

**RESOLUTION NO. 2017-059**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BREA, CALIFORNIA, APPROVING THE UPDATED RECORDS RETENTION SCHEDULE AND AUTHORIZING DESTRUCTION OF CERTAIN CITY RECORDS**

**A. RECITALS:**

(i) The first City of Brea Records Retention Schedule was adopted on October 20, 1998 and amended on June 5, 2012.

(ii) The orderly management of documents and official records is vital to providing timely, efficient services to the citizens of Brea; and

(ii) The maintenance of numerous records is expensive, slows document retrieval, and is not necessary after a certain period of time for the effective and efficient operation of the government of the City of Brea; and

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

(iv) All departments have participated in updating the retention period set forth in the Records Retention Schedule.

**B. RESOLUTION:**

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Brea does hereby resolve, find, declare and determine as follows:

1. The recitals set forth in Part A, are true and correct.
2. The Records Retention Schedule for the City of Brea as set forth in Exhibit A, attached hereto and incorporated herein by this reference, is hereby adopted.
3. Records of the City of Brea as set forth in the Retention Schedule (Exhibit A) are hereby authorized to be destroyed as provided by Section 34090 of the Government Code of the State of California, in accordance with the provisions of the said Retention

Schedule, upon the request of the Department Head and with the consent in writing of the City Clerk and City Attorney without further action by the City Council of the City of Brea.

4. Except or expressly provided by law, the provisions of Section 3 above do not authorize the destruction

of:

- a. Records less than two (2) years old;
- b. Records required to be kept by statute;
- c. Records affecting the title to real property or liens thereon;
- d. Court records;
- e. The minutes, ordinances, or resolutions of the City Council of the City of Brea or of any City Board, Committee, or Commission.

5. The destruction of any records as provided herein shall be by recycling, unless the record is confidential. Confidential records shall be shredded. All destructions of records shall be witnessed by the Department Records Coordinator who shall complete a certificate of destruction which shall be filed with the City Clerk, or his/her designee, unless shredding is performed by a State licensed document destruction service that is certified by the National Association of Information Destruction (NAID) and a certificate of destruction is provided by such service.

6. The term "records" as used herein shall include documents, instructions, books, microforms, computerized files, papers and all other public records as defined in Government Code Section 6252.

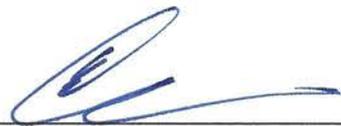
7. The City Clerk shall certify to the passage and adoption of this Resolution.

**APPROVED AND ADOPTED** this 5th day of September, 2017.

ATTEST:



Lillian Harris-Neal, City Clerk

  
Cecilia Hupp, Mayor

September 5, 2017  
**RESO. 2017-059**

I, Lillian Harris-Neal, City Clerk of the City of Brea, do hereby certify that the foregoing Resolution was approved and adopted at a regular meeting of the City Council of the City of Brea, held on the 5th day of September, 2017, by the following vote:

AYES: COUNCIL MEMBERS: Hupp, Parker, Marick, Simonoff, Vargas  
NOES: COUNCIL MEMBERS: None  
ABSENT: COUNCIL MEMBERS: None  
ABSTAINED: COUNCIL MEMBERS: None

Dated: September 5, 2017

ATTEST:   
\_\_\_\_\_  
Lillian Harris-Neal, City Clerk



RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
(OFR)										
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Public Works / Lead (Responding) Dept.	PW-076	Work Orders / Service Requests <b>CMMS DATABASE</b> (Computerized Maintenance Management System)	Indefinite		Indefinite			Mag		Data is interrelated; GC §34090
Public Works / Lead (Responding) Dept.	PW-077	Work Orders / Service Requests - <b>All Information Entered in CMMS Database</b> (Paper drafts)	When No Longer Required		When No Longer Required			Mag Ppr		Preliminary drafts (the database is the original); GC §34090
Public Works / Lead (Responding) Dept.	PW-078	Work Orders / Service Requests - <b>NOT entered in CMMS Database</b> (or partial information entered into CMMS Database)  (Division providing service retains originals; Division requesting service is considered a copy)	5 years		5 years			Mag Ppr		City Preference; CCP §§338 et seq., 340 et seq., 342, GC §§945.6, GC §34090

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Lead Dept.	PW-066	Underground Service Alerts (USA's)	3 years		3 years			Mag, Ppr		Required for 3 years; GC §§4216.2(d) & 4216.3(d), 34090
Public Works / Water	PW-067	Variances / Exemptions	Expiration + 5 years		Expiration + 5 years			Mag Ppr		Department Preference; 40 CFR 141.33(d)
Public Works / Water	PW-068	Violations & Corrections	Correction + 3 years		Correction + 3 years			Mag Ppr		Department Preference; 40 CFR 141.33(b)
Public Works / Water	PW-069	Water Main Break Reports	5 years		5 years			Mag, Ppr		Department Preference; GC §34090
Public Works / Water	PW-070	Water Production Reports	5 years		5 years			Mag, Ppr		Department Preference; GC §34090
Public Works / Water	PW-071	Water Quality - Lab Reports & Chains of Custody: <b>Bacteriological and Organics</b>	5 years		5 years			Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD Department Preference; 40 CFR 141.33(a)
Public Works / Water	PW-072	Water Quality - Lab Reports & Chains of Custody: <b>Chemical</b> (Includes Chlorine Residuals)	12 years		12 years			Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD Department preference; State law requires 12 years, Federal 10 years; 40 CFR 141.33(a)
Public Works / Water	PW-073	Water Quality - Lab Reports & Chains of Custody: <b>Lead &amp; Copper</b>	12 years		12 years			Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD Required for 12 years or 2 compliance cycles; 40 CFR 141.91
Public Works / Water	PW-074	Water Quality Reports / Consumer Confidence Reports	P		P			Mag, Mfr, OD, Ppr	S	Yes: After QC & OD Department Preference; GC §34090
Public Works / Water	PW-075	Wells: History & Operations (Includes Destroyed Wells)	P		P			Mag, Mfr, OD, Ppr	S	Yes: After 10 years Department Preference; GC §34090 et seq.

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Public Works / Water	PW-059	NPDES Monitoring, Inspections, Violations - Stormwater	When No Longer Required - <b>Minimum 3 years</b>		When No Longer Required - <b>Minimum 3 years</b>			Mag, Ppr		Department Preference; Monitoring records required for 3 years; 40 CFR §§122.21, 122.41; CCP §337 et seq.
Public Works / Water	PW-060	NPDES Permits - Stormwater	When No Longer Required - <b>Minimum 3 years</b>		When No Longer Required - <b>Minimum 3 years</b>	Yes: Until Expiration		Mag, Ppr		Department Preference; Monitoring records required for 3 years; 40 CFR §§122.21, 122.41; CCP §337 et seq.
Public Works / Water	PW-061	Operations & Maintenance Manuals (O&M Manuals)	Life of Facility or Equipment		Life of Facility or Equipment			Mag, Ppr		Department Preference; GC §34090 et. seq.
Public Works / Water	PW-062	Operations Reports	5 years		5 years			Mag, Ppr		Department Preference; GC §34090
Public Works / Water	PW-063	Regulatory Agency Compliance - Correspondence, Supporting Documentation (EPA, etc.)	When No Longer Required - <b>Minimum 5 years</b>		When No Longer Required - <b>Minimum 5 years</b>			Mag, Mfr, OD, Ppr	S / I	Yes: After QC Department Preference; GC §34090
Public Works / Water	PW-064	Sanitary Surveys of Water System	When No Longer Required - <b>Minimum 10 years</b>		When No Longer Required - <b>Minimum 10 years</b>			Mag, Mfr, OD, Ppr	S / I	Yes: After QC Department Preference; 40 CFR 141.33(c)
Public Works / Water	PW-065	SCADA Database / Historian	Indefinite		Indefinite	Yes		Mag		Data Fields / Records are interrelated; GC §34090

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Public Works / Lead (Responding) Dept.	PW-055	Work Orders / Service Requests - <b>NOT entered in CMMS Database</b> (or partial information entered into CMMS Database)  (Division providing service retains originals; Division requesting service is considered a copy)	5 years		5 years					Mag Ppr	City Preference; CCP §§338 et seq., 340 et seq., 342, GC §§945.6, GC §34090		
<b>WATER OPERATIONS</b>													
Public Works / Water	PW-056	Conservation Programs	When No Longer Required - <b>Minimum 5 years</b>		When No Longer Required - <b>Minimum 5 years</b>					Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Department preference - meets auditing standards; GC §34090
Lead Dept.	PW-057	Generator Operation Logs (for fixed / stationary generators) / Inspections	3 years		3 years					Mag, Ppr			Department Preference (2 years is required by AQMD); GC §34090
Public Works / Water	PW-058	Hazardous Waste Manifests / Certificates of Disposal	5 years	P	P					Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference (test results for hazardous waste generators are required for 3 years); 40 CFR 262.40, 8 CCR 3204(d)(1)(A), 22 CCR 66262.40

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Public Works / Streets & Sanitation	PW-049	Sanitary Sewer Overflows (SSOs)	5 years		5 years			Mag, Ppr		Required for a minimum of 5 years; 40 CFR 122.41(j)(2); SWRCB Order 2006-03; 40 CFR 122.41(j)(2); GC §34090
Public Works / Streets & Sanitation	PW-050	Sewer System Management Plans (SSMP) and Audits	P		P			Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD Department Preference; plans must be updated every 5 years, audits are required every 2 years; GC §34090
Public Works / Streets & Sanitation	PW-051	State Reports (SWQRM, etc.)	5 years		5 years			Mag, Ppr		Department preference; GC §34090
		<b>DUPLICATE-SEE PW-028</b>								
Public Works / Lead (Responding) Dept.	PW-053	Work Orders / Service Requests <b>CMMS DATABASE</b> (Computerized Maintenance Management System)	Indefinite		Indefinite			Mag		Data is interrelated; GC §34090
Public Works / Lead (Responding) Dept.	PW-054	Work Orders / Service Requests - <b>All Information Entered in CMMS Database</b>  (Paper drafts)	When No Longer Required		When No Longer Required			Mag Ppr		Preliminary drafts (the database is the original); GC §34090

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<b>PARKS &amp; TREES</b>										
Public Works / Lead (Responding) Dept.	PW-044	Work Orders / Service Requests <b>CMMS DATABASE</b> (Computerized Maintenance Management System)	Indefinite		Indefinite			Mag		Data is interrelated; GC §34090
Public Works / Lead (Responding) Dept.	PW-045	Work Orders / Service Requests - <b>All Information Entered in CMMS Database</b> (Paper drafts)	When No Longer Required		When No Longer Required			Mag Ppr		Preliminary drafts (the database is the original); GC §34090
Public Works / Lead (Responding) Dept.	PW-046	Work Orders / Service Requests - <b>NOT entered in CMMS Database</b> (or partial information entered into CMMS Database) (Division providing service retains originals; Division requesting service is considered a copy)	5 years		5 years			Mag Ppr		City Preference; CCP §§338 et seq., 340 et seq., 342, GC §§945.6, GC §34090
<b>STREETS &amp; SANITATION</b>										
Public Works / Streets & Sanitation	PW-047	CCTV / Sewer Lines	When No Longer Required		When No Longer Required			Mag		Department preference; GC §34090
Public Works / Streets & Sanitation	PW-048	Permits: Pressure Vessels, Boilers, etc.	When Superseded		When Superseded			Mag, Ppr		Department preference; GC §34090

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<b>EQUIPMENT MAINTENANCE &amp; FLEET</b>										
Public Works / Equipment Maint. & Fleet	PW-038	AQMD Permits	5 years		5 years			Mag, Ppr		40 CFR 70.6; GC §34090
Public Works / Equipment Maint. & Fleet	PW-039	Fleet Management Database / Expenses per Vehicle	Indefinite		Indefinite	Yes		Mag		Data Fields / Records are interrelated; GC §34090
Lead Dept.	PW-040	Generator Operation Logs (for fixed / stationary generators) / Inspections	3 years		3 years			Mag, Ppr		Department Preference (2 years is required by AQMD); GC §34090
Public Works / Equipment Maint. & Fleet	PW-041	Pre-Trip Inspections / DOT Program / CHP Inspections / Vehicle Safety Checks / Daily Vehicle Inspections / Daily Equipment Checks	2 years		2 years			Ppr		GC §34090; 3 CCR 1234(3)
Public Works / Equipment Maint. & Fleet	PW-042	Used Oil Disposal	3 years		3 years			Mag, Ppr		22 CCR 66266.130(c)(5), H&S §25250.18(b), 25250.19(a)(3) et seq.
Public Works / Equipment Maint. & Fleet	PW-043	Vehicle & Equipment History Files Maintenance, Smog Certificates, Registrations	Disposal of Vehicle or Equipment + 2 years		Disposal of Vehicle or Equipment + 2 years			Mag, Ppr		Department Preference; If a motor carrier, required for 18 months after vehicle is sold; CHP requires life of vehicle; OSHA requires 1 year; 8 CCR § 3203(b)(1); 49 CFR 396.21(b)(1); 49 CFR 396.3(c); CCP §337 et. seq., 3 CCR 1234(f); GC §34090

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<b>BUILDING MAINTENANCE</b>										
Lead Dept.	PW-033	Generator Operation Logs (for fixed / stationary generators) / Inspections	3 years		3 years			Mag, Ppr		Department Preference (2 years is required by AQMD); GC §34090
Lead Dept.	PW-034	Operations & Maintenance Manuals (O&M Manuals)	Life of Facility or Equipment		Life of Facility or Equipment			Mag, Ppr		Department Preference; GC §34090 et. seq.
Public Works / Lead (Responding) Dept.	PW-035	Work Orders / Service Requests <b>CMMS DATABASE</b> (Computerized Maintenance Management System)	Indefinite		Indefinite			Mag		Data is interrelated; GC §34090
Public Works / Lead (Responding) Dept.	PW-036	Work Orders / Service Requests - <b>All Information Entered in CMMS Database</b> (Paper drafts)	When No Longer Required		When No Longer Required			Mag Ppr		Preliminary drafts (the database is the original); GC §34090
Public Works / Lead (Responding) Dept.	PW-037	Work Orders / Service Requests - <b>NOT entered in CMMS Database</b> (or partial information entered into CMMS Database) (Division providing service retains originals; Division requesting service is considered a copy)	5 years		5 years			Mag Ppr		City Preference; CCP §§338 et seq., 340 et seq., 342, GC §§945.6, GC §34090

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<b>ASSESSMENT DISTRICTS / LANDSCAPE DISTRICTS / MAINTENANCE DISTRICTS / REFUSE DISTRICTS</b>										
Public Works / Assessment Districts	PW-029	Assessment District / Community Facilities Districts / Maintenance District / Landscape & Lighting / Street Improvement District Projects / Underground Utility Districts <b>(FORMATION, BOUNDARIES, MAPS)</b>	P		P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; Statute of Limitations is 4 - 10 years (for Errors & Omissions); CCP §§337.337.1(a), 337.15, 343; GC §34090.7
Public Works / Assessment Districts	PW-030	Assessment District / Community Facilities Districts / Maintenance District / Landscape & Lighting / Street Improvement District Projects / Underground Utility Districts <b>ASSESSMENTS, ENGINEER'S REPORTS, FINANCIAL RECORDS</b>	Minimum 5 years		Minimum 5 years		Mag, Ppr			Meets auditing records (placed on Tax Assessor's roll); GC §34090
Public Works / Assessment Districts	PW-031	Refuse NPDES / Sweepings in Yard	3 years		3 years		Mag, Ppr			Department Preference; Monitoring records required for 3 years; 40 CFR §§122.21, 122.41; CCP §337 et seq.
Public Works / Assessment Districts	PW-032	Solid Waste Management: AB 939 Reports, etc.	10 years		10 years		Mag, Ppr			Department Preference; GC §34090

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Public Works / Engineering	PW-020	Site Clearance / Soils Remediation / Mitigation	P		P	Yes: Before Completion	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; GC §34090
State of California	PW-021	SWITRS - Statewide Integrated Traffic Records System	When No Longer Required		When No Longer Required		Mag Ppr			Non-Records (Sheriff)
Public Works / Engineering	PW-022	Traffic Complaints	Minimum 2 years		Minimum 2 years		Mag, Ppr			Department preference; GC §34090
Public Works / Engineering	PW-023	Traffic Counts	15 years		15 years		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; GC §34090
Public Works / Engineering	PW-024	Traffic Signal Locations	P		P	Yes	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; Drafts should be destroyed; GC §34090
Public Works / Engineering	PW-025	Traffic Signal Timing	Replaced + 5 years		Replaced + 5 years		Mag Ppr			Department preference; Drafts should be destroyed; GC §34090
Public Works / Engineering	PW-026	Traffic Speed Surveys	15 years		15 years		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference (required every 5 years, but can be extended to 7 or 10 years); GC §34090
Public Works / Engineering	PW-027	Transportation Master Plans / Traffic Master Plans	P		P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; Drafts should be destroyed; GC §34090
Lead Dept.	PW-028	Underground Service Alerts (USA's)	2 years		3 years		Mag, Ppr			Department Preference (required for 3 years); GC §§4216.2(d) & 4216.3(d), 34090

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Public Works / Engineering	PW-018	Private Land Development Projects / Job Files: <b>Administration File</b>  Construction Inspections, Photos, Private Lab Verifications, Testing Lab Final Reports  <i>Examples: CUPs, Lot Line Adjustments, Parcel Maps, Precise Alignment, Specific Plans, Split Lots, Subdivisions, Tracts, TPMS, TSMs</i>	Upon Completion	10 years	Completion + 10 years	Yes: Until Completed	Mag, Ppr			Statute of Limitations for Errors & Omissions is 10 years; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years; CCP §337 et. seq., GC §34090
Public Works / Engineering	PW-019	Private Land Development Projects / Job Files: <b>Permanent Files</b>  Drainage, Driveway, Encroachments, Grading Plans, Rights of Way, Stormwater, etc.  Dedications, Easements, Abandonments (City Clerk is OFR)  <i>Examples: CUPs, Lot Line Adjustments, Parcel Maps, Precise Alignment, Specific Plans, Split Lots, Subdivisions, Tracts, TPMS, TSMs</i>	Upon Completion	P	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department preference; retained for disaster preparedness purposes; Statewide guidelines propose Permanent for Infrastructure plans; GC §34090

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Public Works / Engineering	PW-014	Grading Plans	P		P			Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineering	PW-015	Intersection Files / Street Files	When No Longer Required - <b>Minimum 5 years</b>		When No Longer Required - <b>Minimum 5 years</b>	Yes (all)		Mag, Mfr, OD, Ppr	S	No	Department Preference; GC §34090
Public Works / Engineering and Comm. Develop. / Planning	PW-016	Olinda Landfill / Landfill Reports	P		P	Yes (all)		Mag, Mfr, OD, Ppr	S	No	Drafts should be destroyed; Some maps are also retained by Planning; Selected maps are retained in Public Works for administrative purposes; GC §34090, 34090.7
Building	PW-017	Plan Checks for Building Permits	When No Longer Required - <b>Minimum 2 years</b>		When No Longer Required - <b>Minimum 2 years</b>			Mag, Ppr			Preliminary drafts; GC §34090 et seq.

## RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
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Public Works / Engineering	PW-008	Drawings, Maps, Plans and Record Drawings, Large-Format Drawings, Survey Record Maps, Capital Improvement Project "As-Builts"	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	No	Drafts should be destroyed; Some maps are also retained by Planning; Selected maps are retained in Public Works for administrative purposes; GC §34090, 34090.7
Public Works / Land Develop.	PW-009	Encroachment Permits: <b>Temporary</b> (Street Permits, Temporary Construction, Sidewalk Repairs, Traffic Control, Utility Cuts etc.)	Expiration + 2 years		Expiration + 2 years	Yes: Until Completion	Mag, Ppr			GC § 34090
Public Works / Engineering	PW-010	Encroachments - <b>Permanent</b> (Permanent structures in the City's Right of Way)	P		P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineering	PW-011	Engineering Studies / Surveys - Preliminary Studies / Project Assessments ( <b>Not Acquired or Developed</b> )	Minimum 10 years		<b>Minimum 10 years</b>		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineering	PW-012	Engineering Studies / Surveys ( <b>City Built Projects</b> )	P		P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineering	PW-013	Geotechnical and Soils Reports; Hydrology Reports (Authored by the City or their contractors)	P		P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; GC §34090

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

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Public Works / Engineering	PW-005	Capital Improvement Projects (CIP): <u>Permanent File</u>  Plans, Specifications & Addenda, Agreement / Contract, Successful Proposal, Change Orders, EIRs, Negative Declarations, Categorical Exemptions, Operations & Maintenance Manuals (O&M Manuals,) Materials Testing Reports, Grading Permits, Hazardous Materials Plans, Notice of Completion, Photos, Soils Reports, Studies, Submittals, Surveys, etc.	Upon Completion	P	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S/I	Yes: Complet. + 10 years	Department preference; retained for disaster preparedness purposes; Statewide guidelines propose Permanent for Infrastructure plans; GC §34090
Lead Dept.	PW-006	Correspondence - <b>Regulatory Agencies</b>	Minimum 2 years		Minimum 2 years	Yes: While Active Issues	Mag, Mfr, OD, Ppr	S	Yes: After QC	Department preference; Some correspondence from Regulatory Agencies need to be retained for long periods of time; GC §34090
Public Works / Engineering	PW-007	Design & Construction Standards	P		P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090

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<b>ENGINEERING</b>											
Public Works / Engineering	PW-001	Aerial Maps	P		P			Mag, Mfr, OD, Ppr	S / I	No	Department Preference; GC §34090
Public Works / Engineering	PW-002	Benchmarks	P		P			Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineering	PW-003	Bonds: Subdivision Bonds, Letters of Credit	Release of Bond / Letter of Credit		Release of Bond / Letter of Credit + 4 years			Mag, Ppr			Securities (Performance Bonds, Letters of Credit, CD's, etc.) are released after the Notice of Completion is issued and replaced with the Warranty Bond, which is released 1 year after the Notice of Completion date. GC §34090; 4 year SOL for written contracts
Public Works / Engineering	PW-004	Capital Improvement Projects (CIP): <b>Administration File</b> Project Administration, Certified Payrolls, Construction Manager's Logs, Daily Inspections, Project Schedules, Progress meetings, Punch Lists, Real Estate Appraisals, RFIs & Responses, etc.	Upon Completion	10 years or After Funding Agency Audit, if required, whichever is longer	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Yes: Until Completed		Mag, Ppr			Some grant funding agencies require audits; Statute of Limitations for Errors & Omissions is 10 years; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years; CCP §337 et. seq., GC §34090

**RECORDS RETENTION SCHEDULE: POLICE**

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Police / Records	PD-054	Registrants: Sex Offenders - <b>Juveniles</b>	P or Sealing Date + 5 years (or Court Order)		P or Sealing Date + 5 years (or Court Order)			Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	Pursuant to PC §290 et seq.; W&I §781;
Police / Records	PD-055	<b>RMS Database</b>	Indefinite		Indefinite	Yes	Mag				Data Fields / Records are interrelated; GC §34090
Police / Records	PD-056	Subpoenas (Police Civil Personal Appearance)	2 years		2 years		Mag, Ppr				GC §34090
<b>TEMPORARY HOLDING FACILITY</b>											
Police / Temp. Holding Facility	PD-057	Booking Folders (Property, Medical, etc.)	2 years		2 years		Mag, Ppr				Department preference; GC §34090 et seq.
Police / Temp. Holding Facility	PD-058	Booking Log	2 years		2 years		Mag, Ppr				Department preference; GC §34090 et seq.
Police / Temp. Holding Facility	PD-059	Jail Cell Checks	2 years		2 years		Mag, Ppr				Department preference; GC §34090 et seq.
Police / Temp. Holding Facility	PD-060	Jail Cell Log / Sergeant's Log	2 years		2 years		Mag, Ppr				Department preference; GC §34090 et seq.

## RECORDS RETENTION SCHEDULE: POLICE

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Police / Records	PD-047	POLICE REPORTS / INCIDENT REPORTS: <b>Sealed Adult, Juvenile and Ward Cases</b> - Except those with outstanding stolen property, including firearms, or lost firearms	Sealing Date + 5 years (Or Court Order)		Sealing Date + 5 years (or Court Order)	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	Sealed records for juveniles and wards of the Court must be destroyed 5 years after sealing date; CCP §§340.1, GC §34090; W&I §§389(a), 781(d)
Police / Records	PD-048	Private Party Tow Notifications (Impounds, Repossessions, etc.)	When No Longer Required		When No Longer Required		Mag, Ppr			Non records; GC §34090
Police / Records	PD-049	Public Information Requests	2 years		2 years		Mag, Ppr			GC §34090
Police / Records	PD-050	Registrants: Arson - <b>Adults</b>	5 years	P	P		Mag, Mfr, OD, Ppr	S/M/I	Yes: After 5 years	Department preference; Pursuant to PC §457.1 et seq.; required to register for life; If released from CYA, records are destroyed after age 25 or sealing pursuant to W&I §781; GC §34090.7
Police / Records	PD-051	Registrants: Arson - <b>Juveniles</b> released from California Youth Authority	Age 25 or Sealing Date + 5 years		Age 25 or Sealing Date + 5 years		Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	Pursuant to PC §457.1 et seq.; If released from CYA, records are destroyed after age 25 or sealing pursuant to W&I §781; GC §34090.7
Police / Records	PD-052	Registrants: Narcotic	5 years		5 years		Mag, Ppr			Department Preference; Registration is required for 5 years; GC §34090, H&S §11590 et seq., H&S §11594(a)
Police / Records	PD-053	Registrants: Sex Offenders - <b>Adults</b>	P		P		Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	Department Preference; Pursuant to PC §290 et seq.

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Police / Records	PD-043	POLICE REPORTS / INCIDENT REPORTS:  <b>Factually Innocent Petition Accepted Records Sealed Pending Destruction</b> - Except those with outstanding stolen property, including firearms, or lost firearms	Date of Arrest + 3 years		Date of Arrest + 3 years	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	Individual petitions District Attorney; Sheriff concurs that person is factually innocent, then seals record ("Shall" Destroy); GC §34090; PC §851.8(a)
Police / Records	PD-044	POLICE REPORTS / INCIDENT REPORTS:  <b>Misdemeanor or Infraction - Juvenile Marijuana</b> - H&S §11357(E) - Except those with outstanding stolen property, including firearms, or lost firearms	Conviction or Arrest (if No Conviction) + 2 years		Conviction or Arrest (if No Conviction) + 2 years	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	(Courts and other Agencies "Shall" Destroy); H&S §11361.5; GC §34090
Police / Records	PD-045	POLICE REPORTS / INCIDENT REPORTS:  Misdemeanor or Infraction Marijuana §11357(e) - <b>Juvenile on School Grounds during School Hours</b> (with procedure in H&S §11361.5)	Offender is 18 Years Old		Offender is 18 Years Old	Yes	Mag, Ppr			(Courts and other Agencies "Shall" destroy); H&S§ 11361.5 et seq., 11357(e)
Police / Records	PD-046	POLICE REPORTS / INCIDENT REPORTS:  <b>Missing Persons (Returned)</b>	Until CLETS Entry No Longer Exists - <b>Minimum 2 years</b>		Until CLETS Entry No Longer Exists - <b>Minimum 2 years</b>	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	Department Preference; GC §34090

RECORDS RETENTION SCHEDULE: POLICE

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Police / Records	PD-040	POLICE REPORTS / INCIDENT REPORTS:  <b>Misdemeanor or Infraction - Adult Marijuana - H&amp;S</b> §11357(b)(c)(d)(e) or H&S §11360(b) (with procedure in H&S §11361.5) - Except those with outstanding stolen property, including firearms, or lost firearms	2 years		2 years	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	("Shall" Destroy); H&S §11361.5; GC §34090
Police / Records	PD-041	POLICE REPORTS / INCIDENT REPORTS:  <b>ALL, Except Those Specifically Mentioned in the Schedule</b>  e.g., 5150, Detention Reports, etc.	5 years		5 years	Yes	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	Provided there are no outstanding warrants, unrecovered identifiable items, criminal deaths, they are not historically significant, and it is not classified under PC §800 & 290 and H&S §11850; Stat. of Limit. is 2 yrs; Destroy juvenile marijuana after age18; H&S §11361.5, GC §34090, PC §802, PC §§187, 800 et seq.
Police / Records	PD-042	POLICE REPORTS / INCIDENT REPORTS:  <b>Capital Crimes / Homicides / Major Crimes / Serious Felonies / Sex Crimes / Felony DNA</b> (Crimes Subject to the Death Penalty), Sex Crimes (PC §288, 290, WIC 707(b)), PC 803(h)	P		P	Yes	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	Department Preference; No limitations on commencement of action; Courts keep permanently PC §§ 261, 286, 288, 288a, 288.5, 289, 289.5, 290, 799, 803(h), WIC 707(b)

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Police / Property & Evidence	PD-033	Temporary Holding Facility Videos ("Jail" videos)	1 year		1 year			Mag		Those segments of videos that are determined to be evidence are copied onto a different tape and retained for the same length of time as the crime report (see crime reports for legal citations); GC §34090.6
<b>RECORDS</b>										
Police / Records	PD-034	Backgrounds / Initial Employee Clearance (Other Agencies)	2 years		2 years			Mag, Ppr		GC §34090
Police / Records	PD-035	Citations - Moving Violations, Marijuana	2 years		2 years			Mag, Ppr		GC §34090
Police / Records	PD-036	Crime Statistics / Uniform Crime Reports (UCR) - Summaries (BCS)	2 years		2 years			Mag, Ppr		GC §34090
Police / Records	PD-037	NCIC Validation	2 years		2 years			Mag, Ppr		GC §34090
Police / Records	PD-038	Pawn Slips	2 years		2 years			Mag, Ppr		Department Preference to provide information to other agencies; Non-records used for investigations; Originals entered into the State Automated Property System; most agencies retain for 2 years; GC §34090
Police / Records	PD-039	<b>POLICE REPORTS / INCIDENT REPORTS: Firearms entered into CLETS (if not Permanent Retention) - Found / Recovered Firearms</b>	Firearm Found or Recovered		Firearm Found or Recovered	Yes		Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC PC§ 11108(b); GC§ 34090

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<b>PROPERTY &amp; EVIDENCE</b>											
Police / Property & Evidence	PD-027	Citizen Contact Recordings / Digital Audio Recordings (PUMA)	2 years		2 years			Mag			Department preference (only 1 year is required); Those segments of videos that are determined to be evidence are copied onto a different tape and retained for the same length of time as the crime report (see crime reports for legal citations); GC §34090.6
Police / Property & Evidence	PD-028	Crime Report Photos	Follows the Retention Period of the Evidence		Follows the Retention of the Evidence			Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Department Preference; GC §34090
Police / Property & Evidence	PD-029	Forfeiture Notification	2 years		2 years			Mag, Ppr			GC §34090
Police / Property & Evidence	PD-030	Gun and Narcotics Destruction Log (Documents related to)	10 years		10 years			Mag, Ppr			Department Preference; GC §34090
Police / Property & Evidence	PD-031	Lost & Found Property (Documents related to)	2 years		2 years			Mag, Ppr			GC §34090
Police / Property & Evidence	PD-032	Officer Recordings: <b>Body Cameras</b> that are not evidence	1 year		1 year			Mag			Those segments of videos that are determined to be evidence are copied onto a different tape and retained for the same length of time as the crime report (see crime reports for legal citations); GC §34090.6

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<b>PATROL</b>									
Police / Patrol	PD-020	Canine (Police Dogs) Program Files / Training Files: <b>Animal Files</b>	Separation + 3 years		Separation + 3 years		Mag, Ppr		3 years is required for animal care / treatment records; FA §32003(e), PC §597.1(d); GC §34090 et seq.
Police / Patrol	PD-021	Canine (Police Dogs) <b>Program Files</b> : Action Reports, Monthly Reports	5 years		5 years		Mag, Ppr		Department preference; GC §34090 et seq.
Police / Patrol	PD-022	PAS Device Calibration Logs	3 years		3 years		Mag, Ppr		Department preference; GC §34090 et seq.
Police / Patrol	PD-023	Patrol Ride-A-Long Waiver Form	2 years		2 years		Mag, Ppr		GC §34090 et seq.
Police / Patrol	PD-024	Pursuit Critiques	5 years		5 years		Mag, Ppr		Department preference; GC §34090 et seq.
Police / Patrol	PD-025	Special Events / Ops Plan	When No Longer Required		When No Longer Required		Mag, Ppr		Preliminary drafts not made or retained for the purpose of preserving the informational content for future reference; GC §34090, GC §6252; 64 Ops. Cal. Atty. Gen. 317 (1981))
Police / Patrol	PD-026	Traffic Control: Radar Calibration Records	Life of the Equipment + 2 years		Life of the Equipment + 2 years		Mag, Ppr		Department preference; GC §34090 et seq.

