	1
Bonds - Development	Development	1
Bonds - Account Statements	Finance	4
Bonds - Bonds and Coupons	Finance	4
Bonds	Administration	1
Bonds	Development	6
Bonds, Insurance	Administration	10
Books, Fire Code	Fire Safety	1
Brochures, publications, newsletter, bulletins	Administration	10
Budget adjustments, journal entries	Finance	1
Budget Operating (copies)	Administration	1
Budget Operating (copies)	Finance	1
Budget	Administration	1
Budget, Accounting	Finance	1
Budget, Adopted	Finance	2
Budget, Proposed	Finance	2
Business License	Finance	2
Calendar	Administration	2
Calendar, City	Administration	10
California Environmental Quality Act (CEQA)	Development	6
Canvass	Administration	2
Capital Improvement Projects	Development	5
Capital Improvements, Construction	Development	7
Cards - Dispatch	Law Enforcement	9
Cards - Field Interview	Law Enforcement	9
Case Books, Investigative	Law Enforcement	2
Case Files - Homicide Investigator's File	Law Enforcement	2
Case Files - Narcotics (No arrest, Narcotics Cases)	Law Enforcement	2
Case Files - Officer Involved Shootings	Law Enforcement	2
Case Files	Development	4
Case Files, Planning and Zoning	Development	7
Case Log	Administration	8
Case Records - (High Profile)	Administration	8
Case Records - (Routine)	Administration	8
Certificates (Building)	Development	4
Certificates (Planning)	Development	7
Certificates of Election	Administration	2
Charter - Amendments/Measures	Administration	2
Checks	Finance	1
Chemicals/Film Inventories	Law Enforcement	10
Citations - 11357(e), Juvenile	Law Enforcement	9
Citations - 11357b H&S, 11357c H&S, 11360b H&S Violations	Law Enforcement	9
Citations - California Vehicle Code Infractions (Duplicates)	Law Enforcement	9
Citations - Cite and Release	Law Enforcement	9
Citations - Parking/Traffic, Duplicates	Law Enforcement	9
Citations - Transmittals	Law Enforcement	9
Claim Files	Law Enforcement	1
Claims, Damage	Administration	11

# INDEX

Classifications and Appointments	Administration	4
Closures	Public Works	3
Code Books	Development	1
Collections/Landfill	Public Works	2
Community Development Block Grant and Urban Development	Administration	4
Community Services – Library	Administration	1
Community Services – Placques	Administration	1
Community Services – Sports Organization	Administration	1
Congestion Management	Development	6
Connection Records	Public Works	6
Construction (Approved)	Development	4
Construction Tracking, Daily	Development	5
Contractor	Development	1
Contracts and Agreements – Excl. Capital Improvement	Administration	9
Contracts and Agreements – Incl. Capital Improvement	Administration	9
Correspondence	Administration	4
Correspondence	Development	1
Court - Daily Schedule	Law Enforcement	2
Court - Sign-In Logs	Law Enforcement	2
Court - Tracking System Records	Law Enforcement	2
Crime - Felony Crimes With Or Without Arrests	Law Enforcement	5
Crime - Misdemeanor/Infractions	Law Enforcement	6
Crime - Supplemental, Felony Capital Crimes, Crimes Punishable by Death, Life Imprisonment	Law Enforcement	6
Deeds & Promissory Notes	Development	8
Deferred Compensation	Finance	3
Department Manual	Law Enforcement	1
Deposits, Receipts	Finance	1
Destruction - Guns	Law Enforcement	6
Destruction - Narcotics	Law Enforcement	6
Development (includes CDBG)	Development	2
Development Agreements	Development	1
Development Conditions	Development	1
Development Standards	Development	1
Disposition of Arrest/Court Action	Law Enforcement	6
Drawings, Project Plan	Development	1
Drawings, Traffic Control Plan	Development	5
Easements, Dedications, Rights-of-Way	Public Works	3
Employee Handbook	Administration	5
Employee Programs	Administration	5
Employee Rights	Administration	5
Employee Time Sheets	Finance	2
Environmental Review	Development	6
Equipment - Communication	Law Enforcement	1
Equipment - Inventory	Law Enforcement	1
Equipment - Inventory/Sign-out Cards- Photo Lab	Law Enforcement	10
Equipment - Operations Files - Photo Lab	Law Enforcement	10
Equipment - Radio Logs (Communication)	Law Enforcement	9
Evidence, Disposition Forms	Law Enforcement	2
Exposure - Personnel	Fire Safety	1
Facilities (Sanitation/Solid Waste/Wastewater)	Public Works	2
Facilities (Utilities)	Public Works	6
Facility Rentals/Use	Development	7
Fair Political Practices - Administration, Statements	Administration	2
Fair Political Practices - Campaign disclosure, elected	Administration	2

# INDEX

Fair Political Practices - Campaign disclosure, not elected	Administration	2
Fair Political Practices - Campaign disclosure, unsuccessful	Administration	2
Fair Political Practices - Candidate Statements	Administration	2
Fair Political Practices - History	Administration	2
Fair Political Practices - Statement of Economic Interest, Elected	Administration	3
Fair Political Practices - Statement of Economic Interest, not elected	Administration	3
False Alarm (Duplicate)	Finance	6
Federal and State	Administration	4
Field Books	Public Works	3
Field, Non-fire and Logs	Fire Safety	2
Financial, Annual	Finance	3
Financial Records - Grants	Administration	5
Financial Records, Public Financial Authority	Administration	10
Fingerprint - Applicants Files	Law Enforcement	2
Fingerprint - Inked/Palm Cards	Law Enforcement	2
Fingerprint - Records Latents	Law Enforcement	3
Fingerprint - Suspect, Adult/Juvenile	Law Enforcement	3
Fire, Non-arson and Logs	Fire Safety	2
Flood Control - Drainage Facilities	Public Works	6
Flood Control - Flood Zones	Public Works	6
Flood Control - Insurance Programs	Public Works	6
Flood Control - Policies/Procedures	Public Works	6
Flood Control - Reports/Studies	Public Works	6
Flood Control	Development	5
Flood Records	Development	7
Franchises	Development	1
Fueling	Transportation	1
Gas & Electric Rates	Public Works	6
General Administrative	Administration	10
General Orders	Law Enforcement	9
General Orders, Policies/Procedures	Fire Safety	1
General Plan Amendments - Approved	Development	7
General Plan Amendments - Denied	Development	7
General Plan and Elements	Development	7
General Subject Files	Development	1
Goals & Objectives	Administration	4
Grants - Parks ( <i>refer to Admin.</i> )	Public Works	1
Grants - Street/Alleys ( <i>see Admin.</i> )	Public Works	3
Grants - Water ( <i>see Admin.</i> )	Public Works	7
Grants, Community/Urban Development (includes CDBG)	Development	2
Grievance Files	Law Enforcement	11
Guns, Dealers Record of Sale	Law Enforcement	3
Hazardous Waste Disposal	Hazardous Materials	2
Hazardous Waste Disposal	Transportation	1
Hearing or Review	Administration	1
Historic Preservation Inventory	Development	2
History, Sanitation	Public Works	2
Hourly Employees	Administration	5
Immigrant	Administration	5
Incident Files	Development	2
Incident Reports	Administration	11
Incident	Fire Safety	2
Incineration Plants, Sludge	Public Works	2
Incinerator Operations, Treatment Plant	Public Works	2

# INDEX

Index, Attorney Case	Administration	9
Informant Files	Law Enforcement	3
Inspection	Development	4
Inspection, Runway	Transportation	2
Inspection, Safety Self	Transportation	2
Inspections, Fire Prevention	Fire Safety	1
Insurance, ACCEL JT Powers Agreement	Administration	11
Insurance, Certificates	Administration	11
Insurance, Liability/Property	Administration	11
Insurance, Workers Compensation	Administration	11
Internet, World Wide Web	Administration	7
Interpretations	Development	7
Intersection Records	Public Works	3
Inventory	Finance	2
Inventory, Equipment Parts & Supplies	Transportation	1
Inventory, Equipment & Supplies	Fire Safety	2
Inventory, Equipment - Parks	Public Works	1
Inventory, Equipment - Water	Public Works	7
Inventory, Information Systems	Administration	7
Inventory, Records	Administration	9
Inventory, Traffic Control Device	Public Works	3
Inventory, Vehicle Ownership and Title	Transportation	1
Investigations - Background	Law Enforcement	11
Investigations - Background Hired	Law Enforcement	11
Investigations - Notifications	Law Enforcement	2
Investigations, Evidence Arson - Administration	Fire Safety	1
Investigations, Evidence Arson - Reports	Fire Safety	2
Investment Transactions	Finance	3
Invoices	Finance	1
Jail - Daily Logs	Law Enforcement	3
Jail - Inmate Record	Law Enforcement	3
Jail - Inspection Files	Law Enforcement	3
Jail - Surveys	Law Enforcement	3
Journals - Utility Billing	Finance	1
Journals, Fire Station	Fire Safety	1
Labor Distribution	Finance	3
Land Uses, non-conforming	Development	2
Landscape - Parks	Public Works	1
Landscaping - Streets/Alleys	Public Works	3
Ledger, General - Voucher	Finance	1
Legal Advertising	Administration	9
Licenses - Bicycle	Law Enforcement	3
Licenses - Bingo, Mace	Law Enforcement	3
Licenses - Business License Review Board	Law Enforcement	3
Administrative Files		
Licenses - Duplicate (Pink), Secondhand Dealer,	Law Enforcement	4
Pawn Brokers		
Licenses, Permits	Transportation	1
Liens & Releases - Recorded	Development	4
Liens & Releases - Supporting	Development	4
Lighting	Public Works	3
Lobbyist Registration	Administration	3
Locations	Public Works	7
Logs	Development	5
Logs - Administration	Development	2
Logs - Auto Theft	Law Enforcement	4

# INDEX

Logs - Case Assignment	Law Enforcement	4
Logs - Code Enforcement	Development	5
Logs - Daily, Activity	Law Enforcement	4
Logs - Daily, Officer	Law Enforcement	4
Logs - Daily, Report Summary	Law Enforcement	4
Logs - Investigative (Pre-Arrest)	Law Enforcement	4
Logs - Juvenile Detention	Law Enforcement	4
Logs - Property Control	Law Enforcement	4
Logs - Rap Sheet	Law Enforcement	4
Logs - Subpoena	Law Enforcement	4
Logs, Attorney Service Request	Administration	9
Logs, Fire Equipment/Gear	Fire Safety	2
Lot Split Cases	Development	8
Maintenance and Operations	Transportation	1
Maintenance and Operations - Municipal Facilities	Development	7
Maintenance and Operations - Parks	Public Works	1
Maintenance and Operations - Sanitation/Solid Waste/Wastewater	Public Works	2
Maintenance and Operations - Service	Public Works	7
Maintenance and Operations - Streets/Alleys	Public Works	3
Maintenance and Operations - Well & Pumping	Public Works	7
Maintenance, FAA	Transportation	2
Management Reports	Administration	10
Maps & Plats	Development	2
Maps - Parks	Public Works	1
Maps - Streets/Alleys	Public Works	4
Maps - Water	Public Works	7
Maps, City Boundary	Development	8
Maps, Plans, Drawings, Exhibits, Photos	Development	8
Maps, Precincts/Voter Information	Administration	3
Maps, Septic Tank	Public Works	2
Master Plans - Streets/Alleys	Public Works	4
Master Plans - Water	Public Works	7
Master Plans, Annual	Development	2
Media Relations	Administration	10
Medical Leave	Administration	6
Medical - Personnel	Fire Safety	1
Meter Operations	Public Works	7
Meter Reading	Finance	3
Minutes	Administration	9
Minutes, Board	Public Works	1
Motor Vehicle Pulls (DMV)	Administration	6
Municipal Code	Administration	9
Mutual Aid, Strategic Plans	Emergency Management	1
Negotiation	Administration	6
Network Information Systems (LAN/WAN)	Administration	7
Nomination Papers	Administration	3
Non-Criminal Occurrences	Law Enforcement	6
Non-Safety Employees	Administration	6
Notices, Meeting	Administration	9
Notifications and Publications	Administration	3
Oaths of Office	Administration	3
Opinions	Administration	9
Ordinances	Administration	9
Parades & Special Events File	Law Enforcement	11
Parking - Lots	Public Works	4

# INDEX

Parking - Regulations	Public Works	4
Patrol Requests (Correspondence)	Law Enforcement	9
Pawn Slips/Tickets	Law Enforcement	4
Permits - Alcoholic Beverage Control License	Law Enforcement	11
Permits - Concealed Weapons	Law Enforcement	11
Permits - National Pollutant Discharge Elimination System (NPDES)	Public Works	7
Permits - Others	Public Works	7
Permits	Development	4
Permits	Public Works	4
Permits, Construction	Development	2
Permits, Encroachment	Public Works	4
Permits, Hazardous Materials Storage	Hazardous Materials	2
Permits, Improvement	Public Works	4
Permits, Other	Development	2
Permits, Oversize Load	Public Works	4
Permits, Parking	Public Works	4
Permits, Paving	Public Works	4
Permits, Uniform Fire Code	Public Works	4
Permits, Use (Temporary)	Fire Safety	1
PERS Employee Deduction Reports	Public Works	4
PERS, Social Security, SSI	Finance	2
Personnel Records (copies)	Administration	6
Pest Control	Administration	6
Petitions - Elections	Development	6
Petitions - Legal/Legislative	Administration	3
Photographs - Daily Report (Negatives)	Administration	9
Photographs - Inmates (Negatives)	Law Enforcement	4
Photographs - Negative Log	Law Enforcement	4
Photographs - Negatives, Misc.	Law Enforcement	11
Photographs - Personnel	Law Enforcement	11
Photographs	Law Enforcement	11
Photographs - Parks	Development	2
Photographs - Streets/Alleys	Public Works	1
Photographs, Negatives, Film	Public Works	4
Plans, Capital Improvement, Projects	Administration	11
Plans, Proposed	Public Works	4
Policies & Procedures, Departmental	Public Works	1
Policies and Procedures - Naming and numbering	Administration	4
Policies and Procedures - Speed Limits	Public Works	5
Policies and Procedures - Parks	Public Works	5
Policies and Procedures - Water	Public Works	1
Policy, Council/Proclamations	Public Works	7
Precinct Records	Administration	10
Press Releases	Administration	3
Press, Video Programs (Community Relations)	Law Enforcement	11
Program Files and Directories	Law Enforcement	11
Programs - Federal Aid Urban	Administration	8
Programs - Traffic Safety	Public Works	5
Programs	Public Works	5
Programs, Household Hazardous Waste	Development	6
Projects, Not Completed or Denied	Hazardous Materials	2
Promotional Marketing - Eternal, Internal	Development	2
Property Files	Administration	4
Property Original	Law Enforcement	11
Property, Pawn Broker/Secondhand	Law Enforcement	6
	Law Enforcement	11

# INDEX

Public Records Request	Administration	10
Radar Calibration Records	Law Enforcement	9
Railroad Right-of-way	Public Works	1
Range Inventory	Law Enforcement	6
Rates - Sanitation/Solid Waste/Wastewater	Public Works	2
Rates - Water	Public Works	7
Reclamation	Public Works	8
Records Management Disposition Certification	Administration	10
Records Management	Administration	10
Records Retention	Administration	10
Recruitment	Administration	6
Recycling Programs	Public Works	2
Redevelopment	Development	6
Register	Finance	2
Registers, Transient Vessel Reservation	Transportation	3
Registration Files, Arson, Sex and Narcotics	Law Enforcement	5
Regulations	Development	5
Regulations	Public Works	2
Relocation Files	Development	8
Report, Accident (Copies)	Transportation	2
Reports - Accident and Incident (Aircraft)	Transportation	2
Reports - Accident	Law Enforcement	10
Reports - Accident	Public Works	1
Reports - Activity	Law Enforcement	1
Reports - Airport Operational (Administrative)	Transportation	3
Reports - Airport Operational (Regulatory)	Transportation	2
Reports - Audit	Administration	1
Reports - Bridges & Overpasses	Public Works	5
Reports - Chemical Emissions	Law Enforcement	1
Reports - Conservation	Public Works	8
Reports - Consumption	Public Works	8
Reports - Corrosion Control	Public Works	8
Reports - Dealer of Gun Sales, Duplicate	Law Enforcement	11
Reports - Departmental	Administration	4
Reports - Discharge Monitoring	Public Works	8
Reports - Drinking Water Corrections	Public Works	8
Reports - Federal and State Tax	Finance	3
Reports - Human Resources	Administration	6
Reports - Hydrograph	Public Works	8
Reports - Inspection	Public Works	5
Reports - Lead Service Line	Public Works	8
Reports - NOTAM (Notice to Airmen)	Finance	3
Reports - NOTAM (Notice to Airmen)	Transportation	3
Reports - Others	Public Works	1
Reports - Public Education	Public Works	8
Reports - Quality Parameters	Public Works	8
Reports - Sanitary Surveys	Public Works	8
Reports - Source Water	Public Works	8
Reports - Staff	Public Works	8
Reports - State Certification	Administration	4
Reports - Studies (Sanitation/Solid Waste/Wastewater)	Public Works	8
Reports - Studies	Public Works	3
Reports - Studies	Public Works	1
Reports - Studies	Public Works	5
Reports - Survey Response Files	Law Enforcement	1
Reports - Tonnage	Public Works	3
Reports - Traffic Collision Fatalities	Law Enforcement	10

# INDEX

Reports - Traffic Count	Public Works	5
Reports - Variances, Water System	Public Works	9
Reports - Vehicle Accident	Public Works	5
Reports - Well Level	Public Works	9
Reports	Development	3
Reports	Law Enforcement	7
Reports, Federal and State - Code Enforcement	Development	5
Reports/Studies	Public Works	4
Requisitions - Purchase Orders	Finance	3
Requisitions - Stores	Finance	3
Research Project Files	Law Enforcement	7
Resolutions	Administration	9
Resolutions, Board	Public Works	1
Restraining Orders, Emergency Protective Orders, Temporary Restraining Orders, Legal Stipulations, Orders After Hearing	Law Enforcement	12
Reviews, Internal/External Periodic	Administration	1
Risk Management Reports	Administration	11
Roster of Voters	Administration	3
Rosters (Divisional)	Law Enforcement	12
Routes, School Bus & Truck	Public Works	5
Safety Employees	Administration	7
Salary Records	Finance	3
Schedules - Daily	Law Enforcement	12
Schedules - Municipal Clerk	Administration	10
Schedules - Watch Assignment/Timekeeping Records	Law Enforcement	12
Schedules, Class & Events	Public Works	1
Sealed - Adult Found Factually Innocent	Law Enforcement	8
Sealed - Juvenile	Law Enforcement	8
Seismic Retrofit Program	Development	3
Signage	Public Works	5
Signs (Temporary)	Development	4
Slip Rental Index	Transportation	3
Slip Rental Permits	Transportation	3
Slip Rental Waiting List	Transportation	3
Soil	Development	6
Soil Reports	Development	6
Sources	Public Works	9
Speaker Requests	Law Enforcement	12
Special Districts	Development	5
Special Projects	Administration	4
State Controller	Finance	3
Statistical (Crime Analysis)	Law Enforcement	7
Statistical (UCR), Uniform Crime Reports	Law Enforcement	7
Street Names and House Numbers	Development	3
Street/Alley (Abandonment/ Vacation)	Development	5
Studies, Special Projects & Areas	Development	3
Subpoenas (Duplicate)	Law Enforcement	8
Support Services	Administration	4
Surplus Property - Auction	Finance	2
Surplus Property - Disposal	Finance	2
Surveyor Field Notes	Public Works	9
Surveys	Development	3
Surveys and Studies	Administration	7
Surveys, Water System Sanitary	Public Works	9
Tapes - Audio, Telephone and Radio Communications	Law Enforcement	8

# INDEX

Tapes - Audio, Video	Administration	9
Tapes - Surveillance/Security Video (Jail)	Law Enforcement	8
Tapes Information Systems	Administration	8
Taxes Receivable	Finance	1
Tests - Bacteriological Analysis	Public Works	9
Tests - Chemical Analysis	Public Works	9
Tests - Quality	Public Works	9
Tests, Densitometer Results (Photo Lab)	Law Enforcement	12
Traffic Signals	Development	5
Traffic Signals	Public Works	6
Training - Bulletins	Law Enforcement	12
Training - Event Files	Law Enforcement	12
Training - Lesson Plans, Range	Law Enforcement	12
Training Materials	Hazardous Materials	3
Training - Personnel	Fire Safety	1
Training - Personnel (by name)	Law Enforcement	12
Training - Schedules, Range	Law Enforcement	12
Training Records - Non-Safety	Administration	7
Training Records - Personnel (by name)	Administration	7
Training Records - Safety	Administration	4
Travel Records	Public Works	6
Underground	Hazardous Materials	3
Underground Storage Tank - Maintenance and Operations	Hazardous Materials	3
Underground Storage Tank - Compliance	Law Enforcement	10
Uniform Vouchers (by name)	Administration	5
Unsuccessful Grants	Law Enforcement	8
Use of Force Supervisory Review Files	Finance	3
Utility Rebates	Public Works	9
Valve Main Records	Transportation	2
Vehicle Assignment	Finance	2
Vehicle Ownership & Title	Law Enforcement	10
Vehicle - Assignment Reports	Law Enforcement	10
Vehicle - Down Reports	Administration	7
Vehicle Mileage Reimbursement Rates	Law Enforcement	10
Vehicle - Repossession/Private Impounds	Law Enforcement	10
Vehicle - Service Schedules	Finance	3
Vendor Register	Law Enforcement	10
Vests, Bulletproof Letters	Public Works	9
Violations, Drinking Water	Development	5
Violations, Building, Property & Zoning	Law Enforcement	12
Volunteer Card Files	Administration	3
Voter Affidavits	Administration	4
Voter Registration Signature Copy	Finance	1
Warrant Register	Law Enforcement	8
Warrants - Felony	Law Enforcement	9
Warrants - Misdemeanor Criminal	Law Enforcement	10
Warrants - Parking	Law Enforcement	9
Warrants - Served	Law Enforcement	10
Warrants - Traffic	Law Enforcement	9
Warrants - Unserved (Local)	Law Enforcement	10
Weapons, Database	Law Enforcement	10
Weed Abatement	Fire Safety	2
Weigh Scales	Public Works	6
Workers Compensation	Administration	11

## RETENTION SCHEDULE FOR ELECTION MATERIALS

ITEM	RETENTION TIME	COMMENTS
<b>BALLOTS</b>		
After Election	6 months	from the date of the election (§ 17302 E.C.)
After a Recount	6 Months	from completion of recount (§ 17306 E.C.)
<b>CODE OF FAIR CAMPAIGN PRACTICES</b>	30 days	After the Election (§ 20442 E.C.)
<b>GREEN STRIPE ENVELOPE</b>		
Tally Sheets	6 months	All voters may inspect the contents of these materials at all times following commencement of the official canvass of the votes. (§ 17304 E.C.)
Copies of Street Index		
Challenge List		
Assisted Voters List		
<b>INSPECTOR RECEIPTS FOR BALLOTS</b>	6 months	from the date of the election (§ 17302 E.C.)
<b>NOMINATION PAPERS AND SIGNATURES IN LIEU OF FEE</b>	Term of office + four years	(§ 17100 E.C.)
<b>PETITIONS:</b>	8 months	after the certification of the results of the election for which the petition qualified or, if no election is held, 8 months after the clerk's final examination of the petition (§§ 17200, 17400 E.C.)
Initiative		
Referendum		
Charter Amendment		
Recall		
<b>PRECINCT OFFICER APPOINTMENT FORMS</b>	6 Months	from date of election (§ 17503 E.C.)
<b>ROSTER OF VOTERS</b>	5 years	after date of election (§ 17300 E.C.)
<b>ABSENTEE:</b>		
Applications	6 months	from the date of the election (§ 17505 E.C.)
Identification Envelopes	6 months	from the date of the election (§ 17302 E.C.)
<b>APPLICATIONS FOR REGISTRATION INFORMATION</b>	5 years	from the date of application (§ 2188(f) E.C.)
<b>FPPC MATERIAL</b>		
Original Campaign Statements		
Mayor, Council, Controlled Committees		
Candidates Elected	Indefinite	§ 81009b, GC (may be microfilmed after two years, § 81009g, GC)
Candidates Not Elected	5 years	§ 81009b, GC (Microfilm: Yes, § 81009g, GC)
Original Campaign Statements		
Other Offices	7 Years	§ 81009c, GC (Microfilm: Yes, § 81009g, GC)
Original Reports and Statements		
Not Otherwise Specified	7 Years	§ 81009e, GC (Microfilm: Yes, § 81009g, GC)
Copies of Statements by Filing Officers		
Not Receiving Originals	4 Years	§ 81009f, GC (Microfilm: Yes, § 81009g, GC)