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Police / Investigat.	PD-019	Intelligence Files (Criminal Intelligence Files)	No Longer than 5 years		No Longer than 5 years			Mag, Mfr, OD, Ppr	S / I	Yes: When Superseded Files contain criminal intelligence information concerning an individual only if there is reasonable suspicion that the individual is involved in criminal conduct or activity and the information is relevant to that criminal conduct or activity. Misleading, obsolete or unreliable information is required to be destroyed; remaining records must not be retained longer than 5 years; 28 CFR 23.20(h); GC §34090

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Police / EOC	PD-013	EOC Activations & Drills	10 years		10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Department Preference; GC §34090
City Clerk	PD-014	Evacuation Plans (County Wide)	Superseded and Approved		Superseded and Approved	Yes (all)	Mag, Mfr, OD, Ppr	S/I	No	Non records (County maintains originals); GC §34090
<b>INVESTIGATIONS</b>										
Police / Investigat.	PD-015	Detectives Investigation Files and Arrest Files	Transfer to Records		Transfer to Records		Mag, Ppr			Final reports and records are transferred to the case file stored in Records; GC §34090 et seq.
Police / Investigat.	PD-016	Guns: Dealers Record of Sale (DROS)	2 years		2 years		Mag, Ppr			GC §34090
Police / Investigat.	PD-017	Informant Files	5 years		5 years		Mag, Ppr			Informant information; Does not contain criminal intelligence information concerning individuals; Department preference GC §34090
Police / Investigat.	PD-018	Field Investigation Cards (FI's) - <b>After Entry into to RMS</b>	When No Longer Required		When No Longer Required		Mag, Ppr			Preliminary Drafts; GC§ 34090 et seq.

**RECORDS RETENTION SCHEDULE: POLICE**

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Police / Chief / Admin.	PD-006	Reports and Studies regarding Police operations (not historical - staffing, overtime, etc.)	When No Longer Required - <b>Minimum 2 years</b>		When No Longer Required - <b>Minimum 2 years</b>			Mag, Ppr		Department Preference; GC § 34090 et seq.
Police / Chief / Admin.	PD-007	Use of Force Review (Involving Employees)	Incident + 5 years		Incident + 5 years			Mag, Ppr		Department preference; GC §§12946, 34090
Police / Chief / Admin.	PD-008	Volunteer <b>Background Packet</b>	Inactive / Separation + 3 years		Inactive / Separation + 3 years	Yes: Until Separation	Mag, Mfr, OD, Ppr	S	Yes: After Separation + 1 year	Department preference; EEOC / FLSA / ADEA (Age) requires 3 years; State Law requires 2 - 3 years; 29 CFR 1672.3(b)(i), 29 CFR 1602.14 et seq GC §§12946, 34090
Police / Chief / Admin.	PD-009	Volunteer <b>Personnel Files</b> (CERT, Etc.)	Inactive / Separation + 3 years		Inactive / Separation + 3 years	Yes: Until Separation	Mag, Mfr, OD, Ppr	S	Yes: After Separation + 1 year	Department preference; EEOC / FLSA / ADEA (Age) requires 3 years; State Law requires 2 - 3 years; 29 CFR 1672.3(b)(i), 29 CFR 1602.14 et seq GC §§12946, 34090
Police / Chief / Admin.	PD-010	Weapons / Department Weapons (Department-issued Weapons)	Indefinite		Indefinite	Yes	Mag			Data Fields / Records are interrelated; GC §34090
<b>EMERGENCY SERVICES / EMERGENCY OPERATIONS CENTER</b>										
Police / EOC	PD-011	Disaster Claims / Strike Team Reimbursements (FEMA / OES Reimbursement Records)	10 years		10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Department Preference; GC §34090
Police / EOC	PD-012	Emergency Operations Plan (includes Office of Emergency Management & Homeland Security)	Superseded and Approved		Superseded and Approved	Yes (all)	Mag, Mfr, OD, Ppr	S/I	No	GC §34090

RECORDS RETENTION SCHEDULE: POLICE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference	
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?		
(OFR)											
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>											
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>											
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>											
<b>CHIEF / ADMINISTRATION</b>											
Police / Chief / Admin.	PD-001	Department Policies & Procedures / Operation Directives / General Orders / Lexipol (Department Policies and Procedures)	When No Longer Required - <b>Minimum 5 years</b>		When No Longer Required - <b>Minimum 5 years</b>			Mag, Mfr, OD, Ppr	S / I	Yes: After superseded	Department Preference; GC § 34090 et seq.
Human Resources	PD-002	Personnel <b>Background Packet</b> - POLICE EMPLOYEES or CADETS	Send to Human Resources After Hiring Decision		Send to Human Resources After Hiring Decision	Yes: Until Separation		Mag, Mfr, OD, Ppr	S	Yes: After Separation + 1 year	Department preference; EEOC / FLSA / ADEA (Age) requires 3 years; State Law requires 2 - 3 years; 29 CFR 1672.3(b)(i), 29 CFR 1602.14 et seq GC §§12946, 34090
Police / Chief / Admin.	PD-003	Personnel <b>Discipline</b> File - Internal Affairs Investigations / Complaints  (May include criminal acts, moral turpitude, complaints generated from a citizen)	Final Disposition + 5 years		Final Disposition + 5 years			Mag, Ppr			State requires for at least 5 years for Citizen's complaints; other State & Federal laws require retention until final disposition of formal complaint; State requires 2 years after action is taken; Statute of Limitations is 4 years for misconduct; EVC § 1045(b)(1), GC §§12946, 34090; VC §2547
Human Resources	PD-004	Personnel Files	Send to Human Resources Upon Separation or Transfer		Send to Human Resources Upon Separation or Transfer	Before Separation		Mag, Ppr			Ensure records kept in Department files comply with City policy (all originals are sent to Human Resources); GC §34090.7
Police / Chief / Admin.	PD-005	Pitchess Motions	2 years		2 years			Mag, Ppr			Department preference; GC §34090

RECORDS RETENTION SCHEDULE - FIRE

Office of Record	Records Series #	Records Description	Retention / Disposition						Destroy Paper after Imaged & QC'd	Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		
(OFR)										
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, claims, complaints, public records act requests, audits and/or investigations suspend normal retention periods (retention begins after settlement).</i>										
Fire / Fire Marshal & Fire Prevention	FR-018	Fire Sprinkler Plans / Fire Alarm Plans / Fire Protection Systems / Tenant Improvements	When Superseded		Until Superseded		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090 et seq.
Fire / Fire Marshal & Fire Prevention	FR-019	Incident Reports	When No Longer Required - <b>Minimum 5 years</b>		When No Longer Required - <b>Minimum 5 years</b>	Yes: Before Event	Mag, Ppr			CFC §§ 104.6 – 104.6.4, GC §34090
Fire / Fire Marshal & Fire Prevention	FR-020	Weed Abatement / Vegetation Abatement	When No Longer Required - <b>Minimum 2 years</b>		When No Longer Required - <b>Minimum 2 years</b>		Mag, Ppr			Department Preference; GC §34090
<b>OPERATIONS / SUPPRESSION</b>										
Fire / Ops	FR-021	Apparatus & Equipment Records & Testing	Surplus + 2 years		Surplus + 2 years		Mag, Ppr			Department Preference to be in compliance with NFPA Standards for in-service automotive fire apparatus ; NFPA 1911.4.7.3 & Annex C.5, GC §34090
Fire / Ops	FR-022	Pre-plan Sheets	When Superseded		Until Superseded	Yes: Before Event	Mag, Ppr			Preliminary drafts; GC §34090 et seq.
Lead Dept.	FR-023	Vehicle Safety Checks / Daily Vehicle Inspections / Daily Equipment Checks	2 years		2 years		Ppr			GC §34090

**RECORDS RETENTION SCHEDULE - FIRE**

Office of Record	Records Series #	Records Description	Retention / Disposition							Comments / Reference
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(OFR)										
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<i>Litigation, claims, complaints, public records act requests, audits and/or investigations suspend normal retention periods (retention begins after settlement).</i>										
<b>FIRE MARSHAL / FIRE PREVENTION</b>										
Fire / Fire Marshal & Fire Prevention	FR-012	Applications for Permits (Fire, Candle, Temporary Use, etc.)	2 years following date of the event		2 years following date of the event			Mag, Ppr		Department Preference; GC §34090
Fire / Fire Marshal & Fire Prevention	FR-013	Fire Code Permits & Complaints	5 years		5 years	Yes: Before Event		Mag, Ppr		CFC §§ 104.6 – 104.6.4, GC §34090
Fire / Fire Marshal & Fire Prevention	FR-014	Fire Hydrant Flow / Pressure Tests	When Superseded		Until Superseded			Mag, Ppr		Department Preference; GC §34090
Fire / Fire Marshal & Fire Prevention	FR-015	Fire Inspections / Business Inspection Files / Occupancy Inspections / Citations / Notice of Violations	When No Longer Required - <b>Minimum 5 years</b>		When No Longer Required - <b>Minimum 5 years</b>			Mag, Ppr		California Fire Code requires 5 years; CFC §§ 104.6 – 104.6.4, GC §34090
Fire / Fire Marshal & Fire Prevention	FR-016	Fire Investigations - <b>Arson &amp; Capital Crimes Only</b>	P		P			Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD Department preference (Capital Crimes have no statute of limitations); GC §34090 et seq.
Fire / Fire Marshal & Fire Prevention	FR-017	Fire Investigations - <b>OTHER Than Arson &amp; Capital Crimes Only</b>	When No Longer Required - <b>Minimum 5 years</b>		When No Longer Required - <b>Minimum 5 years</b>			Mag, Ppr		Department preference; GC §34090 et seq.

## RECORDS RETENTION SCHEDULE - FIRE

Office of Record	Records Series #	Records Description	Retention / Disposition						Destroy Paper after Imaged & QC'd	Comments / Reference	
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(OFR)											
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>											
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>											
<i>Litigation, claims, complaints, public records act requests, audits and/or investigations suspend normal retention periods (retention begins after settlement).</i>											
<b>EMERGENCY MEDICAL SERVICES</b>											
Fire / EMS	FR-010	HIPAA Policies and Procedures (Health Insurance Portability and Accountability Act)	Superseded + 6 years		Superseded + 6 years			Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	45 CFR 164.530(j)
Fire / EMS	FR-0011	Patient Care Reports (PCRs) / Medical Paramedic Release Forms: <b>ALL</b> (medical and non-medical.)  Patient Signature Forms / Hospital Face Sheets / ALS to BLS Transfer of Care Forms / ECG / EKG / All other associated documentation	3 years	17 years	20 years			Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; adults required for 7 years; minors until 1 year after age 18, but not less than 7 years; 10 years is recommended by AHIMA for "healthcare providers"; Statute of Limitations for health providers is 3 years; CCP §340.5, GC §34090; H&S § 123145; 42 CFR 482.24(b); 9 CCR 9444, 22 CCR 70751(c) & 71551(c); 22 CCR 70751(c), 71551(c), 73543(a), 74731(a), 75055(a), 75343(a), 77143(a), W&I 14124.1; CMS Pub. 100-4, Chapter 1, Section 110.3

## RECORDS RETENTION SCHEDULE - FIRE

Office of Record	Records Series #	Records Description	Retention / Disposition						Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>									
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>									
<i>Litigation, claims, complaints, public records act requests, audits and/or investigations suspend normal retention periods (retention begins after settlement).</i>									
<b>ADMINISTRATION</b>									
Fire / Admin.	FR-001	Fire Incident RMS Database (Fire House)	Indefinite		Indefinite	Yes	Mag, Ppr		Data is interrelated; GC §34090 et seq.
Fire / Admin.	FR-002	ISO Insurance Ratings	15 years		15 years		Mag, Ppr		Department Preference (rated every 10 years); GC §34090
Fire / Admin.	FR-003	Monthly Statistical Report / Run Statistics	When No Longer Required		When No Longer Required		Mag, Ppr		Considered a preliminary draft / copy (the Fire database is the original); GC §34090 et seq.
City Clerk	FR-004	Mutual Aid Agreements, Joint Power Authorities	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Ppr		Originals Maintained by City Clerk or County Clerk of the Board Permanently; GC §34090.7
Fire / Admin.	FR-005	Public Education Event Requests	2 years		2 years		Mag, Ppr		GC §34090
Fire / Admin.	FR-006	Requests for Fire Incident Reports and Fire Investigation Reports	2 years		2 years		Mag, Ppr		GC §34090
	FR-007	Ride-A-Long Waivers	3 years				Mag, Ppr		
Fire / Admin.	FR-008	Strike Team Reimbursements / Claims (FEMA, OES, etc.)	10 years		10 years		Mag, Ppr		Department Preference; GC § 34090
Fire / Admin.	FR-009	Subpoenas (all Fire Dept.) / Discovery Requests / Personal Appearance / Duces Tecum	2 years		2 years		Mag, Ppr		GC §34090

RECORDS RETENTION SCHEDULE: COMMUNITY SERVICES

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
(OFR)										
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
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<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Lead Dept.	CS-041	Volunteer Applications & Agreements - <b>Unsuccessful</b> or Pending Applicants	3 years		3 years			Ppr		Consistent with employee personnel files (Courts treat volunteers as employees); EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; 29 CFR 1602.31 & 1627.3(b)(ii), 8 CCR §3204(d)(1) et seq., GC §§12946, 34090
Lead Dept.	CS-042	Volunteer Applications & Agreements (includes emergency contact information) - <b>Successful</b> Applicants	Inactive / Separation + 3 years		Inactive / Separation + 3 years			Mag, Mfr, OD, Ppr	S	Yes: 1 year Courts treat volunteers as employees; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; 29 CFR 1602.31 & 1627.3(b)(ii), 8 CCR §3204(d)(1) et seq., GC §§12946, 34090; 29 USC 1113
Community Services	CS-043	Waivers of Liability	2 years		2 years			Mag, Ppr		GC §34090

RECORDS RETENTION SCHEDULE: COMMUNITY SERVICES

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
(OFR)										
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<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Community Services	CS-034	Safety Inspections	2 years		2 years	Yes: Before Event	Mag, Ppr			GC §34090
Community Services	CS-035	Schedules / Hours	When No Longer Required		When No Longer Required		Mag, Ppr			Preliminary drafts not retained in the ordinary course of business; GC §34090
Community Services	CS-036	Scholarships	5 years		5 years		Mag, Ppr			Department Preference (meets auditing standards); GC §34090
Community Services	CS-037	Sports Organizations (Golden Soccer League, Brea Little League, etc.)	When No Longer Required		When No Longer Required		Mag, Ppr			Preliminary drafts not retained in the ordinary course of business; GC §34090
Community Services	CS-038	Sports Score Sheets, Schedules	When No Longer Required		When No Longer Required		Mag, Ppr			Preliminary drafts / Transitory records - NOT made or retained for the purpose of preserving the informational content for future reference, GC §34090; 64 Ops. Cal. Atty. Gen. 317 (1981))
Community Services	CS-039	Theatre Management Database	Indefinite		Indefinite		Mag, Ppr			Data fields are inter-related; GC §34090 et seq.
Community Services	CS-040	Ticket Stubs	When No Longer Required		When No Longer Required		Mag, Ppr			Preliminary drafts not retained in the ordinary course of business; GC §34090

RECORDS RETENTION SCHEDULE: COMMUNITY SERVICES

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Community Services	CS-027	Parks, Recreation, & Human Services (PRHS) Commission <b>AGENDA PACKETS &amp; AGENDAS</b>	When No Longer Required - <b>Minimum 2 years</b>		When No Longer Required - <b>Minimum 2 years</b>			Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Original Staff Reports are filed in the project file; Brown Act challenges must be filed within 30 or 90 days of action; GC §§34090, 54960.1(c)(1)
Community Services	CS-028	Parks, Recreation, & Human Services (PRHS) Commission <b>AUDIO RECORDINGS</b> of Meetings / Audio Tapes	2 years		2 years			Tape (Mag)			City preference; State law only requires for 30 days; GC §54953.5(b)
Community Services	CS-029	Parks, Recreation, & Human Services (PRHS) Commission <b>MINUTES, RESOLUTIONS &amp; BYLAWS</b>	P		P	Yes	Mag, Mfr, OD, Ppr	S	No		GC §34090
Community Services	CS-030	Plunge Accident Logs	5 years		5 years		Mag, Ppr				Health Department regulations; GC §34090
Community Services	CS-031	Plunge Chemical Readings	5 years		5 years		Mag, Ppr				Health Department regulations; GC §34090
Community Services	CS-032	Recreation <b>Database</b> (Class)	Indefinite		Indefinite		Mag				Department Preference; data is interrelated; GC §34090
Community Services	CS-033	<b>Registration / Applications /</b> Liability Forms / Release of Liability Forms / Permissions: Camps, Field Trips, Authorization to give Medicine, etc.	2 years		2 years	Yes: During Class or Program	Mag, Ppr				GC §34090