# CALIFORNIA RECORDS RETENTION GUIDELINES

## Administration

Final, August 1999

California City Clerks' Association

Record Series Title	Retention	Citation	Descriptor
<b>AUDIT</b>			
Annual Financial Report	CL + 2	GC34090	Independent auditor analysis
Bonds	CL + 10	GC34090; CCP 337.5	Final bond documentation
Budget	P	GC34090	Annual operating budget approved by Legislative Body
Budget Operating (copies)	S	GC34090	Departmental Reference
Hearing or Review	AU + 2	GC34090; OMB A-128	Documentation created and or received in connection with an audit hearing or review
Reports	AU + 4	GC34090; OMB A-128	Internal and/or external
Reviews, Internal/External Periodic	CU	GC34090; GC6250	Daily, weekly, monthly, quarterly or other summary, review, evaluation, log, list, statistics, except a report
<b>COMMUNITY SERVICES</b>			
Libraries	CU + 2	GC 34090	Books, art, gifts, donations, exhibits, theatre, music, special events, etc.
Plaques	P		Historic value
Sports Organization	S + 2		
<b>ELECTIONS</b>			
Affidavit Index	CL + 5	EC 17001	
Applications, Absentee Ballots and Envelopes	E + .5	EC 17505; EC 17302	From date of election
Assisted, Challenged Voters List	E + .5	EC 17304	From date of election
Ballots	E + .5	EC 17302	From date of election; ballots submitted to precincts/City Clerk that were not used - unless contested (EC 17302(c)) retention by court order
Ballots	P	California	Property related fees (Assessment

# CALIFORNIA RECORDS RETENTION GUIDELINES

## Administration

Final, August 1999

California City Clerks' Association

Record Series Title	Retention	Citation	Descriptor
Prop. 218 (Assessment Districts)		Constitution Art. XIII	Ballot proceeding)
Calendar	E + 2	GC 34090	
Canvass	P	GC 22932; EC 17130; EC 2653	Notifications and Publication of Election; Records used to compile final election results, including tally sheets, voting machine tabulation, detailed breakdown of results; special election results
Certificates of Election	T + 4	GC 81009(a) (d)	Certificates of election; Original reports and statements
Charter Amendments/ Measures	P	GC34458-60; GC34090	Chapter designations by Secretary of State following adoption of voters
Fair Political Practices			
Administration/ Campaign Statements and Conflict of Interest	CU + 5		FPPC Opinions
Campaign disclosure, Elected	P	GC81009(b) (g)	FPPC Filings
Campaign disclosure, Not Elected	E + 5	GC81009(b)	FPPC Filings
Campaign disclosure - Unsuccessful(all other committees)	E + 7	GC81009	FPPC Filings
Candidate Statements	E + 4		Sample ballot retained permanently.
History	P	GC 34090	History of elections, sample ballots, certificates of destruction, other resolutions re: elections
Statement of economic interest -	T + 7	GC 81009(e)	FPPC Filings

# CALIFORNIA RECORDS RETENTION GUIDELINES

## Administration

Final, August 1999

California City Clerks' Association

Record Series Title	Retention	Citation	Descriptor
<b>Elected Officials</b>			
<b>Statement of economic interest - Not Elected</b>	E + 5	GC 81009(b)	FPPC Filings
<b>Lobbyist Registration</b>	P	EC 81009(b)	Statements
<b>Maps, Precincts/Voter Information</b>	E + 2	GC 34090; EC 17501; EC 17301	
<b>Nomination Papers</b>			
<b>Successful</b>	E + 4	EC 17100	
<b>Unsuccessful</b>	E + 2	GC 81009(b)	
<b>Notifications and Publications</b>	E + 2	GC 34090	Proof of publication or posting, certification and listing of notice of posting; copy of newspaper notice and certification of offices to be voted for at forthcoming election
<b>Oaths of Office</b>	T + 6	GC34090; 29 USC 1113	Elected Officials
<b>Petitions</b>	.75	EC 17200, 17400; GC 7253.5; EC 14700 + GC 3756:8	From date of filing or election; Initiative, referendum, recall, Charter Amendments
<b>Precinct Records</b>	E + .5	EC 17503	From date of election: Precinct official material; declaration of intention, precinct board member applications, orders appointing members of precinct boards and designating polling places Includes notice of appointment of office and record of service
<b>Roster (Of Voters)</b>	E + 5	EC 17300	From date of election; Initiative, referendum recall, general municipal election, Charter Amendments
<b>Voter Affidavits</b>	CL + 5	EC 17000	
<b>Voter Registration Signature Copy</b>	CU + 5	EC 17000	Fire, special or school district

# CALIFORNIA RECORDS RETENTION GUIDELINES

## Administration

Final, August 1999

California City Clerks' Association

Record Series Title	Retention	Citation	Descriptor
---------------------	-----------	----------	------------

<b>GENERAL SUBJECT</b>			
Administration	P	GC 34090	
Biographies	CU + 2	GC34090	
Classifications and Appointments	P	GC 34090; GC 12946; 29 CFR 516.6(2); 29 CFR 1602.4	Includes supplemental Personnel records. Wage rate tables 2 years.
Correspondence/ Originating Department	CU + 2	GC34090(d)	If not attached to agreement or project file
Goals & Objectives	CU + 2	GC34090	Departmental goals & objectives
Policies & Procedures, Departmental	S + 5	GC34090(d)	Retain while current
<b>Promotional Marketing</b>			
External	CU + 7		
Internal	2		
<b>Reports</b>			
Departmental	CU + 2	GC34090	Special/or final summary, review or evaluation
Staff	CU + 2	GC34090	Non-agenda related, includes supporting documentation
Special Projects	CU + 2	GC34090	
Support Services	CU + 2	GC34090	Reproduction; printing; postal/mailing services, other internal resources
Travel Records	CU + 2	GC34090	
<b>GRANTS</b>			
Community Development Block Grant and Urban Development	T + 4	GC34090; 24 CFR 570.502 24 CFR85.42*	Applications, reports, contracts, supporting documents; *OMB Cir. A-102, A-110, A-128
Federal and State	CL + 5	GC34090	Refer to grant application close-out procedure
Financial Records	CL + 5	GC34090	Refer to grant application close-out procedure
Unsuccessful	CL + 2	GC34090	Applications not entitled

# CALIFORNIA RECORDS RETENTION GUIDELINES

## Administration

Final, August 1999

California City Clerks' Association

Record Series Title	Retention	Citation	Descriptor
<b>HUMAN RESOURCES</b>			
Benefit Plan Claims	P	GC6250 et seq; OMB A-129 29 CFR 1602.30; 32; Lab Rel Sec 1174*	May include dental, disability, education, health, life and vision including dependent care and Employee Assistance *29 CFR 1637.3; 29 USC 1027; 29 CFR 1627.3; 29 USC 1113
Benefit Plan Enrollment, Denied	CL + 4	GC34090; OMB A-128	
Bond, Personnel Fidelity	T + 2	GC34090	Employee Fidelity Bonds
Employee Handbook	S + 2	GC 34090	General employee information including benefit plans
Employee Programs	CL + 2	GC 34090; GC 12946	Includes EAP and Recognitions
Employee Rights General Employees Safety (Police)	T + 2 T + 5	GC12946; 29 CFR 1602; 29 USC 211 (e); 203(m); 207(g)	May include Arbitration, grievances, union requests, sexual harassment and Civil Rights, complaints, disciplinary actions
Hourly Employees	T + 6	GC12946; GC34090*	*29 CFR 1627.3, Labor Relations Section 1174
Immigrant		Immigration Reform/Control Act 1986 Pub. L 99-603	I-9's
Medical Leave	CL + 30	FMLA 1993 US OSHA; 29 CFR ; *	May include Family leave; certifications; tests; W-4's; *29 CFR 1602.30.32; 49 CFR 193-9; 1910.20
Motor Vehicle Pulls (DMV)	CL + 7	GC12946, *	*CA 91009; 8 USC 1324 (a)

# CALIFORNIA RECORDS RETENTION GUIDELINES

## Administration

Final, August 1999

California City Clerks' Association

Record Series Title	Retention	Citation	Descriptor
Negotiation	P	29 USC Sections 211(c), 203(m), 207(g)	Notes, notebooks, correspondence, contracts, and Memorandums of Agreements
Non-Safety Employees	T + 3	Reference: 29 CFR 1627.3; CCR Sec 1174; 29 CFR 1602.30.32; GC6250 et seq; 29 CFR; GC 12946, 34090*	Non-safety employees may include: Release Authorizations; Certifications; Reassignments; outside employment; commendations disciplinary actions; terminations; Oaths of Office; evaluations-pre-employee medicals; fingerprints; identification cards (ID's) *1607.4; 29 CFR 655.202; 29 CFR 516.6 et seq; 45 CFR 1068.6(a)
Personnel Records (copies)	CU + 2	GC34090; GC6250	Attendance; evaluations; drafts; worksheets; postings
PERS, Social Security, SSI	P	29 CFR 1627.3(2); GC 12946, 34090	EEOC/ADEA
Recruitment	CL + 3	Reference: GC12946; GC6250 et seq; 29 CFR 1602 et seq; 29 CFR 1607; 29 CFR 1627.3	Applications, resumes, alternate lists/logs, indices; ethnicity disclosures; examination materials; examination answer sheets, job bulletins; eligibility; electronic database
Reports	CU + 2	GC34090	Employee statistics, benefit activity; liability loss
Safety Employees	T + 5	Reference: 29 CFR 16273; CCR Sec 1174; 29 CFR 1607.4; *	Police, fire, emergency employees may include; Release Authorizations; Certifications Reassignments; outside employment; commendations disciplinary actions; terminations; Oaths of Office; evaluations-pre

# CALIFORNIA RECORDS RETENTION GUIDELINES

## Administration

Final, August 1999

California City Clerks' Association

Record Series Title	Retention	Citation	Descriptor
			employee medicals *29 CFR 1602.30.32; 29 CFR 655.202; 29 CFR 516.6 et seq; 45 CFR 1068.6(a)
Surveys and Studies	CU + 2	GC 12946, 34090; 29 CFR 516.6(2); 29 CFR 1602.14	Includes classification, wage rates
Training Records Non-Safety	CU + 7	GC6250 et seq	Employee applications, volunteer program training, class training materials, internships;
Personnel (by name)	T + 7	GC34090	Paperwork documenting officers' internal and external training
Safety	CU + 2	GC34090	Certifications/designations
Vehicle Mileage Reimbursement Rates	S + 2	GC 34090	Annual mileage reimbursement rates
<b>INFORMATION SERVICES</b>			
Internet, World Wide Web	S + 2	GC34090	Management/Policies and supporting documentation
Inventory, Information Systems	S + 2	GC34090	Hardware/Software Inventory logs; systems manuals
Network Information Systems (LAN/WAN)	CU + 4	GC34090; CCP 337.2; 343	Configuration maps and plans
Program Files and Directories	CU + 2 CU + (2 mos.) CU + 1 CU + .5	GC34090; GC34090.7	Annual backup Daily backup  Monthly backup Weekly backup
Tapes Information	CU + 2	GC34090	System Generation

**CALIFORNIA RECORDS RETENTION GUIDELINES**  
**Administration**  
**Final, August 1999**  
**California City Clerks' Association**

Record Series Title	Retention	Citation	Descriptor
<b>Systems</b>			
<b>LEGAL/ LEGISLATIVE</b>			
Agendas	CU + 2	GC34090	Original agendas and special meeting notices, including certificates of posting, original summaries, original communications and action agendas for Council, Boards and Commissions
Agenda Reports (Master, Subject Files)	CU + 2	GC34090 (d)	Documentation received, created and/or submitted to Council
Appeals, Civil	CU + 3	CCP 583.320(a)(3); GC 34090	
Applications, Boards, Commissions, Committees	CL + 2	GC34090	Not selected
Applications, Boards, Commissions, Committees	T + 5	GC34090; GC40801	Selected
Articles of Incorporation	P	GC34090; CCP 337.2	
Case Log	CL + 7	CCP 337.2; 343	From Close of cases listed; Chronological listing of cases
Case Records - (High Profile)	P	GC6254	Significant cases which have importance/or set legal precedence. Includes logs, complaints, police reports, court orders, motions, notes, briefs
Case Records- (Routine)	CL+7	42 USC s1983	Includes logs, complaints, police reports, court orders, motions, notes, briefs, closing statements (unless minors - 3 years after attaining 18)
Contracts and Agreements Excl. Capital Improvement	T + 5	CCP 337.2, 343; B&P7042.5;*	Includes leases, equipment, services or supplies *PU7685; 48 CFR:2; GC53066
Incl. Capital Improvement	P	2.08.110;*	Construction *GC37090a; 4004; H&S 19850
Index, Attorney Case	L	GC6254	Including notations on activities related

**CALIFORNIA RECORDS RETENTION GUIDELINES**  
**Administration**  
**Final, August 1999**  
**California City Clerks' Association**

Record Series Title	Retention	Citation	Descriptor
			to case
Legal Advertising	CU + 4	CCP 343, 349 et seq.; GC 911.2; GC 34090	Includes public notices, legal publications
Logs, Attorney Service Request	CU + 2	GC34090	Service request, summaries of monthly requests
Minutes	P	GC34090(d); GC36814; GC40801	Official minutes and hearing proceedings of governing body or board, commission or committee
Notices, Meeting	CU + 2	GC 34090.7, 54960.1(c)(1)	Special meetings
Opinions	S + 2	GC34090; GC6254	Confidential
Ordinances	P	GC34090(d)4 0806	Charter amendments; municipal code
Petitions	CU + 1	GC50115; GC6253	Submitted to legislative bodies
Resolutions	P	GC34090(d) 40801	Legislative actions
Tapes, Audio/Video	1 year from date of mtg.	GC 34090.7	When used for minute preparation and may have historical value.
<b>MUNICIPAL CLERK</b>			
Assessment Districts	P	GC 34090	Original documentation
Inventory, Records	CU + 2	GC34090; 80 OPS Atty. Gen. 106	Inventory of non-current or inactive records holdings and location, indices. Tapes may be recycled.
Municipal Code	P	GC 34090	Supplements included
Public Records Request	CL + 2	GC 34090	
Records Management	CL + 2	GC34090	Document includes retrieval, transfers - inactive
Records Management	P	GC34090	Documentation of final disposition or

# CALIFORNIA RECORDS RETENTION GUIDELINES

## Administration

Final, August 1999

California City Clerks' Association

Record Series Title	Retention	Citation	Descriptor
<b>Disposition Certification</b>			<b>records</b>
<b>Records Retention Schedules</b>	<b>S + 4</b>	<b>CCP 343</b>	
<b>POLICIES/ PROCEDURES</b>			
<b>General Administrative</b>	<b>S + 2</b>	<b>GC34090; 40801</b>	<b>All city policies and procedures</b>
<b>Policy, Council/ Proclamations</b>	<b>S + 2</b>	<b>GC34090</b>	<b>Policies, directives rendered by Council not assigned a resolution or ordinance number</b>
<b>PUBLIC FINANCING AUTHORITY</b>			
<b>Administration</b>	<b>P</b>	<b>GC 34090</b>	
<b>Financial Records</b>	<b>P</b>	<b>GC 34090, 40802, 53901</b>	
<b>Management Reports</b>	<b>2</b>	<b>GC 34090</b>	
<b>PUBLIC INFORMATION</b>			
<b>Brochures, publications, newsletter, bulletins</b>	<b>S + 2</b>	<b>GC 34090</b>	
<b>Calendar, City</b>	<b>CU + 2</b>	<b>GC 34090</b>	
<b>Media Relations</b>	<b>CU + 2</b>	<b>GC 34090</b>	<b>Includes cable, newspaper, radio, message boards, presentations.</b>
<b>RISK MANAGEMENT</b>			
<b>Accident Reports - City Assets</b>	<b>CL + 7</b>	<b>29 CFR 1904.2; 29;*</b>	<b>Reports and related records * CFR 1904.6</b>
<b>Bonds, Insurance</b>	<b>P</b>	<b>CCP 337.2; 343</b>	<b>Bonds and insurance policies insuring city property and other assets</b>
<b>Claims, Damage</b>	<b>CL + 5</b>	<b>GC34090; GC25105.5</b>	<b>Paid/Denied</b>
<b>Incident Reports</b>	<b>CL + 7</b>	<b>29 CFR 1904.2; 29</b>	<b>Theft, arson, vandalism, property damage or similar occurrence</b>

**CALIFORNIA RECORDS RETENTION GUIDELINES**  
**Administration**  
**Final, August 1999**  
**California City Clerks' Association**

Record Series Title	Retention	Citation	Descriptor
		CFR 1904.6	(excluding fire/law enforcement)
Insurance, ACCEL JT Powers Agreement	P	GC34090	(Authority California Cities Excess Liability Insurance) – B Accreditation/ MOU's/agreement/agendas
Insurance, Certificates	P	GC34090	Insurance certificates filed separately from contracts, includes insurance filed by licensees
Insurance, Liability/Property	P	GC34090	May include liability, property, Certificates of Participation, deferred, use of facilities
Insurance, Workers Compensation	P	GC6410; 29 CFR 1910.20	Indemnity; PERS – working files - originals with Administrator
Photographs, Negatives, Film	CL + 2	GC34090	
Risk Management Reports	CL + 5	OMB 1220-0029; 29 CFR1904.4; GC 34090	Federal OSHA Forms; Loss Analysis Report; Safety Reports ; Actuarial Studies
Workers Compensation	P	CCR 14311; 15400.2; CA Labor Code 110-139.6	Claim Files, Reports, Incidents (working files) originals filed with Administrator

**CALIFORNIA RECORDS RETENTION GUIDELINES**  
**Development**  
 Final, August 1999  
 California City Clerks' Association

Record Series Title	Retention	Citation	Descriptor
---------------------	-----------	----------	------------

<b>ADMINISTRATION</b>			
Benchmark Data	CU + 2	GC34090d	Horizontal, vertical & control
Bids & Proposals (Unsuccessful)	CL + 2	GC34090d	
Bonds Development	CL + 10	CCP 337.5	Housing; Industrial Development
Security	CL + 2	GC34090	Documentation created and or received in connection with the performance of work/services for the city, or for parcel maps and subdivision work
Code Books	P	GC34090e	National Electrical Code, Uniform Building, Fire, Mechanical, Plumbing & Supplements
Contractor	CU + 2	GC34090d	Current listing
Correspondence	CU + 2	GC34090d	Working documentation
Development Conditions	L	GC34090	Mitigation measures; filed with case files
Development Agreements	P	CCP337, 337.1(a), 337.15; GC34090;48 CFR 4.703	Infrastructure contracts, franchises. Original maintained for 7 years.
Development Standards	P	GC34090a	Landscape mediums, parkway landscape development, public works construction
Drawings, Project Plan	CU + 2	GC34090d	Does not include those usually filed with case or project
Franchises	P	GC65864, 65869.5, 34090*	Including subdivision agreements, contracts for sale or purchase of property, cable, grant of easements and/pr involving construction of improvements *CCP 337.2, 343; AC16023
General Subject Files	CU + 2	GC34090d	Internal working files including

**CALIFORNIA RECORDS RETENTION GUIDELINES**  
**Development**  
**Final, August 1999**  
**California City Clerks' Association**

Record Series Title	Retention	Citation	Descriptor
---------------------	-----------	----------	------------

Grants, Community/Urban Development (includes CDBG)	CL + 4	24CFR 570.502(b) (3); 241CFR 85.42 & OMB Cir. A-110, Attach. C; *	correspondence Project files, contracts, proposals, statements, reports, sub-recipient dockets, Environmental review, grant documents, applications, inventory, consolidated plan, etc. Includes Section 108 loan guarantee *OMB Cir. A-102 & 128, HUD regulations
Historic Preservation Inventory	2	GC34090d	Historic structures & landmarks
Incident Files	2	GC34090d	Emergency Call Outs
Land Uses, nonconforming	P	GC34090a	Building or site usage which does not conform to current standards
Logs	CU + 5		Logs, registers or similar records listing permits, certificates of occupancy issued; may include inspection, building activity, daily, plan check, utility
Maps & Plats	P	GC34090a	Engineering & field notes and profiles; cross-section of roads, streets, right-of-way, bridges; may include annexations, parks, tracts, block, storm drains, water easements, bench marks, trees, grading, landfill, fire hydrants, base maps, etc.
Master Plans, Annual	S + 2	GC34090	Special or long range program plan for municipalities – coordination of services; strategic planning
Permits, Construction	P	GC34090a; H&S19850; 4003; 4004	Plans, building, signs, grading, encroachment, including blueprints and specifications
Permits, Other	CL + 2	GC34090d	Alterations, encroachment, excavations, road, street sidewalks & curb alterations, transportation, swimming pool drainage, temporary uses, etc.
Photographs	S + 2	GC34090d	Aerial photographs

**CALIFORNIA RECORDS RETENTION GUIDELINES**  
**Development**  
**Final, August 1999**  
**California City Clerks' Association**

Record Series Title	Retention	Citation	Descriptor
---------------------	-----------	----------	------------

<b>Projects, Not Completed or Denied</b>	<b>CL + 2</b>	<b>GC34090d</b>	<b>Building, engineering, planning</b>
<b>Reports</b>	<b>CU + 2</b>	<b>GC34090</b>	<b>Activity, periodic</b>
<b>Seismic Retrofit Program</b>	<b>P</b>	<b>GC34090a</b>	<b>Includes Certificates of Compliance</b>
<b>Street Names and House Numbers</b>	<b>P</b>	<b>GC34090a</b>	<b>Street dedications, closings, address assignment/changes</b>
<b>Studies, Special Projects &amp; Areas</b>	<b>CL + 2</b>	<b>GC34090d</b>	<b>Engineering, joint powers, noise, transportation</b>
<b>Surveys</b>	<b>P</b>	<b>GC34090a</b>	<b>Recording data and maps</b>

**CALIFORNIA RECORDS RETENTION GUIDELINES**  
**Development**  
 Final, August 1999  
 California City Clerks' Association

<b>Record Series Title</b>	<b>Retention</b>	<b>Citation</b>	<b>Descriptor</b>
<b>BUILDING</b>			
Blueprints, Specifications	CL + 2	GC34090d	Submitted by contractors with application for permit and builds for Certificate of Occupancy
Certificates	L	GC34090a	Compliance, elevation, occupancy which affect real property
Construction (Approved)	P	GC34090a; 4003; 4004; H&S 19850, 19853	New commercial and residential construction, tenant improvements room additions, spa, signs, block wall, remodel including security bonds
Inspection	CL + 2	GC34090d	Correspondence, fees, appeal requests, reports
Permits	P	GC34909a; H&S 19850; 4003;4004	Plans, building, signs, grading, encroachment permits
Signs (Temporary)	S + 2	GC34090d	Home occupations, off-premise signs
<b>CODE ENFORCEMENT</b>			
Abandoned Vehicles	CL + 2	GC34090d	
Case Files	CL + 2	GC34090d	Building, housing and mobile home code violation records including inspections; public nuisance rubbish and weed abatement, vehicle abatement, citations, massage parlor permits, general
Liens & Releases, Supporting Recorded	CL + 2 P	GC34090	Utilities, abatement, licenses