RECORDS RETENTION SCHEDULE: COMMUNITY SERVICES

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
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<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Community Services	CS-020	Evaluations / Surveys (of programs)	When No Longer Required		When No Longer Required		Mag, Ppr			Preliminary drafts / Transitory records; GC §34090
Community Services	CS-021	Exhibits (Art Gallery)	When No Longer Required - <b>Minimum 2 years</b>		When No Longer Required - <b>Minimum 2 years</b>		Mag, Ppr			Department Preference; GC §34090
Community Services	CS-022	Facility Use Rental Contracts / Field Use Contracts / Facility Use Requests	2 years		2 years	Yes: Before Event	Mag, Ppr			GC §34090
Community Services	CS-023	Fundraising Events	2 years		2 years		Mag, Ppr			GC §34090
Lead Dept. & Finance	CS-024	Gift Shop Sale Receipts	2 years		2 years		Mag, Ppr			City preference (not all detail is sent to Finance); GC §34090
Community Services	CS-025	House Reports / Program Files / Event Files (Theatre) Includes Contract Billing	When No Longer Required - <b>Minimum 2 years</b>		When No Longer Required - <b>Minimum 2 years</b>		Mag, Ppr			Department Preference; GC §34090
Community Services	CS-026	Member Files / Patron Files (Gym, etc.)	2 years		2 years	Yes: Before Event	Mag, Ppr			Department Preference; GC §34090

RECORDS RETENTION SCHEDULE: COMMUNITY SERVICES

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Community Services	CS-013	Contracts: Class Instructors Includes Insurance Certificates and Administration Records	Completion	5 years	Completion + 5 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S/I	Yes: Upon Completion	Department preference; Statute of Limitations: Contracts & Spec's=4 years; CCP §337 et. seq., GC §34090
Lead Dept. & Finance	CS-014	Credit Card Receipts	2 years		2 years		Mag, Ppr			City preference (not all detail is sent to Finance); GC §34090
Community Services	CS-015	Cultural Commission <b>AGENDA PACKETS &amp; AGENDAS</b>	When No Longer Required - <b>Minimum 2 years</b>		When No Longer Required - <b>Minimum 2 years</b>		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Original Staff Reports are filed in the project file; Brown Act challenges must be filed within 30 or 90 days of action; GC §§34090, 54960.1(c)(1)
Community Services	CS-016	Cultural Commission <b>AUDIO RECORDINGS</b> of Meetings / Audio Tapes	2 years		2 years		Tape (Mag)			City preference; State law only requires for 30 days; GC §54953.5(b)
Community Services	CS-017	Cultural Commission <b>MINUTES, RESOLUTIONS &amp; BYLAWS</b>	P		P	Yes	Mag, Mfr, OD, Ppr	S	No	GC §34090
Community Services	CS-018	Customer Relations / Member Database	Indefinite		Indefinite		Mag, Ppr			Data fields are inter-related; GC §34090 et seq.
Community Services	CS-019	Donations	When No Longer Required - <b>Minimum 2 years</b>		When No Longer Required - <b>Minimum 2 years</b>		Mag, Ppr			Department Preference; GC §34090

RECORDS RETENTION SCHEDULE: COMMUNITY SERVICES

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Community Services	CS-007	Art In Public Places Committee <b>AGENDA PACKETS &amp; AGENDAS</b>	When No Longer Required - <b>Minimum 2 years</b>		When No Longer Required - <b>Minimum 2 years</b>		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Original Staff Reports are filed in the project file; Brown Act challenges must be filed within 30 or 90 days of action; GC §§34090, 54960.1(c)(1)
Community Services	CS-008	Art In Public Places Committee <b>AUDIO RECORDINGS</b> of Meetings / Audio Tapes	2 years		2 years		Tape (Mag)			City preference; State law only requires for 30 days; GC §54953.5(b)
Community Services	CS-009	Art In Public Places Committee <b>MINUTES RESOLUTIONS &amp; BYLAWS</b>	P		P	Yes	Mag, Mfr, OD, Ppr	S	No	GC §34090
Community Services	CS-010	Case Management Evaluations Client Assessments & Reassessments	When No Longer Required - <b>Minimum 2 years</b>		When No Longer Required - <b>Minimum 2 years</b>		Mag, Ppr			Department Preference; GC §34090
Lead Dept. & Finance	CS-011	Cash Receipts Detail / Backup / Accounts Receivable Detail / Refund Detail	2 years		2 years		Mag, Ppr			City preference (not all detail is sent to Finance); GC §34090
Community Services	CS-012	Client / Provider Agreements	Completion	5 years	Completion + 5 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S/I	Yes: Upon Completion	Department preference; Statute of Limitations: Contracts & Spec's=4 years; CCP §337 et. seq., GC §34090

RECORDS RETENTION SCHEDULE: COMMUNITY SERVICES

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Community Services	CS-001	Accident / Incident Reports (Members of the Public)	2 years		2 years		Mag, Ppr		GC §34090
Community Services	CS-002	Activity / Special Programs / Special Event Files & Reports / ABC Permits, where required After School, Brea Fest, Children's Programs, Cultural Arts, Sports, Seniors, Filming, Theatre Programs etc.	When No Longer Required - <b>Minimum 2 years</b>		When No Longer Required - <b>Minimum 2 years</b>		Mag, Ppr		Department preference; GC §34090
Community Services	CS-003	Armored Car Manifests	2 years		2 years		Mag, Ppr		GC §34090
Community Services	CS-004	Art in Bus Shelters	When No Longer Required - <b>Minimum 2 years</b>		When No Longer Required - <b>Minimum 2 years</b>		Mag, Ppr		Department preference; GC §34090
Community Services	CS-005	Art in Public Places / Artists in Residence - <b>Successful</b> Placements	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD Department preference; GC §34090
Community Services	CS-006	Art in Public Places / Artists in Residence - <b>Unsuccessful</b> Proposals	When No Longer Required - <b>Minimum 2 years</b>		When No Longer Required - <b>Minimum 2 years</b>		Mag, Ppr		Department preference; GC §34090

**RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT  
ECONOMIC DEVELOPMENT / HOUSING / REDEVELOPMENT / SUCCESSOR AGENCY**

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
(OFR)										
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
<b>REDEVELOPMENT / SUCCESSOR AGENCY</b>										
City Clerk	RED-001	Deeds, Easements, Rights of Way	Copies - Ensure City Clerk has Originals		Copies - Ensure City Clerk has Originals	Yes (all)	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; Finals are maintained by City Clerk; GC §34090 et seq.
Commun. Develop. / Redevelop. Successor Agency	RED-002	Redevelopment Plans (Hardcopies)	5 years		5 years	Yes: Before Completion	Mag, Ppr			Department Preference; GC §34090
Commun. Develop. / Redevelop. Successor Agency	RED-003	Redevelopment Project Files & Project Plans	5 years	P	P	Yes: Before Completion	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; GC §34090
Commun. Develop. / Redevelop. Successor Agency	RED-004	Relocation Files Where Redevelopment was the Lead	Settle + 1 year	Settle + 4 years	Settle + 5 years	Yes: Until Settlement	Mag, Ppr			Consistent with Claims; CCP §§ 337 et seq.; GC §§ 945, 34090, 34090.6; PC §832.5

**RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT  
ECONOMIC DEVELOPMENT / HOUSING / REDEVELOPMENT / SUCCESSOR AGENCY**

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Commun. Develop. / Housing	HOU-005	Housing Loan Applications <b>Rejected</b> (First Time Home Buyers, Life/Safety, Rehabilitation, HOME, etc.)	2 years		2 years			Mag, Ppr		GC §34090
Commun. Develop. / Housing	HOU-006	Housing Programs: Affordable Housing Projects, Rehabilitation, CDBG-funded Housing Projects, etc. <b>WITH a Recapture / Resale Restriction</b>  Deeds are sent to City Clerk	5 years	After the Affordability Period Terminates, or the Written Agreement Terminates, Whichever is Longer	5 years after the Affordability Period Terminates, or the Written Agreement Terminates, Whichever is Longer			Mag, Mfr, OD, Ppr	S / I	Yes: When Inactive  HUD requires 5 years after the project completion; documents imposing recapture / resale restrictions are 5 years after the affordability period terminates; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report; statewide guidelines propose 4 years; 24 CFR 85.42, 92.508(a)&(c) & 570.502(a)(16), 29 CFR 97.42, GC §34090
Commun. Develop. / Housing	HOU-007	Housing Programs: Affordable Housing Projects, Rehabilitation, CDBG-funded Housing Projects, etc. <b>WITHOUT a Recapture / Resale Restriction</b>  Deeds and Insurance are sent to City Clerk	Loan Pay-off OR Forgiveness + 5 years		Loan Pay-off OR Forgiveness + 5 years			Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD  HUD requires 5 years after the agreement terminates; Consistent with Consolidated Plan Requirements; Required for 3-4 years from expenditure or performance report; 24 CFR 85.42, 92.508(a)&(c) & 570.502(a)(16), 29 CFR 97.42, GC §34090

**RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT  
ECONOMIC DEVELOPMENT / HOUSING / REDEVELOPMENT / SUCCESSOR AGENCY**

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Commun. Develop. / Economic Develop.	ED-007	Hillside Open Space Committee <b>MINUTES, RESOLUTIONS &amp; BYLAWS</b>	P		P	Yes	Mag, Mfr, OD, Ppr	S	No	Brea is the Lead Agency; GC §34090
<b>HOUSING</b>										
Commun. Develop. / Housing	HOU-001	Affordable Housing Rental Subsidies / Rent-Restricted Units <b>SUCCESSFUL PLACEMENTS / TENANTS</b>	Close of Subsidy + 5 years		Close of Subsidy + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	HUD requires 5 years after the agreement terminates; Consistent with Consolidated Plan Requirements; 24 CFR 85.42, 92.508(a)&(c) & 570.502(a)(16), 29 CFR 97.42, GC §34090
Commun. Develop. / Housing	HOU-002	Affordable Housing Rental Subsidies / Rent-Restricted Units <b>APPLICATIONS</b>	2 years		2 years		Mag, Ppr			Department preference; Applications are required annually and are processed by on-site Managers (not City personnel); GC §34090
Commun. Develop. / Housing	HOU-003	Affordable Housing Rental Subsidies / Rent-Restricted Units <b>WAITING LIST</b>	2 years		2 years		Mag, Ppr			Department preference; Applications are required annually and are processed by on-site Managers (not City personnel); GC §34090
Commun. Develop. / Housing	HOU-004	Affordable Housing Rental Subsidies / Rent-Restricted Units <b>DATABASE (ACCESS)</b>	Indefinite		Indefinite	Yes (all)	Mag			Department Preference - Data is interrelated; GC §34090, H&S §19850

**RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT  
ECONOMIC DEVELOPMENT / HOUSING / REDEVELOPMENT / SUCCESSOR AGENCY**

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
<b>ECONOMIC DEVELOPMENT</b>										
City Clerk	ED-001	Deeds, Easements, Rights of Way	Copies - Ensure City Clerk has Originals		Copies - Ensure City Clerk has Originals	Yes (all)	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; Finals are maintained by City Clerk; GC §34090 et seq.
Commun. Develop. / Economic Develop.	ED-002	Development Committee <b>AGENDA PACKETS &amp; AGENDAS</b>	When No Longer Required - <b>Minimum 2 years</b>		When No Longer Required - <b>Minimum 2 years</b>		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Original Staff Reports are filed in the project file; Brown Act challenges must be filed within 30 or 90 days of action; GC §§34090, 54960.1(c)(1)
Commun. Develop. / Economic Develop.	ED-003	Development Committee <b>MINUTES, RESOLUTIONS &amp; BYLAWS</b>	P		P	Yes	Mag, Mfr, OD, Ppr	S	No	GC §34090
Commun. Develop. / Economic Develop.	ED-004	Economic Development (Issues and/or projects will vary over time - e.g. Hotels, Cable TV, Developments, etc.)	When No Longer Required - <b>Minimum 2 years</b>		When No Longer Required - <b>Minimum 2 years</b>	Yes: While Active Issues	Mag, Ppr			Department Preference; GC §34090
Commun. Develop. / Economic Develop.	ED-005	Golf Course Transfer / Blackstone Transfer	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Commun. Develop. / Economic Develop.	ED-006	Hillside Open Space Committee <b>AGENDA PACKETS &amp; AGENDAS</b>	When No Longer Required - <b>Minimum 2 years</b>		When No Longer Required - <b>Minimum 2 years</b>		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Brea is the Lead Agency; GC §§34090, 54960.1(c)(1)

RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT / PLANNING

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
(OFR)										
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Commun. Develop. / Planning	PL-023	Zoning Ordinance Amendments, Reclassifications / Zone Change	P		P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Department Preference (copies); GC §34090.7

RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT / PLANNING

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Commun. Develop. / Planning	PL-017	Planning Commission <b>MINUTES, RESOLUTIONS &amp; BYLAWS</b>	P		P	Yes	Mag, Mfr, OD, Ppr	S	No	GC §34090
Commun. Develop. / Planning	PL-018	Project Log Index / Spreadsheet / Binders of Historic Actions	P		P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Department Preference; GC §34090
Commun. Develop. / Planning	PL-019	Special Event Permits & Programs	When No Longer Required - <b>Minimum 2 years</b>		When No Longer Required - <b>Minimum 2 years</b>		Mag, Ppr			Department preference; GC §34090
Commun. Develop. / Planning	PL-020	Special Studies	When No Longer Required - <b>Minimum 2 years</b>		When No Longer Required - <b>Minimum 2 years</b>		Mag, Ppr			Department Preference; GC §34090
Commun. Develop. / Planning	PL-021	<b>Temporary Entitlements / Temporary Permits</b> (Approved & Unapproved):  <b>Christmas Tree Lots</b> , Banner Permits, Pumpkin Lots, Temporary Signs, etc.	2 years		2 years	Yes: During Event	Mag, Ppr			Temporary uses; Department maintains complete files for administrative purposes; GC§§34090
Commun. Develop. / Planning	PL-022	Zoning Maps (Historically Significant)	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	No	Department Preference; City Clerk Maintains originals of all documents that were presented to Council; GC §34090.7

RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT / PLANNING

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Commun. Develop. / Planning	PL-011	Kennel Permits - Commercial and Non-Commercial	Expiration + 2 years		Expiration + 2 years			Mag, Ppr		Department preference; GC §34090
Commun. Develop. / Planning	PL-012	Master Plans, Specific Plans, Bikeway Plans, Landscaping Plans, Street Master Plans, etc.	P		P			Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD §34090
Commun. Develop. / Planning	PL-013	Materials Boards	When No Longer Required		When No Longer Required			Mag, Ppr		Preliminary drafts not retained in the ordinary course of business; GC §34090
PW / Engineering and Comm. Develop. / Planning	PL-014	Olinda Landfill / Landfill Reports	P		P	Yes (all)		Mag, Mfr, OD, Ppr	S	No Drafts should be destroyed; Some maps are also retained by Planning; Selected maps are retained in Public Works for administrative purposes; GC §34090, 34090.7
Commun. Develop. / Planning	PL-015	Planning Commission <b>AGENDA PACKETS &amp; AGENDAS</b>	When No Longer Required - <b>Minimum 2 years</b>		When No Longer Required - <b>Minimum 2 years</b>			Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD Original Staff Reports are filed in the project file; Brown Act challenges must be filed within 30 or 90 days of action; GC §§34090, 54960.1(c)(1)
Commun. Develop. / Planning	PL-016	Planning Commission <b>AUDIO RECORDINGS</b> of Meetings / Audio Tapes	2 years		2 years			Tape (Mag)		City preference; State law only requires for 30 days; GC §54953.5(b)

RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT / PLANNING

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<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Commun. Develop. / Planning	PL-004	Annexations / Boundaries / Consolidations / LAFCO	5 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Land Records; GC §34090
Commun. Develop. / Planning	PL-005	Census, Demographics	When No Longer Required		When No Longer Required		Mag, Ppr			(Non-Records - Census Bureau is OFR)
Commun. Develop. / Planning	PL-006	Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, etc. ) <b>Inside City boundaries</b>	P		P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Usually filed in the project file; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); GC §34090
Commun. Develop. / Planning	PL-007	Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, etc. ) <b>Outside City boundaries</b>	2 years		When No Longer Required		Ppr			EIRs and Negative Declarations within the City Boundaries are with the project file
Commun. Develop. / Planning	PL-008	General Plan, Elements and Amendments	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	City Clerk Maintains all Agenda Packets Permanently; GC §34090.7
Commun. Develop. / Planning	PL-009	Historical Preservation	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Commun. Develop. / Planning	PL-010	Home Occupation Permits	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090

RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT / PLANNING

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Commun. Develop. / Planning	PL-001	<p><b>Address Files / Planning Project Files - Approved Permanent Entitlements</b></p> <p>(Includes Associated CEQA Noticing, Conditions of Approval, Public Noticing, Environmental Determinations, Staff Reports, Plans &amp; Maps)</p> <p>Examples: Conditional Use Permits (CUPs), Design Review, Lot Line Adjustments, Parcel Maps, Planned Unit Developments (PUD), Site Plans, Tentative Subdivisions, Variances, Zone Changes, etc.</p>	Minimum 5 years	P	P	Yes	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); GC§§34090, 34090.7
Commun. Develop. / Planning	PL-002	Affidavits of Publications / Public Hearing Notices / Legal Advertising / Public Notices	2 years		2 years		Mag, Ppr			Brown Act challenges must be filed within 30 or 90 days of action; Statute of Limitations on Municipal Government actions is 3 - 6 months; CCP §§337 et seq, 349.4; GC §§34090, 54960.1(c)(1)
Commun. Develop. / Planning	PL-003	Alcohol Beverage Control License Applications (ABC Applications)	When No Longer Required		When No Longer Required		Mag, Ppr			(Non-Records)

RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT / BUILDING

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
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<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Commun. Develop. / Building	BL-012	California Building Standards Code (11 volumes)	P		P			Mag, Ppr		GC §50022.6
<b>CODE ENFORCEMENT</b>										
Commun. Develop. / Code Enforce.	BL-013	Code Enforcement / Abatement Case Files (Includes appeals and Code Enforcement Complaint Letters) Send Liens to City Clerk	When No Longer Required - <b>Minimum 2 years</b>		When No Longer Required - <b>Minimum 2 years</b>	Yes: Until Resolution		Mag, Ppr		Department preference; Case is open until satisfactorily resolved (some cases are not resolved); CFC §104.3.4, GC §34090

RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT / BUILDING

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
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<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Commun. Develop. / Building	BL-006	Building Plans and Construction Documents - <b>Finalled - INDUSTRIAL, COMMERCIAL, MULTI-FAMILY DWELLINGS, PLACES OF PUBLIC ACCOMMODATION, TENANT IMPROVEMENTS</b>  (includes commercial structural plans, Hazardous Materials Questionnaire, etc.)	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; Law requires for the life of the building for commercial and common interest dwellings only; Statewide guidelines propose 2 years for blueprints & specifications; CBC 104.7 & 107.5, H&S§19850, GC §34090
Commun. Develop. / Building	BL-007	Certificates of Occupancy	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; GC §34090
Commun. Develop. / Building	BL-008	<b>Construction Notices / Inspection Notices</b> (correction notices, compliance orders, stop work notices, etc.)	2 years		2 years		Mag, Ppr			GC §34090
Commun. Develop. / Building	BL-009	Cost Center Accounts / Deposit Accounts / Trust Accounts	Close + 5 years		Close + 5 years		Mag, Ppr			Department Preference (meets municipal government auditing standards); GC §34090
Commun. Develop. / Building	BL-010	Building Activity Report (download from computer system)	2 years		2 years		Mag, Ppr			Preliminary drafts not retained in the ordinary course of business; GC §34090 et seq.
Commun. Develop. / Building	BL-011	Requests & Permissions to Receive Copies of Plans (to and from Architects)	2 years		2 years		Mag, Ppr			GC §34090 et seq.

Revised: 09/05/2017

Orig. Adoption:

RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT / BUILDING

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
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<b>BUILDING &amp; SAFETY</b>										
Commun. Develop. / Building	BL-001	Address Files / Building Permits / Enforcement History	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Statewide guidelines propose permanent; GC §34090, H&S §19850
Commun. Develop. / Building	BL-002	Addresses - Requests for New Address Numbers	2 years		2 years		Mag, Ppr			GC §34090
Commun. Develop. / Building	BL-003	Building Permit Database	Indefinite		Indefinite	Yes (all)	Mag			Department Preference - Data is interrelated; GC §34090, H&S §19850
Commun. Develop. / Building	BL-004	Building Plans - Expired or Withdrawn	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; Preliminary drafts not retained in the ordinary course of business; CBC §104.7; H&S§19850, GC §34090
Commun. Develop. / Building	BL-005	Building Plans and Construction Documents - Finalled - SINGLE FAMILY RESIDENTIAL - SFR and APPURTENANCES	P		P	Yes	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Law does not require plans to be filed for dwellings less than 2 stories, garages & appurtenances, farms/ranches, 1-story with bearing walls less than 25'; CBC requires 180 days from completion date; CBC 104.7 & 107.5, H&S§19850, GC §34090

**RECORDS RETENTION SCHEDULE: CITY MANAGER,  
COMMUNICATIONS & MARKETING**

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
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City Manager / Commun. & Marketing	CM-011	<b>Draft</b> Promotional Marketing / Promotional Videos/ Public Service	When No Longer Required		When No Longer Required			Mag, Ppr		Preliminary drafts not made or retained for the purpose of preserving the informational content for future reference; GC §34090, GC §6252; 64 Ops. Cal. Atty. Gen. 317
City Manager / Commun. & Marketing	CM-012	Public Information / Brea Line (including video Brea Line) / City Newsletter	When No Longer Required - <b>Minimum 2 years</b>		When No Longer Required - <b>Minimum 2 years</b>			Mag, Ppr		Department Preference; GC §34090
City Manager/ Commun. & Marketing	CM-013	Service Requests / Job Request Forms <b>HOW CAN THESE BE DRAFTS?</b>	When No Longer Required		When No Longer Required			Mag, Ppr		GC§34090, GC §6252; 64 Ops. Cal. Atty. Gen. 317 (1981))
City Manager / Commun. & Marketing	CM-014	Social Media Posts (Including Photos and Videos)	Minimum 2 years		Minimum 2 years			Mag		GC §34090
City Clerk	CM-015	Video Recordings of City Council Meetings (Transfer DVD-r to City Clerk)	Copies - When No Longer Required		Copies - When No Longer Required			Mag, Ppr		Copies / Preliminary drafts; GC §34090.7
City Manager / Commun. & Marketing	CM-016	Website Stories	Minimum 2 years		Minimum 2 years			Mag		Department Preference; GC §34090

**RECORDS RETENTION SCHEDULE: CITY MANAGER,  
COMMUNICATIONS & MARKETING**

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
<b>COMMUNICATIONS and MARKETING</b>										
City Manager / Commun. & Marketing	CM-006	Draft Artwork / Graphics	When No Longer Required		When No Longer Required			Mag, Ppr		Preliminary drafts not made or retained for the purpose of preserving the informational content for future reference; GC §34090, GC §6252; 64 Ops. Cal. Atty. Gen. 317
City Manager / Commun. & Marketing	CM-007	Brea TV	When No Longer Required		When No Longer Required			Mag, Ppr		Department Preference; GC §34090
City Manager/ Commun. & Marketing	CM-008	Historic Videos	Minimum 2 years		Minimum 2 years			Mag, Ppr		Department Preference; GC §34090
City Manager/ Commun. & Marketing	CM-009	Media Relations / Press Releases, etc.	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years			Mag, Ppr		Department Preference; GC §34090
Lead Dept.	CM-010	Photographs (Promotional, instructional/presentations and historic uses) (electronic & physical media)	When No Longer Required		When No Longer Required			Mag, Ppr		Preliminary Drafts; destroy unnecessary photographs. GC §§34090, 6252, 6254(a)

**RECORDS RETENTION SCHEDULE: CITY MANAGER,  
COMMUNICATIONS & MARKETING**

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<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>									
<b>CITY MANAGER</b>									
City Manager	CM-001	City Council Correspondence	When No Longer Required - <b>Minimum 2 years</b>		When No Longer Required - <b>Minimum 2 years</b>		Mag, Ppr		Department Preference; GC §34090
City Manager	CM-002	City Manager Correspondence (Interoffice, Citizens, Legislative Positions, Organizations, etc.)	When No Longer Required - <b>Minimum 2 years</b>		When No Longer Required - <b>Minimum 2 years</b>		Mag, Ppr		Department Preference; GC §34090
City Manager	CM-003	City Manager Weekly Reports	When No Longer Required - <b>Minimum 2 years</b>		When No Longer Required - <b>Minimum 2 years</b>		Mag, Ppr		Department Preference; GC §34090
City Manager	CM-004	Projects, Programs, Subject & Issues (Issues and/or projects will vary over time - e.g. Hotels, Cable TV, Developments, etc.)	When No Longer Required - <b>Minimum 2 years</b>		When No Longer Required - <b>Minimum 2 years</b>	Yes: While Active Issues	Mag, Ppr		Department Preference; GC §34090
City Manager	CM-005	Speech Notes / PowerPoint Presentations	When No Longer Required		When No Longer Required		Mag, Ppr		Notes, drafts, or preliminary documents; GC §34090 et seq.

**RECORDS RETENTION SCHEDULE: CITY CLERK**

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<i>Retentions begin when the act is</i>										
<i>Litigation, complaints, claims, public</i>	CC-082	Industrial Development Authority (IDA) <b>Agenda Packets</b>	P				Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Department preference; GC §34090
City Clerk	CC-083	Industrial Development Authority (IDA) <b>Minutes</b>	P				Mag, Mfr, OD, Ppr	S / I	No	GC §34090
City Clerk	CC-084	Industrial Development Authority (IDA) <b>Resolutions</b>	P				Mag, Mfr, OD, Ppr	S / I	No	GC §34090

**RECORDS RETENTION SCHEDULE: CITY CLERK**

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<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>											
<b>BREA COMMUNITY BENEFIT</b>											
City Clerk	CC-077	Brea Community Benefit Financing Authority (BCBFA) <b>Historical</b>	P		P			Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Department preference; GC §34090
City Clerk	CC-078	Brea Community Benefit Financing Authority (BCBFA) <b>Agenda Packets</b>	P		P			Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Department preference; GC §34090
City Clerk	CC-079	Brea Community Benefit Financing Authority (BCBFA) <b>Minutes</b>	P		P			Mag, Mfr, OD, Ppr	S / I	No	GC §34090
City Clerk	CC-080	Brea Community Benefit Financing Authority (BCBFA) <b>Resolutions</b>	P		P			Mag, Mfr, OD, Ppr	S / I	No	GC §34090
<b>MIDBURY ASSESSMENT AUTHORITY</b>											
City Clerk	CC-081	Midbury Assessment Authority <b>Historical</b>	P		P			Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Department preference; GC §34090
City Clerk	CC-082	Midbury Assessment Authority <b>Agenda Packets</b>	P		P			Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Department preference; GC §34090
City Clerk	CC-083	Midbury Assessment Authority <b>Minutes</b>	P		P			Mag, Mfr, OD, Ppr	S / I	No	GC §34090
City Clerk	CC-084	Midbury Assessment Authority) <b>Resolutions</b>	P		P			Mag, Mfr, OD, Ppr	S / I	No	GC §34090
<b>INDUSTRIAL DEVELOPMENT AUTHORITY (IDA)</b>											
City Clerk	CC-081	Industrial Development Authority (IDA) <b>Historical</b>	P					Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Department preference; GC §34090

RECORDS RETENTION SCHEDULE: CITY CLERK

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City Clerk	CC-076	Brea Foundation Resolutions	P		P			Mag, Mfr, OD, Ppr	S / I	No	GC §34090
<b>BREA HOUSING AUTHORITY (BHA)</b>											
City Clerk	CC-077	Brea Housing Authority (BHA) Historical	P		P			Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Department preference; GC §34090
City Clerk	CC-078	Brea Housing Authority (BHA) Agenda Packets	P		P			Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Department preference; GC §34090
City Clerk	CC-079	Brea Housing Authority (BHA) Minutes	P		P			Mag, Mfr, OD, Ppr	S / I	No	GC §34090
City Clerk	CC-080	Brea Housing Authority (BHA) Resolutions	P		P			Mag, Mfr, OD, Ppr	S / I	No	GC §34090
<b>BREA PUBLIC FINANCING AUTHORITY (BPFA)</b>											
City Clerk	CC-081	Brea Public Financing Authority (BPFA) Historical	P		P			Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Department preference; GC §34090
City Clerk	CC-082	Brea Public Financing Authority (BPFA) Agenda Packets	P		P			Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Department preference; GC §34090
City Clerk	CC-083	Brea Public Financing Authority (BPFA) Minutes	P		P			Mag, Mfr, OD, Ppr	S / I	No	GC §34090
City Clerk	CC-084	Brea Public Financing Authority (BPFA) Resolutions	P		P			Mag, Mfr, OD, Ppr	S / I	No	GC §34090

RECORDS RETENTION SCHEDULE: CITY CLERK

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City Clerk	CC-072	Brea Foundation Grants	2 years	After Funding Agency Audit, if Required - <b>Minimum 5 years</b>	After Funding Agency Audit, if required - <b>Minimum 5 years</b>			Mag, Ppr		Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; statewide guidelines propose 4 years; 7 CFR 3016.42; 21 CFR 1403.36 & 1403.42(b); 24 CFR 85.42, 91.105(h), 92.505, 570.490, & 570.502(a&b), 28 CFR 66.42; 29 CFR 97.42; 40 CFR 31.42; 44 CFR 13.42; 45 CFR 92.42; OMB Circular A-110 & A-133; GC §34090
City Clerk	CC-073	Brea Foundation Ground Lease with Brea Redevelopment Agency	5 years	P	P			Mag, Mfr, OD, Ppr	S / I	No GC §34090
City Clerk	CC-074	Brea Foundation <b>Historical</b>	P		P			Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD Department preference; GC §34090
City Clerk	CC-075	Brea Foundation <b>Minutes</b>	P		P			Mag, Mfr, OD, Ppr	S / I	No GC §34090

RECORDS RETENTION SCHEDULE: CITY CLERK

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City Clerk	CC-068	Brea Arts Corporation (BAC) Resolutions	P		P		Mag, Mfr, OD, Ppr	S / I	No	GC §34090
<b>BREA FOUNDATION</b>										
City Clerk	CC-069	Brea Foundation Administrative Files (Guides, Grant Applications & Evaluations, Correspondence, Invoices, Awards, Goals & Objectives, etc.)	2 years		2 years		Mag, OD			GC §34090
City Clerk	CC-070	Brea Foundation Agenda Packets	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Department preference; GC §34090
City Clerk	CC-071	Brea Foundation Articles of Incorporation, Dissolution	5 years	P	P		Mag, Mfr, OD, Ppr	S / I	No	GC §34090

RECORDS RETENTION SCHEDULE: CITY CLERK

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City Clerk	CC-059	Redevelopment Agency / Successor Agency / Oversight Board <b>Historical</b>	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Department preference; GC §34090
City Clerk	CC-060	Redevelopment Agency / Successor Agency / Oversight Board <b>Minutes</b>	P		P		Mag, Mfr, OD, Ppr	S / I	No	GC §34090
City Clerk	CC-061	Redevelopment Agency / Successor Agency / Oversight Board <b>Resolutions</b>	P		P		Mag, Mfr, OD, Ppr	S / I	No	GC §34090
City Clerk	CC-062	Redevelopment Plans & Amendments	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Department preference; GC §34090
City Clerk	CC-063	Redevelopment Project Area AB Historical	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Department preference; GC §34090
City Clerk	CC-064	Redevelopment Project Area C Historical	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Department preference; GC §34090
<b>BREA ARTS CORPORATION (BAC)</b>										
City Clerk	CC-065	Brea Arts Corporation (BAC) <b>Historical</b>	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Department preference; GC §34090
City Clerk	CC-066	Brea Arts Corporation (BAC) <b>Agenda Packets</b>	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Department preference; GC §34090
City Clerk	CC-067	Brea Arts Corporation (BAC) <b>Minutes</b>	P		P		Mag, Mfr, OD, Ppr	S / I	No	GC §34090

RECORDS RETENTION SCHEDULE: CITY CLERK

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City Clerk	CC-050	Microforms of Permanent Records	P		P			Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Department Preference; GC §34090
City Clerk	CC-051	Draft Code Administration, Distribution, etc.	When No Longer Required		When No Longer Required			Mag, Ppr			
City Clerk	CC-052	Petitions & Citizen	2 years		2 years			Mag, Ppr			GC §34090
City Clerk	CC-053	Public Records Requests / Request for Records / Subpoenas	2 years		2 years			Mag, Ppr			GC §34090
City Clerk	CC-054	Records Destruction Authorization Forms	P		P			Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Department preference; GC §34090
City Clerk	CC-055	Records Retention Schedules / Amendments to Records Retention Schedules	10 years	P	P			Mag, Mfr, OD, Ppr	I		GC §34090 et. seq.
City Clerk	CC-056	Building Standard Codes/ California Standing code	P		P			Mag, Ppr			GC §50022.6
City Clerk	CC-057	Vehicle Titles ("Pink Slips")	P		P			Mag, Ppr			Department Preference; GC §34090
<b>REDEVELOPMENT / SUCCESSOR AGENCY / OVERSIGHT BOARD</b>											
City Clerk	CC-058	Redevelopment Agency / Successor Agency / Oversight Board Agenda Packets	P		P			Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Department preference; GC §34090