**CALIFORNIA RECORDS RETENTION GUIDELINES**  
**Development**  
 Final, August 1999  
 California City Clerks' Association

Record Series Title	Retention	Citation	Descriptor
---------------------	-----------	----------	------------

Logs	CU + 2	GC34090d	Lien Recovery, citations, complaints
Regulations	S + 2	GC34090d	Includes rules
Reports, Federal and State	P	GC34090a	Code enforcement statistics; may contain records affecting title to real property or liens thereon
Violations, Building, Property & Zoning	CL + 2	GC34090d	Supporting code enforcement activity
<b>ENGINEERING</b>			
Capital Improvement Projects	CL + 10	CC337.15	Supporting documents including bidders list, specifications, reports, plans, work orders, schedules, etc.
Construction Tracking, Daily	P	CC337.15	Assesses value of real property
Drawings, Traffic Control Plan	P	GC34090a	Signs, signing & striping, road construction
Flood Control	CL + 2	GC34090d	Storm Drains
Special Districts	P	GC34090a	Supporting documents re: improvement, lighting, underground utility; bonds, taxes & construction
Street/Alley (Abandonment/ Vacation)	CL + 2	GC34090d	Relinquishment of rights and fee title
Traffic Signals	CL + 2	GC34090d	Counts, collisions, accidents
<b>ENVIRONMENTAL QUALITY</b>			
Air Quality (AGMD)	CU + 7	CCP 338(k); GC34090	Participants/voucher logs, Total Daily Mileage Survey (TDM); various local authorities; Commute Alternative
Asbestos	P	GC34090a	Documents abatement projects, public buildings

# CALIFORNIA RECORDS RETENTION GUIDELINES

## Development

### Final, August 1999

### California City Clerks' Association

Record Series Title	Retention	Citation	Descriptor
---------------------	-----------	----------	------------

California Environmental Quality Act (CEQA)	P	GC34090a + CEQA Guidelines	Exemptions, Environmental Impact Report, Mitigation monitoring, negative declaration, notices of completion and determination, comments, statements of overriding considerations
Congestion Management	CU + 2	GC34090d	Ride sharing, trip reduction
Environmental Review	CL + 2	GC34090d	Correspondence, consultants, issues, conservation
Pest Control	CU + 2	GC34090d	Pesticide applications, inspections & sampling, documents
Soil	CL + 2	GC34090d	Analysis, construction recommendations
Soil Reports	P	GC34090d	Final Reports
<b>HOUSING</b>			
Bonds	CL + 4	CCP 337	Revenue Bond Documentation
Programs	CL + 3	24 CFR 570.502(b)(3); 24 CFR 85.42 & OMB Cir. A-110, #C	Includes comprehensive Housing Authority Strategy, Meeting Credit Certificate, Housing bond advisory, HOME, In-Lieu Housing Mitigation, Low/Moderate Housing, Rental Housing Assistance
Redevelopment Budgets	P	GC 34090, 40802, 53901	Includes annual audit
Bond Issues	P	GC43900 et seq.	

# CALIFORNIA RECORDS RETENTION GUIDELINES

## Development

Final, August 1999

California City Clerks' Association

Record Series Title	Retention	Citation	Descriptor
<b>MUNICIPAL FACILITIES</b>			
Capital Improvements, Construction	P	2.083110; GC34090a; 4004; H&S 19850; GC34090a	Contains records re: Planning, design, construction, conversion or modification of local government-owned facilities, structures & systems
Facility Rentals/Use	CU + 2	GC34090	Permits, contracts, diagrams, schedules, insurance binders
Maintenance & Operations	CU + 2	GC34090d	Service requests, invoices, supporting documentation; buildings, equipment, field engineering, public facilities including work orders and graffiti removal
<b>PLANNING</b>			
Case files, Planning and Zoning	P	GC34909a; H&S 19850; 4003;4004	Pertains to real property. May include blueprints, drawings, maps, plans, reports, evaluations, correspondence, uses, permits, variances, studies, appeals, compliance certificates, lot line adjustments or other planning-related matters brought before legislative body
Certificates	L	GC34090	Retain during life of structure
Flood Records	CU + 2	GC34090	
General Plan and Elements	P	GC34090	Includes sphere of influence
General Plan Amendments			
Approved	CL + 2	GC34090	
Denied	CU + 3	GC65103; *	* GC50110

# CALIFORNIA RECORDS RETENTION GUIDELINES

## Development

Final, August 1999  
California City Clerks' Association

Record Series Title	Retention	Citation	Descriptor
Interpretations	CU + 2	GC34090	
Maps, Plans, Drawings, Exhibits, Photos	P	GC34090; H&S 19850; GC34090.7	Zoning, tentative subdivision, parcel, land use map, aerial photos, specific plans
<b>PROPERTY</b>			
Abandonment	P	GC34090a	Buildings, Condemnation, Demolition
Acquisition/Disposition	CL + 10	GC34090a; GC6254	Supporting documents re: sale, purchase, exchange, lease or rental of property by City
Annexation Case Files	P	GC34090a	Reports, agreements, public notices
Appraisals	CL + 2	GC34090; GC6254(h)	Exempt until final acquisition or contract agreement obtained
Deeds & Promissory Notes	P	GC34090a *	* 24 CFR 570.502(b)(3); 24 CFR 8.42 & OMB Circ. SA-110
Maps, City Boundary	P	GC34090d	Recorded maps, surveys, monuments
Lot Split Cases	P	GC34090	
Relocation Files	CL + 2	GC34090	e.g., Redevelopment

# CALIFORNIA RECORDS RETENTION GUIDELINES

## Finance

Final, August 1999

California City Clerks' Association

Record Series Title	Retention	Citation	Descriptor
<b>ACCOUNTING</b>			
Accounts Payable	AU + 4	GC34090	Invoices, check copies, supporting documents
Accounts Receivable	AU + 4	GC 34090	
Applications	CL + 2	GC34090	Utility connections, disconnects, registers, service
Assessment Districts	P	GC 34090	Collection information; Original documentation files with municipal clerk
Bank Reconciliations	AU + 5	GC34090; 26 CFR 16001-1	Statements, summaries for receipts, disbursements & reconciliations
Billing Records	AU + 2	GC34090	Customer name, service address, meter reading, usage, payments, applications/cancellations
Budget	AU + 2	GC 34090	
Budget adjustments, journal entries	AU + 2	GC34090	Account transfers
Checks	AU + 5	GC34090; CCP 337	Includes payroll, canceled & voided checks
Deposits, Receipts	AU + 4	GC 34090; CCP 337	Checks, coins, currency
Invoices	AU + 2	GC34090	Copies sent for fees owed, billing, related documents
Journals			
Utility Billing	CU + 2	GC34090	Billing including monthly activity
Ledger, General	P	GC34090; *	* CCP 337
Voucher	AU + 4	GC34090; CCP 337	Account postings with supporting documents
Taxes, Receivable	AU + 3	CCP338	
Warrant Register	AU + 2	GC 34090.7	
<b>ADMINISTRATIVE SERVICES</b>			
Budget Operating (copies)	S	GC34090	Departmental Reference

# CALIFORNIA RECORDS RETENTION GUIDELINES

## Finance

Final, August 1999

California City Clerks' Association

Record Series Title	Retention	Citation	Descriptor
Budget, Proposed	CU + 2	GC34090	Presented to Council
Adopted	P	GC 34090	
<b>FIXED ASSETS</b>			
Inventory	AU + 4	GC34090; 26 CFR 301 65-1(F)	Reflects purchase date, cost, account number
Surplus Property			
Auction	AU + 2	GC34090	Listing of property
Disposal	AU + 4	GC34090; CCP 337	Sealed bid sales of equipment
Vehicle Ownership & Title	L	VC 9900 et seq.	Title transfers when vehicle sold
<b>LICENSE</b>			
Business	T + 4	GC34090; CCP 337	Paid & reports
<b>PAYROLL</b>			
Adjustments	AU + 4	GC 34090 29 CFR 516.5 – 516.6	Audit purposes
Employee Time Sheets	AU + 6	GC34090; 29 CFR 516.2*	Signed by employee for audit & FEMA Reports *20 CFR 516.6(1); IRS Reg. 31.6001-1(e)(z); R&T 19530; LC 1174(d)
PERS Employee Deduction Reports	T + 4	GC34090; CAC 22- 1085-2	Record of deductions (PERS Public Employee Retirement System) *26CFR 31.6001-1;29 CFR 516.5, 516.6, LC 1174(d)
Register	P	GC34090; GC37207	Labor costs by employee & program

# CALIFORNIA RECORDS RETENTION GUIDELINES

## Finance

Final, August 1999

California City Clerks' Association

Record Series Title	Retention	Citation	Descriptor
Salary Records	T + 3	GC34090; 29 CFR 516.2	Deduction authorization, beneficiary designations, unemployment claims, garnishments
<b>PURCHASING</b>			
Bids, RFQ's, RFP's Successful Unsuccessful	AU + 4 AU + 5 CU + 2	GC34090; CCP 337; *	Requests for Qualifications; Requests for Proposals regarding goods and services * GC 25105-1; GC 34090
Requisitions			
Purchase Orders	AU + 4	GC34090; CCP 337	Original documents
Stores	CU + 2	GC34090	Completed forms for ordering
Vendor Register	P	GC34090	Alpha vendor listing of purchase orders, invoices, account numbers and check date
<b>REPORTS</b>			
Audits	P	GC 34090	
Deferred Compensation	T + 5	GC34090; 26 CFR 16001-1*	Records of employee contributions and city payments *29 CFR 1627.3(2)
Federal and State Tax	AU + 4	GC34090; 29USC 436 *	Forms 1096, 1099, W-4's and W-2's *26 CFR 31.6001.1-4; IRS REG 31.6001-1(e)(2);R&T 19530;29 CFR 516.5-516.6
Financial, Annual	AU + 7	GC 34090.7	
Investment Transactions	P	GC34090; CCP 337; GC 53607	Summary of transactions, inventory & earnings report
Labor Distribution	AU + 2	GC34090	Costs by employee & program
Meter Reading	CU + 2	GC34090	
State Controller	P	GC34090	Controller may destroy after 5 years
Utility Rebates	CU + 2	GC34090	

# CALIFORNIA RECORDS RETENTION GUIDELINES

## Finance

Final, August 1999

California City Clerks' Association

Record Series Title	Retention	Citation	Descriptor
<b>TREASURER</b>			
Bank Statements	AU + 2	FC 3368, 30210; GC 43900 et seq.	Financing authority
Bonds			
Account Statements	CL + 10	GC34090; CCP 337.5	Monthly statement of transactions.
Administration	CL + 10	GC34090; CCP 337.5	Supporting documents
Bonds and Coupons	CL + 2	GC34090; 53921	Paid/canceled

**CALIFORNIA RECORDS RETENTION GUIDELINES**  
**Emergency Management**  
 Final, August 1999  
 California City Clerks' Association

Record Series Title	Retention	Citation	Descriptor
Mutual Aid, Strategic Plans	S + 2	GC34090	

**CALIFORNIA RECORDS RETENTION GUIDELINES**  
**Fire Safety**  
 Final, August 1999  
 California City Clerks' Association

Record Series Title	Retention	Citation	Descriptor
<b>ADMINISTRATION</b>			
Books, Fire Code	S + 3	GC34090.7 CCP 340.5	Include OPS manuals
General Orders, Policies/Procedures	S + 2		
Inspections, Fire Prevention	CL + 3	UFC 103.34	Alarm/sprinkler systems, prevention efforts
Investigations, Evidence Arson	P	PC 799	Support prosecution resulting in homicide
Investigations, Evidence Arson	CL + 6	PC 800	Great bodily harm, inhabited structure or property
Journals, Fire Station	CU + 2	GC34090	Activities, personnel, engine company
Permits, Uniform Fire Code	CL + 2	GC34090	
<b>PERSONNEL</b>			
Exposure	T + 30	29 CFR 1910.1020	Sampling results, collection methodology, background
Exposure	T + 1	29 CFR 1910.1020	Laboratory reports and worksheets
Medical	T + 30	29 CFR 1910.1020	
Medical	T + 2	29 CFR 1910.1020; *	Employees less than one year *GC34090
Training	T + 2	GC34090	Certifications/designations