RECORDS RETENTION SCHEDULE: CITY CLERK

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City Clerk	CC-042	FPPC Form 804 (Agency Report of New Positions)	P		P		Mag, Ppr		FPPC Regulation 18734(c); GC §81009e
City Clerk	CC-043	FPPC Form 805 (Agency Report of Consultants)	7 years		7 years		Mag, Ppr		GC §34090; GC §81009(e)
City Clerk	CC-044	FPPC Form 806 (Agency Report of Public Official Appointments)	7 years		7 years		Mag, Ppr		Must post on website; 2 CCR 18705.5; GC §34090; GC §81009(e)
City Clerk	CC-045	Historical Records & Historical Projects (e.g. Incorporation, City Seal, Awards of significant historical interest, etc.)	P		P		Mag, Mfr, OD, Ppr	S	No City Clerk determines historical significance; records can address a variety of subjects and media. Some media (e.g. audio and video tape) may be limited because of the media's life expectancy; GC §34090
City Clerk	CC-046	Homebuyer Assistance Housing Rehabilitation (Deeds & CC&Rs)	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD Department Preference; GC §34090
City Clerk	CC-047	Index to Records	P		P		Mag, Mfr, OD, Ppr	S / I	No Department Preference; GC §34090
City Clerk	CC-048	Insurance Certificates - Miscellaneous	11 years		11 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD Department Preference (most certificates are filed with the Agreement or Contract; GC §34090
City Clerk	CC-049	Microforms of Non-Permanent Records	Follows Retention of Record		Follows Retention of Record		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD Department Preference; GC §34090

RECORDS RETENTION SCHEDULE: CITY CLERK

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City Clerk	CC-035	Elections - <b>GENERAL, WORKING or ADMINISTRATION</b> Files (Correspondence, Precinct Maps, County Election Services, Candidate Statements to be printed in the Sample Ballot, etc.)	2 years		2 years			Mag, Ppr		GC §34090
City Clerk	CC-036	Elections - <b>HISTORY</b> Files (Sample Ballot, Results)	P		P			Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD Department preference; GC §34090
City Clerk	CC-037	Elections - Petitions (Initiative, Recall or Referendum)	Results or Final Examination if No Election + 8 mo.		Results or Final Examination if No Election + 8 mo.			Ppr		Not accessible to the public; The 8 month retention applies after election results, or final examination if no election, unless there is a legal or FPPC proceeding. EC §§17200, 17400
City Clerk	CC-038	Ethics Training Certificates	5 years		5 years			Mag, Ppr		AB123453235.2
City Clerk	CC-039	FPPC Form 801 (Gift to Agency Report)	7 years		7 years			Mag, Ppr		Must post on website; FPPC Opinion; 2 CCR 18944(c)(3)(G)
City Manager	CC-040	FPPC Form 802 (Event Ticket / Pass Distributions Agency Report)	7 years		7 years			Mag, Ppr		Should post on website for 4 years; GC §81009(e)
City Clerk	CC-041	FPPC Form 803 (Behested Payment Report)	P		P			Mag, Ppr		FPPC Regulation 18734(c); GC §81009e

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Human Resources / Risk Manage.	CC-028	Claims Forms	2 years		2 years after disposition	Yes: Until Resolution	Mag, Ppr			Human Resources maintains the Claim File; GC §34090
City Clerk	CC-029	Commendations / Proclamations	2 years		2 years		Mag, Ppr			GC §34090
City Clerk OR Commun. Develop. / Economic Develop.	CC-030	Deeds, Easements, Liens, Rights of Way	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; Finals are maintained by City Clerk; Department file may include correspondence; GC §34090 et seq.
City Clerk	CC-031	Economic Interest Filings (FPPC 700 Series Forms - Statement of Economic Interests): <b>APPOINTED OFFICIALS</b>	7 years		7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After 2 years	Department Preference; GC §81009(b)&(g); 2 CCR 18615(d)
City Clerk	CC-032	Economic Interest Filings (FPPC 700 Series Forms - Statement of Economic Interests): <b>ELECTED OFFICIALS</b>	7 years		7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After 2 years	Department Preference; GC §81009(b)&(g)
City Clerk	CC-033	Economic Interest Filings (FPPC 700 Series Forms - Statement of Economic Interests): <b>EMPLOYEES</b>	7 years		7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After 2 years	City maintains original statements; GC §81009(e)(f)&(g)
City Clerk	CC-034	Elected Officials Oaths of Office / Certificates of Election	P		P		Mag, Mfr, OD, Ppr	S / I	No	Department Preference; GC §34090

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City Clerk	CC-020	City Clerk's Filing System (Numeric File Classification System) – OR ANY OTHER RETENTION OTHER THAN CAPITAL IMPROVEMENT PROJECTS, LAND RECORDS, and PLANNING ENTITLEMENT RECORDS	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years			Mag, Ppr		Department Preference; GC §34090
City Clerk	CC-021	City Council Agenda Packets	P		P			Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD Department preference; GC §34090
City Clerk	CC-022	City Council Audio Recordings	2 years		2 years			Mag, OD		Department Preference; State law only requires for 30 days; GC §54953.5(b)
City Clerk	CC-023	City Council Minutes	P		P			Mag, Mfr, OD, Ppr	S / I	No GC §34090
City Clerk	CC-024	City Council Ordinances	P		P			Mag, Mfr, OD, Ppr	S / I	No GC §34090
City Clerk	CC-025	City Council Resolutions	P		P			Mag, Mfr, OD, Ppr	S / I	No GC §34090
City Clerk	CC-026	City Council Video Recordings (DVD-rs)	10 years		10 years			Mag, OD		Department preference; Video recording of meetings are only required for 90 days; GC §§34090.7, 34090
City Clerk	CC-027	City Memberships / Representation on Other Agencies / Council Liaisons	2 years		2 years			Mag, Ppr		GC §34090

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City Clerk	CC-013	Campaign Filings (FPPC 400 Series Forms & Form 501): <b>SUCCESSFUL CANDIDATES</b> (Elected Officials)	2 years	P	P			Mag, Mfr, OD, Ppr	S	Yes: After 2 years	Paper must be retained for at least 2 years; GC §81009(b)(g)
City Clerk	CC-015	Campaign Filings (FPPC 400 Series Forms & Form 501): <b>UNSUCCESSFUL CANDIDATES</b>	5 years		5 years			Mag, Mfr, OD, Ppr	S	Yes: After 2 years	Paper must be retained for at least 2 years; GC §81009(b)(g)
City Clerk	CC-016	Campaign Filings (FPPC 400 Series Forms): <b>THOSE NOT REQUIRED TO FILE ORIGINAL WITH CITY CLERK</b> (copies)	4 years		4 years			Mag, Ppr			Paper must be retained for at least 2 years; GC §81009(b)(g)
City Clerk	CC-017	Campaign Filings (FPPC 400 Series Forms): <b>OTHER COMMITTEES</b> (PACS - not candidate-controlled)	7 years		7 years			Mag, Ppr			Paper must be retained for at least 2 years; GC §81009(c)(g)
City Clerk	CC-018	Certificates of Election	P		P			Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Department preference; GC §34090
City Clerk	CC-019	City Clerk's Filing System (Numeric File Classification System) - <b>CAPITAL IMPROVEMENT PROJECTS, LAND RECORDS, and PLANNING ENTITLEMENT RECORDS</b>	P		P			Mag, Ppr			Department Preference; GC §34090

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City Clerk	CC-006	Agreements & Contracts <b>Subdivision, LLA (Lot Line Adjustments,) LSA (Lot Split Agreements)</b>	5 years	P	P	Yes: Before Completion	Mag, Mfr, OD, Ppr	S	Yes: Upon Completion	Department Preference; CCP §337 et. seq., GC §34090
City Clerk	CC-007	Annexations	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Department Preference; GC §34090
City Clerk	CC-008	Assessment District Formation	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Department Preference; GC §34090
City Clerk	CC-009	Board & Commission / Committee <b>Rosters</b> (Maddy Act)	2 years		2 years		Mag, Ppr			GC §34090
City Clerk	CC-010	Board & Commission <b>Members:</b> Oath of Office, etc.	Term of Office + 2 years		Term of Office + 2 years		Mag, Ppr			Department preference; GC §34090
City Clerk	CC-011	Board & Commission <b>Recruitments:</b> Applications, correspondence, notices, etc.	2 years		2 years		Mag, Ppr			GC §34090
City Clerk	CC-012	Budgets - <b>ALL</b> City Agencies - Operating & Capital Improvement Budgets  City, Redevelopment / Successor Agency / Oversight Board, BAC, Brea Foundation, BPFA, etc.	2 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	GC §34090, 40802 (Must be filed with County Auditor - GC §53901)

RECORDS RETENTION SCHEDULE: CITY CLERK

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City Clerk	CC-003	<p>Agreements &amp; Contracts (<b>ALL NON-INFRASTRUCTURE, Professional Services Agreements - NOT IMAGED</b>)</p> <p><i>Agreement or Contract includes all contractual obligations (e.g. Specifications and Successful Proposal / Scope of Work)</i></p> <p><b>Examples of Non-Infrastructure:</b> Consultants, Franchises, Landscaping, Painting, Slurry Seals (Paving), Tree Trimming, Leases, Personnel, Professional Services, etc.</p>	Completion	10 years	Completion + 10 years	Yes: Before Completion	Mag, Ppr			Department Preference; Statute of Limitations is 4 years; 10 years for Errors & Omissions; land records are permanent by law; CCP §§337. 337.1(a), 337.15, 343; GC §34090, Contractor has retention requirements in 48 CFR 4.703(a)
City Clerk	CC-004	Agreements & Contracts ( <b>Unsuccessful Bids, Unsuccessful Proposals</b> )	Bid Opening + 2 years		Bid Opening + 2 years		Mag, Ppr			GC §34090
City Clerk	CC-005	Agreements & Contracts <b>PERS, SSI (Social Security,) Retirement</b>	5 years	P	P	Yes: Before Completion	Mag, Mfr, OD, Ppr	S	Yes: Upon Completion	Department Preference; CCP §337 et. seq., GC §34090

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<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
City Clerk	CC-002	<p>Agreements &amp; Contracts (<b>ALL INFRASTRUCTURE, OR IF IMAGED, JPAs, MOUs</b>)</p> <p><i>Agreement or Contract includes all contractual obligations (e.g. Specifications and Successful Proposal / Scope of Work)</i></p> <p><b>Examples of Infrastructure:</b> Architects, Buildings, bridges, covenants, development, environmental, Joint Powers, MOUs, park improvements, property &amp; property restrictions, redevelopment, reservoirs, sewers, sidewalks, street &amp; alley improvements, settlement, subdivisions, utilities, water, etc.</p>	Completion	P	P	Yes: Before Completion	Mag, Mfr, OD, Ppr	S	Yes: Upon Completion	<p>Department Preference; All infrastructure contracts should be permanent for emergency preparedness; Statute of Limitations is 4 years; 10 years for Errors &amp; Omissions; land records are permanent by law; CCP §337 et. seq., GC §34090; Contractor has retention requirements in 48 CFR 4.703</p>

RECORDS RETENTION SCHEDULE: CITY CLERK

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<b>CITY CLERK &amp; CITY COUNCIL HISTORICAL RECORDS</b>											
Lead Dept.	CC-001	Affidavits of Publications / Affidavits of Posting Notices / Legal Advertising / Notices / Proofs of Publications / Public Hearing Notices	2 years		2 years			Mag, Mfr, OD, Ppr			Brown Act challenges must be filed within 30 or 90 days of action; Statute of Limitations on Municipal Government actions is 3 - 6 months; CCP §§337 et seq, 349.4; GC §§34090, 54960.1(c)(1)

**RECORDS RETENTION SCHEDULE: ADMIN. SERVICES / HUMAN RESOURCES  
& RISK MANAGEMENT**

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Admin. Services / Human Resources	HR-024	Workers Compensation Claim Runs	5 years		5 years			Mag Ppr		Meets auditing standards; GC §34090
Admin. Services / Human Resources	HR-025	Workers Compensation Claims	Separation + 10 years	20 years, or Termination of Benefits, whichever is longer	Separation + 30 years, or Termination of Benefits, whichever is longer	Yes: Until Separation		Mag, Mfr, OD, Ppr	S	Yes: After Separation + 1 year Department preference; Files maintained separately; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., 29 CFR 1910.1020(d)(1)(i), GC §§12946, 34090

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Admin. Services / Human Resources	HR-020	Personnel Files - <b>Employee File</b>  Includes Application, Disciplinary Actions, Evaluations, Formal Complaints, Grievances / Appeals, Policies, Oaths of Office, PAFs, Training Records, etc.	Separation + 6 years		Separation + 6 years			Mag, Mfr, OD, Ppr	S	Yes: After Separation + 1 year	Department Preference; statute of limitations for retirement benefits is 6 years from last action; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 - 3 years; 29 CFR 1602.31 & 1627.3(b)(ii), GC §§12946, 34090; 29 USC 1113
Admin. Services / Human Resources	HR-021	Personnel Files - <b>Medical</b> File (all employees)  Pre-employment Medical Clearances, ADA Accommodations, etc.	Separation + 10 years	20 years, or Termination of Benefits, whichever is longer	Separation + 30 years, or Termination of Benefits, whichever is longer	Yes: Until Separation		Mag, Mfr, OD, Ppr	S	Yes: After Separation + 1 year	Department preference; Files maintained separately; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., 29 CFR 1910.1020(d)(1)(i), GC §§12946, 34090
Admin. Services / Human Resources	HR-022	Recruitment and Testing File  (Includes Advertisements, Applications for Unsuccessful Candidates, Job Brochures, Test Data, Testing Analysis & statistical Metric, Job Analysis, Rating Sheets, Scantrons, Rater's Profile & Confidentiality Agreement, Flowchart, Eligible Lists, etc.)	Eligibility List + 3 years		Eligibility List + 3 years			Mag, Ppr			Department preference; EEOC / FLSA / ADEA (Age) requires 1-3 years; State Law requires 2 - 3 years; 29 CFR 1627.3(b)(i), 29 CFR 1602.14 et seq. 2 CCR 7287.0(c)(2), GC §§12946, 34090
Admin. Services / Human Resources	HR-023	Studies & Surveys Conducted on Behalf of the City (Sick Leave, Attrition, Benefits, etc.)	2 years		2 years			Mag, Ppr			GC §34090

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Admin. Services / Human Resources	HR-018	<p><b>Personnel Files - Background File - UNSUCCESSFUL Applicants</b></p> <p>Applicant Info Sheet, Applicant Waivers/Policies, Background Investigation Report, Citizenship Documents, Credit Check, Dissolution Background, Driver Information, Educational History, Employment Offer/Denial, Google Search, LiveScan/Firearm Eligibility, Local Agency Checks, Med/Psych Clearance, Medical History Statement, Personal History Statement, Personal References, Pre-Polygraph Questionnaire, Service Background Documents, Social Security Statement</p>	6 years		6 years			Mag, Mfr, OD, Ppr	S	<p>Yes: After Separation + 1 year</p> <p>Department Preference; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 - 3 years; 29 CFR 1602.31 &amp; 1627.3(b)(ii), GC §§12946, 34090; 29 USC 1113</p>
Admin. Services / Human Resources	HR-019	<p><b>Personnel Files - Benefit Enrollment File</b></p>	Separation + 6 years		Separation + 6 years			Mag, Mfr, OD, Ppr	S	<p>Yes: After Separation + 1 year</p> <p>Department Preference; statute of limitations for retirement benefits is 6 years from last action; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 - 3 years; 29 CFR 1602.31 &amp; 1627.3(b)(ii), GC §§12946, 34090; 29 USC 1113</p>

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Admin. Services / Human Resources	HR-017	<b>Personnel Files - Background File - SUCCESSFUL (Employees)</b>  Applicant Info Sheet, Applicant Waivers/Policies, Background Investigation Report, Citizenship Documents, Credit Check, Dissolution Background, Driver Information, Educational History, Employment Offer/Denial, Google Search, LiveScan/Firearm Eligibility, Local Agency Checks, Med/Psych Clearance, Medical History Statement, Personal History Statement, Personal References, Pre-Polygraph Questionnaire, Service Background Documents, Social Security Statement	Separation + 6 years		Separation + 6 years			Mag, Mfr, OD, Ppr	S	Yes: After Separation + 1 year	Department Preference; statute of limitations for retirement benefits is 6 years from last action; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 - 3 years; 29 CFR 1602.31 & 1627.3(b)(ii), GC §§12946, 34090; 29 USC 1113