# CALIFORNIA RECORDS RETENTION GUIDELINES

## Fire Safety

Final, August 1999

California City Clerks' Association

Record Series Title	Retention	Citation	Descriptor
<b>PROPERTY</b>			
Apparatus/Vehicle	CU + 2	GC34090 CCP 340.5 *	Repair and Maintenance *8 CAL Code Reg. 3203 (b) (1)
Inventory, Equipment & Supplies	CU + 2	GC34090	
Logs, Fire Equipment/Gear	CU + 2	GC34090	
<b>REPORTS</b>			
Incident	CL + 3	GC34090 CCP338 *	Dispatch and daily logs *CCP 340.5
Field, Non-fire and Logs	CU + 2	GC34090	
Fire, Non-arson and Logs	CU + 2	GC34090	
Investigations, Evidence Arson	CL + 3	PC 801; UFC 104.32	Structure
Weed Abatement	CL + 2	GC34090	Reports, assessments, resolutions, documentation

# CALIFORNIA RECORDS RETENTION GUIDELINES

## Hazardous Materials

Final, August 1999

California City Clerks' Association

Record Series Title	Retention	Citation	Descriptor
Hazardous Waste Disposal	CU + 10	CAL OSHA; 40 CFR 122.21	Documentation re handling and disposal of hazardous waste
Permits, Hazardous Materials Storage	CU + 2	GC34090	Departments consistently recommend permanent retention of environmentally sensitive materials.
Programs, Household Hazardous Waste	S + 2	GC34090	



# CALIFORNIA RECORDS RETENTION GUIDELINES

## Law Enforcement

Final, August 1999

California City Clerks' Association

Record Series Title	Retention	Citation	Descriptor
<b>ADMINISTRATION</b>			
Accounting/Cash Reconciliations	CU + 2	GC34090	
Alarm Records	CU + 2	GC34090	
Claim Files	CL + 6	PC 832.5	Claim copy, correspondence, photographs, supporting documents relative to incidents involving the Police Department filed by citizens
Department Manual	S		Changes to manual are recorded in the General Orders (permanent)
Equipment Communication	T + 2	GC34090	Retained until termination of equipment use; Manuals, instructions, procedures
Inventory	S + 2	GC34090	Listing of equipment assigned to division, to whom it is assigned
Reports Activity	CU + 2	GC34090	Weekly/monthly/quarterly/annual activity/statistical reports by division. Retain only one form for retention period
Chemical Emissions	CU + 2	GC34090	
Survey Response Files	CU + 2	GC34090	Surveys, responses, correspondence with other agencies requesting statistical data
<b>INVESTIGATIONS</b>			
Administrative/Internal	CL + 5	PC 832.5 EVC 1045 GC 12946 PC 801.5; 803(c) VC 2547	Initiated by citizens complaints or internally initiated; includes complaint, reports, findings
Asset Forfeiture Investigations/ Proceedings Case File	CL + 2	GC34090	
Notifications	CU + 2	GC34090	To legal property owner prior to case filing that property is subject to asset

# CALIFORNIA RECORDS RETENTION GUIDELINES

## Law Enforcement

Final, August 1999

California City Clerks' Association

Record Series Title	Retention	Citation	Descriptor
			forfeiture proceedings. If case is filed, notification becomes part of forfeiture case file.
Case Books, Investigative	CL + 2	GC34090	Retained by division until a case is suspended/closed; transfer to Records Division to be filed with associated Daily Report (DR) file
Case Files Homicide Investigator's File	P	PC 799	
Narcotics (No arrest, Narcotics Cases)	CL + 2	GC34090	Retained by division until no longer useful for investigative purposes
Officer Involved Shootings	CL + 25	GC34090	
Court Daily Schedule	CU + 1	GC34090. 7	Printouts of daily court scheduling
Sign-In Logs	CU + 2	GC34090	Logs officers' names, time in/out for court appearances
Tracking System Records	CU + 2	GC34090	Database records subpoena number, officer name, case number, defendant name, district attorney name, court information disposition
Evidence, Disposition Forms			Attach to duplicate Property Report, file w/DR in Records Division
Fingerprint Applicants Files	T + 2	GC34090	Paperwork authorizing fingerprinting and background checks for city employment applicants and business license applicants
Inked/Palm Cards	AC + 20		Persons booked into detention facility; (Copies distributed to county, state, federal agencies)
Records Latents		Approp. PC	1) Retain for applicable case statute of limitation; 2) or until evidence in

# CALIFORNIA RECORDS RETENTION GUIDELINES

## Law Enforcement

Final, August 1999

California City Clerks' Association

Record Series Title	Retention	Citation	Descriptor
		Section	case is destroyed; Hard copy and digitized
Suspect, Adult/Juvenile	CL	Law Enforcement Management Guide by POST	Adults/juveniles suspected of a crime, taken for comparison. Destroy after original purpose achieved
Guns, Dealers Record of Sale	CU + 6	PC 12070	Applicants, Monthly Gun Audits, Applications Denied, Stolen (DOJ File)
Informant Files	T + 10		Legal notifications, identification information, payment information, activities information
Jail Daily Logs	CU + 6	GC34090	Daily report of staffing, bookings/releases, transfers, transportation
Inmate Record			Dependent on facility's classification; see Laws and Guidelines for Local Detention Facilities by Board of Corrections (State of California)
Inspection Files	CL + 6		Inspections by various agencies
Surveys	CL + 2	GC34090	Prepared quarterly, forwarded to State Board of Corrections
Licenses Bicycle	CU + 2	GC34090	
Bingo, Mace	CU + 2	GC34090	
Business License Review Board Administrative Files	T + 1	GC34090	
Duplicate (Pink), Secondhand Dealer, Pawn Brokers	CU + 2	GC34090	Original to licensee, Blue duplicate to DOJ; Pink duplicate retained by agency; renewals issued annually by

# CALIFORNIA RECORDS RETENTION GUIDELINES

## Law Enforcement

Final, August 1999

California City Clerks' Association

Record Series Title	Retention	Citation	Descriptor
			local agency
<b>Logs</b>	<b>S</b>		
<b>Auto Theft</b>			
<b>Case Assignment</b>	<b>CU + 1</b>		
<b>Daily</b>	<b>CU + 2</b>	<b>GC34090</b>	
<b>Activity</b>			
<b>Officer</b>	<b>CU + 2</b>	<b>GC34090</b>	<b>Daily activity of incidents not reported by use of official report</b>
<b>Report Summary</b>	<b>CU + 2</b>	<b>GC34090</b>	<b>Report numbers, type, names, dates retained for research value</b>
<b>Investigative (Pre-Arrest)</b>	<b>CL + 10</b>	<b>GC34090</b>	<b>Retained by division until cases are suspended and closed</b>
<b>Juvenile Detention</b>	<b>CU + 2</b>	<b>GC34090</b>	<b>Logs document juvenile processing per CYA</b>
<b>Property Control</b>	<b>CU + 2</b>	<b>GC34090</b>	<b>Logs items coming into and going out of property room</b>
<b>Rap Sheet</b>	<b>CL + 2</b>	<b>GC34090</b>	<b>Requests for criminal history</b>
<b>Subpoena</b>	<b>CU + 2</b>	<b>GC34090</b>	<b>Subpoenas received/served daily</b>
<b>Pawn Slips/Tickets</b>	<b>CU + 3</b>	<b>B &amp; P 21628</b>	
<b>Photographs</b>			<b>Crime Scene, Registrant/Applicant, Photo file, Accident. Retain according to practical and functional association.</b>
<b>Daily Report (Negatives)</b>	<b>T</b>	<b>GC34090</b>	<b>Assigned DR number, retained as form of evidence, destroyed at same time evidence for associated case is destroyed</b>
<b>Inmates (Negatives)</b>	<b>CU + 20</b>		<b>By Prisoner number</b>
<b>Registration Files, Arson, Sex and Narcotics</b>	<b>Life of registrant within</b>		<b>Fingerprint Card, photo, information also forwarded to DOJ</b>

# CALIFORNIA RECORDS RETENTION GUIDELINES

## Law Enforcement

Final, August 1999

California City Clerks' Association

Record Series Title	Retention	Citation	Descriptor
Arrest/Conviction H&S Section 11357 (b), (c), (d), (e) or H&S Section 11360 (b) violations (Occurring after January 1, 1996)	jurisdiction 2 (Mandatory destruction from date of conviction or date of arrest with no conviction)	H&S 11361.5	Applicable to convictions occurring after January 1, 1996 or arrests not followed by a conviction occurring after January 1, 1996; Exception: H&S 11357(e), the record shall be retained until a juvenile offender attains the age of 18 years, then destroyed pursuant to 11361.5
Arrest/Conviction H&S Section 11357(b), (c), (d), (e) or H&S Section 11360 (b) violations (Occurring before January 1, 1996)	Man- datory Destruc- tion (Upon notice from Depart- ment of Justice)	H&S 11361.5 (c)	Applicable to convictions occurring prior to January 1, 1996 or arrests not followed by a conviction occurring prior to January 1, 1996 for violations of H&S Code 11357, 11364, 11365 and 11550
Crime Felony Crimes With Or Without Arrests	See descriptor	PC 800 PC 801	Prosecution for an offense punishable by imprisonment in state prison for eight years or more must commence within 6 years after offense commission. Commencement of prosecution defined in PC 804. Exception: See PC 803 - Tolling/Extension of time periods; Appeals process and "Three Strikes" also considerations in assigning retention.
Misdemeanor/ Infractions	CL + 2	GC34090	No arrests, identifiable property or missing persons (See: Note 1)
Supplemental, Felony Capital	P	PC 799	No statutory limitation for prosecution. Includes Murder,

# CALIFORNIA RECORDS RETENTION GUIDELINES

## Law Enforcement

Final, August 1999

California City Clerks' Association

Record Series Title	Retention	Citation	Descriptor
Crimes, Crimes Punishable by Death, Life Imprisonment			kidnapping for ransom, treason, procuring execution by perjury, train wrecking, assault with a deadly weapon by a life-term prisoner, bombing resulting in death or bodily injury, making defective war materials that cause death
Destruction Guns	P		
Narcotics	P		
Disposition of Arrest/Court Action			Retention determined by action taken; i.e., recordable arrest or detention (released no arrest)
False Alarm (Duplicate)	CU + 2	GC34090	
Non-Criminal Occurrences	CU + 2	GC34090	Injured or sick persons; missing persons where person has been returned; traffic collision reports not used as the basis for criminal charges
Property Original	Until case is adjudicated/ disposition determined		Copy retained in records case file; Refer to Managing Property in Law Enforcement Agencies (By POST)
Range Inventory	S + 2	GC34090	Quarterly reports of inventories of weapons and ammunition held by Department Range
Reports	CU + 2	GC34090	Arrest & Citation Register; Arson Offenses; Crimes Against Senior Citizens;

# CALIFORNIA RECORDS RETENTION GUIDELINES

## Law Enforcement

Final, August 1999

California City Clerks' Association

Record Series Title	Retention	Citation	Descriptor
			Death in Custody; Domestic Violence; FBI Include Return A/Supp; Hate Crime Incidents; Homicide Reports, Supp.; Officers Killed or Assaulted; Original to FBI - DOJ; Uniform Crime Reports
Statistical (Crime Analysis)	CU + 2	GC34090	Internally generated information using activity logs, citizen calls, current and past crime statistic reports, finance dept expenditure and budget records; citations, crime reports, accident reports, permits, receipts. Reports created for variety of purposes including increases/decreases in criminal activity; officer workload, deployment, time usage
Statistical (UCR), Uniform Crime Reports Mandatory to DOJ (LEIC); FBI Include Return A/Supplement; Supplementary Homicide Report; Law Enforcement Officers Killed or Assaulted; Monthly Return of Arson Offenses Known to Law Enforcement; Number of Violent Crimes Committed Against Senior Citizens; Monthly Report of Domestic violence Related Calls for Assistance; Monthly Arrest and Citation Register; Monthly Hate Crimes Incidents; Death In Custody Reporting.	CU + 2	GC34090	Originals sent to FBI, DOJ
Research Project Files	CL + 2	GC34090	May include request forms, background materials, staff reports, final project reports and supporting data
Sealed Adult Found Factually Innocent	Mandatory Destruc-	PC 851.8	General provision: Upon petition, records of agency must be sealed and destroyed in accordance with the