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Admin. Services / Human Resources	HR-013	Labor Relations Files (Negotiation Notes, Correspondence, Interpretation of MOU Provisions, Documentation, etc.)	5 years	5 years	10 years		Mag, Ppr			Department Preference; GC §34090
Admin. Services / Human Resources	HR-014	LiveScan Log	50 years		50 years		Mag, Ppr			Department preference to cover the longest period of time a person could be employed with the City; GC §§12946, 34090
Admin. Services / Human Resources	HR-015	Long Term Disability Cases	Separation + 10 years	20 years	Separation + 30 years		Mag, Mfr, OD, Ppr	S	Yes: After Separation + 1 year	Department preference; Files maintained separately; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., 29 CFR 1910.1020(d)(1)(i), GC §§12946, 34090
Lead Dept.	HR-016	OSHA Inspections & Citations, Log 200 and Log 300, 301, 301A	5 years		5 years		Ppr			Calif. Labor Division is required to keep their records 7 years; OSHA requires 5 years; State law requires 2 years; 8 CCR §3203(b)(1), GC §34090.7; LC §6429c

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Admin. Services / Human Resources	HR-009	Drug & Alcohol Test Results (All - Positives and Negatives)  (now placed in Medical File)	Separation + 6 years		Separation + 6 years			Mag Ppr		Department preference (maintained with Personnel File); D.O.T. Requires 5 years for positive tests, 1 year for negative tests; EEOC/FLSA/ADEA (Age) requires 3 years physical examinations; State Law requires 2 years; 29 CFR 1627.3(b)(1)(v), GC §§12946, 34090; 49 CFR 655.71 et seq.; 49 CFR 382.401 et seq. 49 CFR 653.71
Admin. Services / Human Resources	HR-010	EEO-4 Reports and records required to generate EEO-4 report (Self-Identification Form, etc.)	3 years		3 years			Mag, Ppr		29 CFR 1602.31
Admin. Services / Human Resources	HR-011	Employment Verifications	2 years		2 years			Mag, Ppr		GC §§34090, 6252, 6254(a)
Admin. Services / Human Resources	HR-012	I-9s	Separation + 3 years		Separation + 3 years			Mag, Ppr		Non-citizens must re-certify periodically; Required for 1 year from termination or 3 years from hiring, whichever is later; EEOC / FLSA / ADEA (Age) requires 3 years for "any other forms of employment inquiry"; State Law requires 2 -3 years; 8 CFR 274a.2; 29 CFR 1627.3(b)(i); GC §§12946, 34090

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Admin. Services / Human Resources	HR-005	Compensation Surveys & Studies	When No Longer Required - <b>Minimum 3 years</b>		When No Longer Required - <b>Minimum 3 years</b>					Mag, Ppr	Bureau of National Affairs recommends 2 years for all supplementary Personnel records; Wage rate tables are 1 or 2 years; State requires 2 years; 29 CFR 516.6(2), 29 CFR 1602.14, GC §§12946, 34090
Admin. Services / Human Resources	HR-006	Department of Fair Employment & Housing (DFEH or EEOC) Claims	Final Disposition + 3 years		Final Disposition + 3 years					Mag, Ppr	All State and Federal laws require retention until final disposition of formal complaint; State requires 2 years after "fully and finally disposed"; 2 CCR 7287.0; GC §§12946, 34090
Admin. Services / Human Resources	HR-007	DMV Pull Notices (reflecting conviction, license suspension or revocation, or any other adverse action taken against the driving privilege)	Separation + 2 years		Separation +2 years					Mag Ppr	Transitory or source records not retained in the ordinary course of business; CHP audits every 2 years; Bureau of National Affairs recommends 2 years for all supplementary Personnel records; GC §34090
Admin. Services / Human Resources	HR-008	DMV Pull Notices (reflecting benign action or activity)	Separation + 2 years or when superceded		Separation +2 years					Mag Ppr	Transitory or source records not retained in the ordinary course of business; CHP audits every 2 years; Bureau of National Affairs recommends 2 years for all supplementary Personnel records; GC §34090

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Admin. Services / Human Resources	HR-001	ADA Accommodations	6 years		6 years			Mag, Mfr, OD, Ppr	S	Yes: After Separation + 1 year	Department Preference; GC §§12946, 34090; 29 USC 1113
Admin. Services / Human Resources	HR-002	Benefit Plan Documents (CalPERS, Optical, Dental, etc.)	Duration of the Contract + 6 years		Duration of the Contract + 6 years	Yes: For Duration of Contract		Mag, Ppr			EEOC / ADEA (Age) requires 1 year after benefit plan termination; Federal law requires 6 years after filing date for retirement; State Law requires 2 years after action; 29 CFR 1627.3(b)(2); 29 USC 1027; GC §§12946, 3409
Admin. Services / Human Resources	HR-003	Classification / Reorganization Studies (for employee classifications and department structures)	When No Longer Required - <b>Minimum 3 years</b>		When No Longer Required - <b>Minimum 3 years</b>			Mag, Ppr			Bureau of National Affairs recommends 2 years for all supplementary Personnel records; Wage rate tables are 1 or 2 years; State requires 2 years; 29 CFR 516.6, 29 CFR 1602.14, GC §§12946, 34090
Admin. Services / Human Resources	HR-004	Classification Specifications	When No Longer Required - <b>Minimum 6 years</b>		When No Longer Required - <b>Minimum 6 years</b>			Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Department preference; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 - 3 years; retirement benefits is 6 years from last action; 29 CFR 1602.31 & 1627.3(b)(ii), 8 CCR §3204(d)(1) et seq., GC §§12946, 34090; 29 USC 1113

RECORDS RETENTION SCHEDULE: ADMIN. SERVICES / FINANCE

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Admin. Services / Finance / Utility Billing	FN-057	Utility Billing	2 years	3 years	5 years		Mag, Ppr			Department preference; Meets auditing standards; GC §34090 et seq.
Admin. Services / Finance / Utility Billing	FN-058	Utility Billing Database	Indefinite		Indefinite	Yes	Mag			Data Fields / Records are interrelated; GC §34090
Admin. Services / Finance / Utility Billing	FN-059	Utility Cash Receipts / Daily Cash Transaction Reports	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After 2 years	Department Preference; Published articles show 3 - 4 years; GC §34090, 26 CFR 31.6001-1
Admin. Services / Finance / Utility Billing	FN-060	Utility Envelopes	When No Longer Required		When No Longer Required		Mag, Ppr			Preliminary drafts not retained in the ordinary course of business; GC §34090 et seq.
Admin. Services / Finance / Utility Billing	FN-061	Utility Stubs	6 months		6 months		Mag, Ppr			Preliminary drafts not retained in the ordinary course of business; GC §34090 et seq.
Admin. Services / Finance / Utility Billing	FN-062	Utility Revenue Folders	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After 2 years	Department Preference; Published articles show 3 - 4 years; GC §34090, 26 CFR 31.6001-1

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<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
City Clerk	FN-051	Treasurer Investment Policy	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Ppr			Preliminary drafts not retained in the ordinary course of business; GC §34090
City Clerk	FN-052	Treasurer Reports (Council Staff Reports)	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Ppr			Preliminary drafts not retained in the ordinary course of business; GC §34090
<b>UTILITY BILLING</b>										
Admin. Services / Finance / Utility Billing	FN-053	Bankruptcies - <b>NOT</b> pursued	When No Longer Required		When No Longer Required		Mag, Ppr			Preliminary drafts not retained in the ordinary course of business; GC §34090
Admin. Services / Finance / Utility Billing	FN-054	Bankruptcies - <b>Where a claim is filed</b>	2 years	3 years	5 years		Mag, Ppr			Department Preference (negative information remains on credit ratings for 7 years); GC §34090
Admin. Services / Finance / Utility Billing	FN-055	Collections / Collection Agency Statements	7 years		7 years		Mag, Ppr			Department preference; Delinquencies remain on credit reports for 7 years; GC §34090 et seq.
Admin. Services / Finance / Utility Billing	FN-056	Service Orders - Application for Service	1 year		1 year		Mag, Ppr			Preliminary drafts not retained in the ordinary course of business; GC §34090 et seq.

RECORDS RETENTION SCHEDULE: ADMIN. SERVICES / FINANCE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
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(OFR)										
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Admin. Services / Finance / Purchasing	FN-046	Purchase Orders	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	No	Department Preference; Retained to match other auditing periods; GC §34090
<b>REVENUE</b>										
Admin. Services / Finance / Revenue	FN-047	Accounts Receivable - <b>Miscellaneous - Citations,</b> Transient Occupancy Tax (TOT) Applications & Returns, Damage to Public Property, Invoices to Outside Entities, etc.	2 years	3 years	5 years		Mag, Ppr			Department preference; Meets auditing standards; GC §34090 et seq.
Admin. Services / Finance / Revenue	FN-048	Prop 218 Proceedings (fee increases): Proceedings, Protest Letters, etc.	2 years		2 years		Mag, Ppr			GC §53753(e)(2)
Admin. Services / Finance / Brea Financing Authority	FN-049	TRANS Files (Tax Revenue Anticipation Notes - Short Term Bonds)	Fully Defeased + 10 years		Fully Defeased + 10 years	Yes: Until Maturity	Mag, Ppr			Department Preference; Statute of Limitations for bonds, mortgages, trust deeds, notes or debentures is 6 years; Bonds issued by local governments are 10 years; There are specific requirements for disposal of unused bonds; CCP §§336 et seq. 337.5(a); GC §43900 et seq.
Admin. Services / Finance / Revenue	FN-050	Treasurer Cash Receipts / Daily Cash Summaries / Cashiers Reports / Cash Reports / Petty Cash	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After 2 years	Department Preference; Published articles show 3 - 4 years; GC §34090, 26 CFR 31.6001-1

RECORDS RETENTION SCHEDULE: ADMIN. SERVICES / FINANCE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Admin. Services / Finance / Payroll	FN-042	W-2's	2 years	3 years	5 years		Mag, Ppr			Department Preference for PERs Buy-back purposes; IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; Articles show 7 years; IRS Reg §31.6001-1(e)(2), R&T §19530; 29CFR 516.5 - 516.6, 29USC 436, GC §34090
Admin. Services / Finance / Payroll	FN-043	W-4's	2 years	3 years	5 years		Mag, Ppr			Department preference; IRS Regulation 31-6001-1 four years after the due date of such tax for the return period to which the records relate, or the date such tax is paid, whichever is the later. GC §34090; 26 CFR 31.6001-1
<b>PURCHASING</b>										
Admin. Services / Finance / Purchasing	FN-044	Bid Mailing List / Vendor List	When No Longer Required		When No Longer Required		Mag, Ppr			Preliminary drafts not retained in the ordinary course of business; GC §34090
Admin. Services / Finance / Purchasing	FN-045	Purchase Order Logs	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	No	Department Preference; Retained to match other auditing periods; GC §34090

RECORDS RETENTION SCHEDULE: ADMIN. SERVICES / FINANCE

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
(OFR)										
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Admin. Services / Finance / Payroll	FN-038	Payroll Journals	2 years	3 years	5 years			Mag, Ppr		Department preference; GC §34090
Admin. Services / Finance / Payroll	FN-039	Payroll Check Registers	2 years	3 years	5 years			Mag, Ppr		Department preference; GC §34090
Admin. Services / Finance / Payroll	FN-040	Payroll Reports (includes Deduction Registers, Leave Registers, Time Transaction Reports, etc.)	2 years	3 years	5 years			Mag, Ppr		Department preference; GC §34090
Admin. Services / Finance / Payroll	FN-041	Time Sheets / Time Cards / Overtime Sheets / Overtime Cards - <b>IF FINANCE RECEIVES SIGNATURE of EMPLOYEE</b> (Either in Paper or Electronic Format)	5 years		5 years			Mag, Ppr		Department preference; Meets auditing standards (audit + 4 years); IRS requires 4 years; Ca. requires 2 yr min.; FTB keeps 3 years; Most Employees provide digital signatures when they submit their timecards, but some in Public Works and Community Services do not (another employee enters their time); IRS Reg §31.6001-1(e)(2), R&T §19530; LC § 1174(d); 29 CFR 516.5; GC §34090

RECORDS RETENTION SCHEDULE: ADMIN. SERVICES / FINANCE

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>									
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>									
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>									
Admin. Services / Finance / General Accounting	FN-033	Reports: Annual State or Federal: State Controller's Report, Local Government Compensation Report, Gas Tax, MOE (Maintenance of Effort) Report, Fixed Charge Special Assessment Report, Public Self Insurer Report (SIP Report), Street Report, etc.	5 years		5 years		Mag, Ppr		Department Preference; Meets auditing standards; GC §34090
<b>PAYROLL</b>									
Admin. Services / Finance / Payroll	FN-034	CalPERS Reports - Annual Valuation Reports, Actuarial Valuation Reports	2 years	3 years	5 years		Mag, Ppr		Department Preference; Retained to match other auditing periods; GC §34090
Admin. Services / Finance / Payroll	FN-035	DE-6, DE-7, DE-9, DE-43, W-3, & DE-166, 941 Forms, IRS 5500 Forms (Employee Benefit Plans), PERS / FICA & Medicare Adjustments - Quarterly Payroll Tax Returns / OASDI, Federal Tax Deposits, Adjustments, etc.	2 years	3 years	5 years		Mag, Ppr		Department Preference; IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; Articles show 7 years; 26 CFR §31.6001-1(e)(2), R&T §19530; 29 CFR 516.5 - 516.6, 29 USC 436, GC §34090
Admin. Services / Finance / Payroll	FN-036	Deferred Compensation (457, 401A) Reports, Registers	2 years	3 years	5 years		Mag, Ppr		Department preference; GC §34090
Admin. Services / Finance / Payroll	FN-037	Payroll Administration Forms (Changes, Personnel Action Form copies, Vacation pay-off requests, etc.)	2 years	3 years	5 years		Mag, Ppr		Department preference; GC §34090

RECORDS RETENTION SCHEDULE: ADMIN. SERVICES / FINANCE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
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<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Admin. Services / Finance / General Accounting	FN-029	Investments / Arbitrage / Certificate of Deposit / Investment Bonds (Receipts / Advisor Reports / Trade Tickets / LAIF (Local Agency Investment Fund))	5 years		5 years	Yes: Until Paid	Mag, Ppr			Department Preference; Meets auditing standards; Published articles show disposal + 7 years for security brokerage slips; statewide guidelines propose permanent; FTC Reg's rely on "self-enforcement": GC&S 34090. 43900
Admin. Services / Finance / General Accounting	FN-030	Journal Entries / Journal Vouchers	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	No	Department Preference; meets municipal government auditing standards; Statute of Limitations is 4 years; statewide guidelines propose Audit + 5 years; GC §34090, CCP § 337
Admin. Services / Finance / General Accounting	FN-031	Private Land Developer <b>Trust Accounts</b> / Deposits	Close + 5 years		Close + 5 years		Mag, Ppr			Department Preference; (meets municipal government auditing standards); GC §34090
Admin. Services / Finance / General Accounting	FN-032	Reports, Subsidiary Ledgers, Reconciliations, Registers, Transaction Histories, Balance Sheets, Revenue & Expenditure Reports, etc. (MONTHLY OR PERIODIC)	When No Longer Required		When No Longer Required		Mag, Ppr			Department preference (Financial System qualifies as a trusted system); GC §34090

RECORDS RETENTION SCHEDULE: ADMIN. SERVICES / FINANCE

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference		
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(OFR)											
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>											
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>											
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>											
Admin. Services / Finance / General Accounting	FN-027	Grant Folders (invoices, copies of checks, etc.)	2 years	After Funding Agency Audit, if Required - <b>Minimum 5 years</b> (per Grant Requirements)	After Funding Agency Audit, if required - <b>Minimum 5 years</b> (per Grant Requirements)					Mag, Ppr	Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; statewide guidelines propose 4 years; 7 CFR 3016.42; 21 CFR 1403.36 & 1403.42(b); 24 CFR 85.42, 91.105(h), 92.505, 570.490, & 570.502(a&b), 28 CFR 66.42; 29 CFR 97.42; 40 CFR 31.42; 44 CFR 13.42; 45 CFR 92.42; OMB Circular A-110 & A-133; GC §34090
Admin. Services / Finance / General Accounting	FN-028	Investment Reports / Treasurer's Reports	5 years		5 years					Mag, Ppr	Department Preference; Meets auditing standards; GC §34090

RECORDS RETENTION SCHEDULE: ADMIN. SERVICES / FINANCE

Office of Record (OFR)	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Admin. Services / Finance / General Accounting	FN-024	Checks / Warrants (Cashed)	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; meets municipal government auditing standards; GC §34090, CCP § 337
Admin. Services / Finance / General Accounting	FN-025	Escheat (Unclaimed money / uncashed checks)	5 years		5 years		Mag, Ppr			Department preference; All tangible property held by government agencies escheats after 3 years; Statute of Limitations is 1 year for seized property; CCP §§340(d), 1519; GC §34090
Admin. Services / Finance / General Accounting	FN-026	Financial Services Database	Indefinite		Indefinite	Yes	Mag			Data Fields / Records are interrelated; GC §34090

RECORDS RETENTION SCHEDULE: ADMIN. SERVICES / FINANCE

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(OFR)										
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Admin. Services / Finance / General Accounting	FN-020	Accounts Payable / Invoices and Backup  (Includes Invoices, Travel Expense Reimbursements, Warrant Request, etc.)	2 years	3 years	5 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After 2 years	Department Preference (meets municipal government auditing standards); Statewide guidelines propose audit + 4 years; Published articles show 3 - 7 years; GC §34090
Admin. Services / Finance / General Accounting	FN-021	Actuarial Valuation Reports	10 years		10 years		Mag, Ppr			Department Preference; GC §34090
Admin. Services / Finance / General Accounting	FN-022	Bank Statements and Trustee Statements, Fiscal Agent Statements, Investment Account Statements, Bank Reconciliations, Bank Deposits, Bank Transmittal Advice	2 years	3 years	5 years		Mag, Ppr			Department Preference; Published articles show 3 - 4 years; GC §34090, 26 CFR 31.6001-1
Admin. Services / Finance / General Accounting	FN-023	Bond Official Statements / Transcripts / Certificates of Participations (COPs) - Includes Continuing Disclosure Reports  See Bank Statements for statement retention.	Fully Defeased + 10 years		Fully Defeased + 10 years	Yes: Until Maturity	Mag, Ppr			Department Preference; Statute of Limitations for bonds, mortgages, trust deeds, notes or debentures is 6 years; Bonds issued by local governments are 10 years; There are specific requirements for disposal of unused bonds; CCP §§336 et seq. 337.5(a); GC §43900 et seq.