# CALIFORNIA RECORDS RETENTION GUIDELINES

## Law Enforcement

Final, August 1999

California City Clerks' Association

Record Series Title	Retention	Citation	Descriptor
	tion Upon and Pursuant to Court Order		provisions set by court record; exceptions.
Juvenile	Mandatory Destruction upon and pursuant to court order	WIC 826 (a) & (b) WIC 781 (a)	Upon petition, local laws enforcement records within WIC 826(b) may be destroyed as ordered by the court, if related probation and juvenile court records have been destroyed by the probation officer. Records involving arrests, detention and/or petitioning juvenile before juvenile court
Subpoenas (Duplicate)	CU + 2	GC34090	
Tapes Audio, Telephone and Radio Communications	CU + 180 days	GC34090.6	Exception: Recordings used as evidence in a criminal prosecution or claim filed or litigation or potential claims and litigation shall be preserved for 100 days after conclusion of the court action
Surveillance/Security Video (Jail)	CU + 13 mos.	GC34090.6	
Use of Force Supervisory Review Files	CU + 2	GC34090	Includes review forms, arrest report copies, logs
Warrants Felony	Recall after 10 years. Exception: Murder/Escape		Recommended by the California Law Enforcement Warrant Officer's Association
Misdemeanor Criminal	Recall after 5 years		Recommended by the California Law Enforcement Warrant Officer's Association

# CALIFORNIA RECORDS RETENTION GUIDELINES

## Law Enforcement

Final, August 1999

California City Clerks' Association

Record Series Title	Retention	Citation	Descriptor
Served	CU		Includes Warrant Service Information Card, alpha index card
Unserved (Local)	Until served, recalled or purged		
<b>PATROL</b>			
Cards	CU + 2	GC34090	
Dispatch			
Field Interview	CL + 2	GC34090	
Citations	CL + 2	11361.5	
11357(e), Juvenile		H&S	
11357b H&S, 11357c H&S, 11360b H&S Violations	CL + 2	11361.5 H&S*	*CA Admin Code, Chapter 1, Title II, Sec. 708
Cite and Release	CL + 2	GC34090	
California Vehicle Code Infractions (Duplicates)	CU + 90 days	GC34090	Original is forwarded to court.
Parking/Traffic, Duplicates	CU + 2	GC34090.7	Originals are forwarded to court after agency processing; includes citations electronically created
Transmittals	CU + 2	GC34090	Listing of citations forwarded to court, filed for reference
Equipment	CU + 2	GC34090	Documents problems, malfunctions, resolution to provide equipment performance history
Radio Logs (Communication)			
General Orders	P		
Patrol Requests (Correspondence)	CU + 2	GC34090	From citizens for patrol presence
Radar Calibration Records	T + 2	GC34090	Documentation of Radar instruments retained during use/ownership
Reports	CL + 2	GC34090	Non-Jury
Accident			
Traffic Collision Fatalities	P		

# CALIFORNIA RECORDS RETENTION GUIDELINES

## Law Enforcement

Final, August 1999

California City Clerks' Association

Record Series Title	Retention	Citation	Descriptor
Uniform Vouchers (by name)	CU + 2	GC34090	Authorize purchase
Vehicle Assignment Reports	S		Record of assignments
Down Reports	CU + 1		Printouts reporting which vehicles are down for repair, maintenance, etc.
Repossession/Private Impounds	CU + 2	GC34090	
Service Schedules	S	GC34090	
Vests, Bulletproof Letters	CU + 2	GC34090	Authorization to purchase
Warrants Parking	Recall after 1 year		Recommended by the California Law Enforcement Warrant Officer's Association
Traffic	Recall after 5 years		Recommended by the California Law Enforcement Warrant Officer's Association
Weapons, Database	P		Departmentally-owned weapons, personal weapons, alternate weapons, secondary handguns; produces inventory reports
<b>SERVICES</b>			
Chemicals/Film Inventories	S		
Equipment Inventory/Sign-out Cards- Photo Lab	T		
Operations Files - Photo Lab	T		Retain until equipment no longer owned/used by department; Manuals, instructions, procedures for use/operations of photographic equipment
Grievance Files	CL + 2	GC34090	Grievance filed by employees, supporting documentation
Investigations, Background	CL + 2	GC34090	Non hired
Background Hired	P		Include original reports re: PC 832.5

# CALIFORNIA RECORDS RETENTION GUIDELINES

## Law Enforcement

Final, August 1999

California City Clerks' Association

Record Series Title	Retention	Citation	Descriptor
			investigations
Parades & Special Events File	CL + 2	GC34090	Reports, memos, correspondence, scripts, supplier information, assignments, deployments, supporting documentation
Permits Alcoholic Beverage Control License	L + 2	GC34090	Approval process
Concealed Weapons	CL + 2	GC34090	
Photographs Personnel	S + 2	GC34090	
Negative Log	CU + 2	GC34090	
Negatives, Misc.	CU + 2	GC34090	Not case-related (Public relations, promotions, events, ceremonies, staff photos)
Press Releases	CU + 2	GC34090	
Press, Video Programs (Community Relations)	CU + 2	GC34090	Collection of videos of programs and events; outside press coverage of department
Property Files	CU + 2	GC34090	Original reports and supplemental documentation (Lost, Found, Safekeeping)
Property, Pawn Broker/Secondhand	CU + 2	GC34090	Sales, slips. Dealer required to file duplicate with agency
Reports Dealer of Gun Sales, Duplicate	CU + 6 mos.	GC34090.7	Original maintained by DOJ. Dealer required to file duplicate with agency
Restraining Orders, Emergency Protective Orders, Temporary Restraining Orders, Legal Stipulations, Orders After Hearing	CU (See descriptor)		Destroy after law enforcement actions described in PC 273.5, 273.6, 646.9, 12028.5, 13700 and Family Code Sections 6380-6383 are fulfilled and effective date of restraining order has expired.

# CALIFORNIA RECORDS RETENTION GUIDELINES

## Law Enforcement

Final, August 1999

California City Clerks' Association

Record Series Title	Retention	Citation	Descriptor
Rosters (Divisional)	S + 2	GC34090	Personnel assigned to division.
Schedules Daily	CU + 2	GC34090	Schedules of Officers on duty
Watch Assignment/ Timekeeping Records	CU + 2	GC34090	
Speaker Requests	CU + 2	GC34090	Community and business requests for public appearances, speakers
Tests, Densitometer Results (Photo Lab)	T + 2	GC34090	Daily tests of development chemicals/processes for quality control.
Training Bulletins	P		
Event Files	CU + 2	GC34090	Correspondence, brochures, promotional materials, info on speakers, guests, supporting documents
Lesson Plans, Range	CL + 15		Scope, content, time period of courses
Personnel (by name)	T + 7	GC34090	Paperwork documenting officers' internal and external training
Schedules, Range	CU + 2	GC34090	Daily, weekly, monthly schedules of training events at range
Volunteer Card Files	T + 2	GC34090	Volunteers' identification, contact information

Note 1: The destruction of felony, misdemeanor and infraction Crime/Supplemental Reports is permitted providing:

1. They do not relate to an unadjudicated arrest except for H&S 11357 or H&S 11360 violations;
2. They do not relate to unserved warrants;
3. They do not involve identifiable items which have not been recovered;

# CALIFORNIA RECORDS RETENTION GUIDELINES

## Law Enforcement

Final, August 1999

California City Clerks' Association

Record Series Title	Retention	Citation	Descriptor
---------------------	-----------	----------	------------

4. They do not relate to PC 290, PC 457.1, or H&S 11590 registrants;
5. They do not relate to violations listed in PC Sections 799 and 800;
6. The cases are not presently involved in either a civil or criminal litigation.

# CALIFORNIA RECORDS RETENTION GUIDELINES

## Public Works

Final, August 1999

California City Clerks' Association

Record Series Title	Retention	Citation	Descriptor
---------------------	-----------	----------	------------

<b>PARKS</b>			
Agendas, Board	CU + 2	GC34090	
Grants (refer to Admin.)			
Inventory, Equipment	AU + 2	GC34090	Warranties, purchase orders
Landscape	CU + 2	GC34090	Drawings, contracts, complaints, specifications, photos, reports
Maintenance/ Operations	CU + 2	GC34090	Includes work orders, inspection, repairs, cleaning, reports, complaints
Maps	P	GC34090	Irrigation, plot plans
Minutes, Board	P	GC34090	
Photographs	S + 2	GC34090	
Plans, Proposed	CU + 2	GC34090	Future plans, new sites, expansions
Policies and Procedures	S + 2	GC34090	Includes rules and regulations
Railroad Right-of-way	CL + 3	36 CFR 64.11	Land acquisitions, correspondence, improvements, statutory records
Reports			
Accident	CL + 2	GC34090	Patrons, employees
Others	CL + 2	GC34090	
Studies	CL + 2	GC34090	Future sites, expansions
Resolutions, Board	P	GC34090	
Schedules, Class & Events	CU + 2	GC34090	Enrollment, liability releases, evaluations, attendance, flyers

# CALIFORNIA RECORDS RETENTION GUIDELINES

## Public Works

Final, August 1999

California City Clerks' Association

Record Series Title	Retention	Citation	Descriptor
---------------------	-----------	----------	------------

Record Series Title	Retention	Citation	Descriptor
<b>SANITATION/ SOLID WASTE/ WASTEWATER</b>			
Collections/Landfill	CU + 2	GC34090	Daily records, usage
Facilities	CU + 2	GC34090	Correspondence, maps, patron list
History, Sanitation	P	GC34090	Where City-owned
Incineration Plants, Sludge	CU + 2	40 CFR 61.54	Sludge, sampling, charging rate to measure mercury content
Incinerator Operations, Treatment Plant	CU + 2	40 CFR 60.153	Gas flow through wet scrubbing, oxygen content of exhaust gas, sludge rate, temperatures, fuel flow, total solids and volatile solids
Maintenance and Operations	CU + 2	GC34090	Includes work orders, inspection, repairs, cleaning, reports, complaints
Maps, Septic Tank	P	GC34090	Location maps
Rates	CU + 2	GC34090	
Recycling Programs	S + 2	GC34090	
Regulations	S + 2	GC34090	Includes legislation

# CALIFORNIA RECORDS RETENTION GUIDELINES

## Public Works

Final, August 1999

California City Clerks' Association

Record Series Title	Retention	Citation	Descriptor
---------------------	-----------	----------	------------

<b>Reports</b>			
<b>Studies</b>	CL + 2	GC34090	
<b>Tonnage</b>	CU + 2	GC34090	
<b>STREETS/ALLEYS</b>			
<b>Abandonments/ Vacations</b>	P	GC34090	
<b>Closures</b>	P	GC34090	
<b>Easements, Dedications, Rights-of- Way</b>	P	GC34090	
<b>Field Books</b>	P	GC34090	
<b>Grants (see Admin.)</b>			
<b>Intersection Records</b>	CU + 2	GC34090	Includes correspondence, volume counts, accident history
<b>Inventory, Traffic Control Device</b>	S + 2	GC34090	Signs, lights
<b>Landscaping</b>	CU + 2	GC34090	Plants, tree maintenance, work orders
<b>Lighting</b>	CU + 2	GC34090	Maintenance, work orders
<b>Maintenance/ Operations</b>	CU + 2	GC34090	Includes work orders, inspection, repairs, cleaning, reports, complaints, signals, striping
<b>Maps</b>			

# CALIFORNIA RECORDS RETENTION GUIDELINES

## Public Works

Final, August 1999

California City Clerks' Association

Record Series Title	Retention	Citation	Descriptor
	P	GC34090	Fire hydrants, lighting districts, wheel chair ramps, storm drains, streets, sidewalks, sewers
Master Plans	CU + 2	GC34090	Copies
Parking			
Lots	CU + 2	GC34090	
Regulations	S + 2	GC34090	
Reports/Studies	CL + 2	GC34090	
Permits			
Encroachment	P	GC34090	
Improvement	CL + 2	GC34090	May include curbs, sidewalks; Applications for excavation, fill, alterations
Oversize Load	CL + 2	GC34090	
Parking	CL + 2	GC34090	Residential
Paving	CL + 2	GC34090	
Use (Temporary)	CU + 2	GC34090	Includes Special Events
Photographs	S + 2	GC34090	Includes aerials
Plans, Capital Improvement, Projects	P	GC34090	Streets, curbs, gutters, sidewalks, storm drains

# CALIFORNIA RECORDS RETENTION GUIDELINES

## Public Works

Final, August 1999

California City Clerks' Association

Record Series Title	Retention	Citation	Descriptor
<b>Policies and Procedures</b>	<b>S + 2</b>	<b>GC34090</b>	<b>Includes rules, regulations, standards</b>
<b>Naming and numbering</b>	<b>P</b>	<b>GC34090</b>	
<b>Speed Limits</b>	<b>S + 2</b>	<b>GC34090</b>	
<b>Programs</b>			
<b>Federal Aid Urban</b>	<b>CL + 3</b>	<b>23 CFR 633 (a) &amp; (c)</b>	
<b>Traffic Safety</b>	<b>S + 2</b>	<b>GC34090</b>	<b>Drivers Education, Pedestrian Safety, Bicycle Lanes</b>
<b>Reports</b>			
<b>Bridges &amp; Overpasses</b>	<b>L</b>	<b>GC34090</b>	<b>Life of structure</b>
<b>Inspection</b>	<b>CU + 2</b>	<b>GC34090</b>	<b>Includes intersection, sidewalks. Bridges and Overpasses, keep life of structure</b>
<b>Studies</b>	<b>CL + 2</b>	<b>GC34090</b>	<b>Traffic volume, accident history, requests, statistics, drawings supporting traffic devices</b>
<b>Traffic Count</b>	<b>CL + 2</b>	<b>GC34090</b>	<b>Evaluation of traffic volume</b>
<b>Vehicle Accident</b>	<b>CL + 2</b>	<b>GC34090</b>	
<b>Routes, School Bus &amp; Truck</b>	<b>S + 2</b>	<b>GC34090</b>	<b>Truck routes, access ramps, rest areas</b>
<b>Signage</b>	<b>L + 2</b>	<b>GC34090</b>	<b>Log books, index register cards, inventory lists, records of traffic signs</b>

# CALIFORNIA RECORDS RETENTION GUIDELINES

## Public Works

Final, August 1999

California City Clerks' Association

Record Series Title	Retention	Citation	Descriptor
---------------------	-----------	----------	------------

Traffic Signals	L		Logs, drawings, wiring diagrams, codes, circuit numbers, installation records, testing and maintenance.
Weigh Scales	S + 2	GC34090	
<b>UTILITIES</b>			
Facilities	T + 2	GC34090	If city owned
Gas & Electric Rates	S + 2	GC34090	
Underground	P	GC34090	GC4003, GC4004; H&S 19850
<b>WATER</b>			
Billing/Customer Records	CU + 2	GC34090	Billings, correspondence, complaints
Connection Records	P	GC34090	Maps, water line connections
<b>Flood Control</b>			
Drainage Facilities	P	GC34090	Includes dams, lakes, basins, creeks
Flood Zones	P	GC34090	Includes flood maps
Insurance Programs	S + 2	GC34090	Includes copies of policies, rules, programs
Policies/Procedures	S + 2	GC34090	Rules and Regulations
Reports/Studies	CL + 2	GC34090	

# CALIFORNIA RECORDS RETENTION GUIDELINES

## Public Works

Final, August 1999

California City Clerks' Association

Record Series Title	Retention	Citation	Descriptor
<b>Grants (see Admin.)</b>			
<b>Inventory, Equipment</b>	CU + 2	GC34090	
<b>Locations</b>	P	GC34090	<b>Mains, valves, hydrants, wells</b>
<b>Maintenance and Operations</b>	CU + 2	GC34090	<b>Includes work orders, inspection, repairs, cleaning, reports, complaints</b>
<b>Service</b>	CU + 2	GC34090	<b>Includes work orders, entry cards, manholes, service to property owners</b>
<b>Well &amp; Pumping</b>	CU + 2	GC34090	<b>Times operational, power used and quantity</b>
<b>Maps</b>	P	GC34090	<b>Line location; easements</b>
<b>Master Plans</b>	CU + 2	GC34090	<b>Copies</b>
<b>Meter Operations</b>	CU + 2	GC34090	<b>Reader reports, orders, tests Maintenance Reports</b>
<b>Permits</b>			
<b>National Pollutant Discharge Elimination System (NPDES)</b>	P	40 CFR 122.28	<b>Municipalities of 100,000/more, compliance with Clean Water Act re: pollutants</b>
<b>Others</b>	CU + 2	GC34090	<b>May depend on terms of state or federal agency</b>
<b>Policies and Procedures</b>	S + 2	GC34090	<b>Includes rules and regulations</b>
<b>Rates</b>	S + 2	GC34090	
			<b>Daily operations including sewage flow,</b>

# CALIFORNIA RECORDS RETENTION GUIDELINES

## Public Works

Final, August 1999

California City Clerks' Association

Record Series Title	Retention	Citation	Descriptor
Reclamation	CU + 5	40 CFR 122.41	grit removal, chlorine usage, lab analysis results, etc.
Reports			
Conservation	CU + 2	GC34090	
Consumption	CU + 2	GC34090	
Corrosion Control	CU + 12	40 CFR 141.91	Compliance documentation
Discharge Monitoring	CU + 5	40 CFR 122.41	Average amount of pollution discharged into waters of municipality.
Drinking Water Corrections	CU + 10	40 CFR 141.33	
Hydrograph	P	GC34090	Daily flow of streams
Lead Service Line	CU + 12	40 CFR 141.91	Compliance documentation
Public Education	CU + 12	40 CFR 141.91	Compliance documentation
Quality Parameters	CU + 12	40 CFR 141.91	Compliance documentation
Sanitary Surveys	CU + 10	40 CFR 141.33	Statistics, reports, correspondence
Source Water	CU + 12	40 CFR 141.91	Compliance documentation, e.g. lead & copper
State Certification	CU + 12	40 CFR 141.91	Compliance documentation
Variances,	CU + 5	40 CFR	

# CALIFORNIA RECORDS RETENTION GUIDELINES

## Public Works

Final, August 1999

California City Clerks' Association

Record Series Title	Retention	Citation	Descriptor
Water System		141.33	
Well Level	CU + 2	GC34090	
Sources	CU + 2	GC34090	May include wells, rivers, lakes, districts
Surveyor Field Notes	P	GC34090	Notes preparatory to maps of water installations
Surveys, Water System Sanitary	CU + 10	40 CFR 141.33	Statistics, reports, correspondence
Tests			
Bacteriological Analysis	CU + 5	40 CFR 141.33	Compliance records include location, date, method and results; corrections, analysis of bacterial content
Chemical Analysis	CU + 10	40 CFR 141.33	Compliance records include location, date, method used and results; corrections, analysis of chemical content
Quality	CU + 12	40 CFR 141.91	Compliance documentation including sampling data, analysis, reports, surveys, documents, evaluation, schedules, valves, etc.
Valve Main Records	P	GC34090	
Violations, Drinking Water	CU + 3	40 CFR 141.33	Retention applies to each violation

# CALIFORNIA RECORDS RETENTION GUIDELINES

## Transportation

Final, August 1999

California City Clerks' Association

Record Series Title	Retention	Citation	Descriptor
---------------------	-----------	----------	------------

<b>ADMINISTRATION</b>			
<b>Agreements</b>	<b>T + 4</b>	<b>CCP 337</b>	<b>Including concessionaire, slip rental, facility storage</b>
<b>Applications</b> <b>Aircraft Storage</b> <b>Parking</b> <b>Slip Rentals</b>	<b>T + 2</b>	<b>GC34090</b>	<b>Payment invoices, inventory listings, billing correspondence and other related documents</b>
<b>Special Events</b>	<b>CU + 2</b>	<b>GC34090</b>	<b>Permits, correspondence, related documents re use of rights of way</b>
<b>Fueling</b>	<b>AU + 3</b>	<b>CCP 337</b>	<b>Meter readings, fuel consumption reports, invoices, receipts and records pertaining to refueling operations</b>
<b>Hazardous Waste Disposal</b>	<b>CU + 10</b>	<b>CAL OSHA; 40 CFR 122.21</b>	<b>Documentation re: the handling and disposal of hazardous waste</b>
<b>Inventory, Equipment Parts &amp; Supplies</b>	<b>L + 2</b>		<b>Includes vehicles, aircraft, vessels and related documents re repairs</b>
<b>Inventory, Vehicle Ownership and Title</b>	<b>L + 2</b>		<b>Owner s manual, warranty documents, Department of Motor Vehicle title and registration, and related documents</b>
<b>Licenses, Permits</b>	<b>CU + 2</b>		<b>Forms, related documentation re: licenses and permits required by federal and state agencies</b>
<b>Maintenance/ Operations</b>	<b>L + 2</b>	<b>GC34090</b>	<b>Related to requests for service and work orders for fuel, vehicle and equipment maintenance and repairs</b>

# CALIFORNIA RECORDS RETENTION GUIDELINES

## Transportation

Final, August 1999

California City Clerks' Association

Record Series Title	Retention	Citation	Descriptor
---------------------	-----------	----------	------------

Report, Accident (Copies)	CU + 2	GC34090	Memos and working documents
Vehicle Assignment	CU + 2	GC34090	Log books, request forms, lists
<b>AIRPORT</b>			
Airport Certification	P	14 CFR 139.207b & 171.13-171.213	Federal Aviation Administration (FAA) required manuals
Airport Noise Monitoring and Complaint	CU + 10		Correspondence, studies, memos, reports, log books, documents related to assessment of noise levels at airports and resolution of complaints
Inspection, Runway	CU + 10		Maintenance including Inspection reports, work orders and related records
Inspection, Safety Self	CU + 2	CFR 139.327	Safety inspection and related document include reviews and analysis of all aspects of airport operation
Maintenance, FAA	P	14 CFR 171.13 - 171.213	Forms and reports required by FAA including Forms FAA-198, -418, -6030-1, -6790-4
<b>Reports</b>			
Accident and Incident (Aircraft)	CL + 8		Accidents, injuries, property damages, general conditions re pilot and aircraft
Airport	P		Annual and special reports to federal and

# CALIFORNIA RECORDS RETENTION GUIDELINES

## Transportation

Final, August 1999

California City Clerks' Association

Record Series Title	Retention	Citation	Descriptor
---------------------	-----------	----------	------------

Operational (Regulatory)			state regulatory agencies.
Airport Operational (Administrative)	CU + 2		Logs, statistical summaries; administrative records
NOTAM (Notice to Airmen)	CU + 3		Reports re: conditions affecting airport maintenance/operations
<b>GROUND TRANSPORTATION</b>			
Auto for Hire	T + 4	GC34090	License, permits for Taxicabs, shuttles, etc
<b>HARBOR</b>			
Registers, Transient Vessel Reservation	AU + 3		Reservation applications, receipts, and index registers relating to boats in transit, temporarily moored
Slip Rental Index	CU + 5		Annual and periodic reports of slip renters
Slip Rental Permits	CL + 2		Applications, statement of rental conditions, vessel inspection check sheets, copy of DMV registration, boat owner information, and other documents re: dock slip spaces
Slip Rental Waiting List	CU + 2		