**RECORDS RETENTION SCHEDULE: ADMIN. SERVICES / FINANCE**

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
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<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Admin. Services / Finance / Business License	FN-015	Business License Applications and Renewals (ALL)	2 years	3 years	5 years		Mag, Ppr			Department preference; Meets auditing standards; GC §34090 et seq.
Admin. Services / Finance / Business License	FN-016	Business License Database	Indefinite		Indefinite	Yes	Mag			Data Fields / Records are interrelated; GC §34090
Admin. Services / Finance / Business License	FN-017	Consumer Price Index	When No Longer Required		When No Longer Required		Mag, Ppr			Non-records; GC §34090
Admin. Services / Finance / Business License	FN-018	Five-Year Forecast	When No Longer Required		When No Longer Required		Mag, Ppr			Preliminary drafts not retained in the ordinary course of business; GC §34090
<b>GENERAL ACCOUNTING</b>										
Admin. Services / Finance / General Accounting	FN-019	1099's / 1096's / W-9s	5 years		5 years		Mag, Ppr			Department Preference; IRS: 4 years after tax is due or paid (longer for auditing & contractor delinquency); Ca. FTB: 3 years; IRS Reg §31.6001-1(e)(2), R&T §19530, GC §34090

RECORDS RETENTION SCHEDULE: ADMIN. SERVICES / FINANCE

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	
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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>									
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>									
Admin. Services / Finance / Authorities	FN-011	Authority - <b>Bond</b> Official Statements / Transcripts / Certificates of Participations (COPs) - Includes Continuing Disclosure Reports  See Bank Statements for statement retention.	Fully Defeased + 10 years		Fully Defeased + 10 years	Yes: Until Maturity	Mag, Ppr		Department Preference; Statute of Limitations for bonds, mortgages, trust deeds, notes or debentures is 6 years; Bonds issued by local governments are 10 years; There are specific requirements for disposal of unused bonds; CCP §§336 et seq. 337.5(a); GC §43900 et seq.
Admin. Services / Finance / Authorities	FN-012	Authority - General Ledger	2 years	3 years	5 years		Mag, Ppr		Department preference; Meets auditing standards; GC §34090 et seq.
Admin. Services / Finance / Authorities	FN-013	Authority - LAIF, Cash & Investments	2 years	3 years	5 years		Mag, Ppr		Department preference; Meets auditing standards; GC §34090 et seq.
Admin. Services / Finance / Authorities	FN-014	Authority Accounts Payable / Invoices and Backup  (Includes Invoices, Travel Expense Reimbursements, Warrant Request, etc.)	2 years	3 years	5 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After 2 years  Department Preference (meets municipal government auditing standards); Statewide guidelines propose audit + 4 years; Published articles show 3 - 7 years; GC §34090
<b>BUSINESS LICENSE</b>									

**RECORDS RETENTION SCHEDULE: ADMIN. SERVICES / FINANCE**

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Admin. Services / Finance / Admin.	FN-007	Finance Committee <b>MINUTES, RESOLUTIONS &amp; BYLAWS</b>	P		P	Yes	Mag, Mfr, OD, Ppr	S	No	GC §§34090
Admin. Services / Finance / Admin.	FN-008	Single Audits / Transportation Audits / PERS Audit, etc.	10 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After 2 years	Department Preference (meets municipal government auditing standards); GC §34090
<b>AUTHORITIES (BREA PUBLIC FINANCING AUTHORITY, TRI CITY PARK AUTHORITY, ETC.)</b>										
Admin. Services / Finance / Authorities	FN-009	Authority - Accounts Receivable	2 years	3 years	5 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After 2 years	Department Preference (meets municipal government auditing standards); Statewide guidelines propose audit + 4 years; Published articles show 3 - 7 years; GC §34090
Admin. Services / Finance / Authorities	FN-010	Authority - Bond Bank Statements	2 years	3 years	5 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After 2 years	Department Preference (meets municipal government auditing standards); Statewide guidelines propose audit + 4 years; Published articles show 3 - 7 years; GC §34090

**RECORDS RETENTION SCHEDULE: ADMIN. SERVICES / FINANCE**

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
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<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
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<b>ADMINISTRATION &amp; BUDGET</b>										
Admin. Services / Finance / Admin.	FN-001	Audit Reports / CAFR - Comprehensive Annual Financial Reports and related Audit Opinions	10 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After 2 years	Department Preference (copies); GC §34090.7
Admin. Services / Finance / Admin.	FN-002	Audit Work Papers	2 years	3 years	5 years	Yes: Until Paid	Mag, Ppr			Department Preference (meets municipal government auditing standards); Statewide guidelines propose audit + 4 years; Published articles show 3 - 7 years; GC §34090
Admin. Services / Finance / Admin.	FN-003	Budgets - Adjustments	5 years		5 years	Yes: Current Fiscal Year	Mag, Mfr, OD, Ppr	S / I	Yes: After 2 years	Department preference (Approved by the City Council); GC §34090 et seq.
City Clerk	FN-004	Budgets - Adopted / Final	Copies - When No Longer Required		Copies - When No Longer Required	Yes: Current Fiscal Year	Mag, Mfr, OD, Ppr	S / I	Yes: After 2 years	Copies; GC §34090.7
Admin. Services / Finance / Admin.	FN-005	Budgets - Preliminary, Backup Documents	When No Longer Required		When No Longer Required	Yes: Current Fiscal Year	Mag, Ppr			Preliminary drafts; GC §34090
Admin. Services / Finance / Admin.	FN-006	Finance Committee <b>AGENDA PACKETS &amp; AGENDAS</b>	When No Longer Required - <b>Minimum 2 years</b>		When No Longer Required - <b>Minimum 2 years</b>		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §§34090

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Lead Dept.	CW-064	Volunteer / Unpaid Intern Applications & Agreements - <b>Unsuccessful</b> or Pending Applicants	3 years		3 years		Ppr			Department preference (Courts treat volunteers as employees); EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; 29 CFR 1602.31 & 1627.3(b)(1)(i)&(ii), GC §§12946, 34090

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
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(OFR)										
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Lead Dept.	CW-062	Training - ALL COURSE RECORDS  (Attendance Rosters, Outlines and Materials; includes Ethics & Safety training & Tailgates)	2 years	5 years	7 years		Mag, Mfr, OD, Ppr	S	Yes: When Inactive	Department preference; Ethics Training is 5 years; Statewide guidelines propose 7 years; Calif. Labor Division is required to keep their OSHA records 7 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years for personnel actions; 8 CCR §3203 et seq., 29 CFR 1627.3(b)(ii), LC §6429(c); GC §§12946, 34090, 53235.2(b)
Lead Dept.	CW-063	Volunteer / Unpaid Intern Applications & Agreements - <b>Successful</b>	Inactive / Separation + 3 years		Inactive / Separation + 3 years		Ppr			Department preference (Courts treat volunteers as employees); EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; 29 CFR 1602.31 & 1627.3(b)(1)(i)&(ii), GC §§12946, 34090

**RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS**

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
(OFR)										
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Admin. Services / Finance	CW-060	Time Sheets / Time Cards / Overtime Sheets / Overtime Cards / Leave Slips - IF <b>FINANCE RECEIVES SIGNATURE of EMPLOYEE</b> (Either in Paper or Electronic Format)	Copies - When No Longer Required		Copies - When No Longer Required			Mag, Ppr		Most Employees provide digital signatures when they submit their timecards, but some in Public Works and Community Services do not (another employee enters their time); GC §34090.7
Lead Dept. (Some Police, Public Works, & Community Services employees)	CW-061	Time Sheets / Time Cards / Overtime Sheets / Overtime Cards / Leave Slips - IF <b>FINANCE DOES NOT RECEIVES SIGNATURE of EMPLOYEE</b> (Either in Paper or Electronic Format)	5 years		5 years			Mag, Ppr		Department preference; Meets auditing standards (audit + 4 years); IRS requires 4 years; Ca. requires 2 yr min.; FTB keeps 3 years; IRS Reg §31.6001-1(e)(2), R&T §19530; LC § 1174(d); 29 CFR 516.5; GC §34090

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

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Lead Dept.	CW-055	Reports and Studies (other than Historically significant reports - e.g. Annual Reports)	10 years		10 years			Mag, Ppr		Information is outdated after 10 years; statewide guidelines propose 2 years; If historically significant, retain permanently; GC §34090	
City Clerk	CW-056	Resolutions - City Council	Copies - When No Longer Required		Copies - When No Longer Required	Yes (all)		Mag, Mfr, OD, Ppr	S	No	Originals maintained by City Clerk Permanently; GC §34090.7
Lead Dept.	CW-057	Special Projects / Subject Files / Issue Files	When No Longer Required - <b>Minimum 2 years</b>		When No Longer Required - <b>Minimum 2 years</b>			Mag, Ppr			Department Preference; GC §34090 et seq.
Lead Dept.	CW-058	Surveys / Questionnaires (that the City issues).  If a summary of the data is compiled, the survey forms are considered a draft or transitory record, and can be destroyed as drafts (When No Longer Required)	2 years		2 years			Mag, Ppr			GC §34090
	CW-059	Tapes / DVD Recordings: See Boards & Commissions									

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City Clerk	CW-049	Records Destruction Lists / Certificate of Records Destruction	Copies - When No Longer Required		Copies - When No Longer Required			Mag, Ppr		GC §34090.7
	CW-050	Reference Materials: Policies, Procedures, Brochures, Flyers, Manuals, Newsletters, etc: Produced by <b>OUTSIDE ORGANIZATIONS</b> (League of California Cities, Chamber of Commerce, etc.)	When No Longer Required		When No Longer Required			Mag, Ppr		Non-Records
Lead Dept.	CW-051	Reference Materials: Policies, Procedures, Brochures, Flyers, Manuals, Newsletters, etc: Produced by <b>YOUR DEPARTMENT</b>	When No Longer Required - <b>Minimum 2 years</b>		When No Longer Required - <b>Minimum 2 years</b>			Mag, Ppr		Statewide guidelines propose superseded + 2 or 5 years; GC §34090
Lead Dept.	CW-052	Reference Materials: Policies, Procedures, Brochures, Flyers, Manuals, Newsletters, etc: Produced by <b>OTHER DEPARTMENTS</b>	When Superseded		When Superseded			Mag, Ppr		Copies; GC §34090.7
	CW-053	Reference or Working Files: See Correspondence								
Lead Dept.	CW-054	Reports and Studies (Historically significant - e.g., Zoning Studies)	10 years	P	P			Mag, Mfr, OD, Ppr	S/I	Yes: After 10 years Administratively and Historically significant, therefore retained permanently; GC §34090

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Admin. Services / Human Resources	CW-043	Personnel Files	Send to Human Resources Upon Separation or Transfer		Send to Human Resources Upon Separation or Transfer	Before Separation	Mag, Ppr			Ensure records kept in Department files comply with City policy (all originals are sent to Human Resources); GC §34090.7
Lead Dept.	CW-044	Personnel Files ( <b>Supervisor's Notes</b> )	After Incorporation into Performance Evaluation		After Incorporation into Performance Evaluation	Before Annual Evaluation	Mag, Ppr			Notes maintained in a separate folder to be incorporated into performance evaluation, or to document progressive discipline; GC §34090 et seq.
Lead Dept.	CW-045	Photographs	When No Longer Required		When No Longer Required		Mag, Ppr			Preliminary Drafts; destroy unnecessary photographs. GC §§34090, 6252, 6254(a)
Lead Dept.	CW-046	Public Relations / Press Releases	2 years		2 years		Mag, Ppr			GC §34090
Lead Dept. (Who Ordered the Appraisal)	CW-047	Real Estate Appraisal Reports: Property <b>NOT</b> purchased, Loans not funded, etc.	2 years		2 years		Mag, Ppr			Not accessible to the public; Statewide Guidelines show 2 years; GC §§34090, 6254(h)
Lead Dept. (Who Ordered the Appraisal)	CW-048	Real Estate Appraisal Reports: <b>Purchased</b> Property, Funded Loans	2 years	When No Longer Required - Minimum 3 years	When No Longer Required - <b>Minimum 5 years</b>	Yes: Before Purchase	Mag, Mfr, OD, Ppr	S	Yes: After Inactive	Not accessible to the public until purchase has been completed; meets grant auditing requirements; 24 CFR 85.42 & 91.105(h), & 570.502(b); 29 CFR 97.42, GC §34090

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City Clerk	CW-038	Municipal Code (these are copies)	Copies - When No Longer Required		Copies - When No Longer Required	Yes: Current Original	Mag, Mfr, OD, Ppr	I	No	Return any whole unused codes to the City Clerk; Originals maintained by City Clerk Permanently; GC §34090
Lead Dept.	CW-039	Newspaper Clippings	When No Longer Required		When No Longer Required		Ppr			Non-records - may be obtained from the newspaper company; GC §34090
Staffing Dept.	CW-040	Notices: Public Hearing Notices and Proofs of Publications	2 years		2 years		Mag, Ppr			Statute of Limitations on Municipal Government actions is 3 - 6 months; CCP§337 et seq; GC §34090
City Clerk	CW-041	Ordinances - City Council	Copies - When No Longer Required		Copies - When No Longer Required	Yes (all)	Mag, Mfr, OD, Ppr	S	No	Originals maintained by City Clerk Permanently; GC §34090
Lead Dept.	CW-042	OSHA Inspections & Citations, Log 200 and Log 300, 301, 301A	5 years		5 years		Ppr			Calif. Labor Division is required to keep their records 7 years; OSHA requires 5 years; State law requires 2 years; 8 CCR §3203(b)(1), GC §34090.7; LC §6429c

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City Clerk	CW-035	Lawsuits, Litigation, Pending Litigation	Copies - When No Longer Required (Upon Settlement)		Copies - When No Longer Required (Upon Settlement)	Yes: Before Settlement	Mag, Mfr, OD, Ppr	S/I	Yes: After Settlement	Risk Management administrates claim; GC §34090.7, §34090.6
Lead Dept.	CW-036	Material Safety Data Sheet (MSDS) / Safety Data Sheet (SDS) Chemical Use Report Form (or records of the chemical / substance / agent, where & when it was used)	While Chemical In Use	30 years	30 years		Mag, Mfr, OD, Ppr	S	Yes - After QC & OD	Previous MSDS may be obtained from a service; <b>MSDS may be destroyed as long as a record of the chemical / substance / agent, where &amp; when it was used is maintained for 30 years;</b> Applies to qualified employers; Claims can be made for 30 years for toxic substance exposures; 8 CCR 3204(d)(1)(B)(2 and 3), 29 CFR 1910.1020(d)(1)(i), GC §34090
City Clerk	CW-037	Minutes - City Council	Copies - When No Longer Required		Copies - When No Longer Required	Yes (all)	Mag, Mfr, OD, Ppr	S	No	Originals maintained by City Clerk Permanently; GC §34090.7

Revised: 09/05/2017

Orig. Adoption: 10/20/1998

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

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Lead Dept.	CW-033	Grants / CDBG / Reimbursable Claims / FEMA Claims (SUCCESSFUL Reports, other records required to pass the funding agency's audit, if required)  Applications (successful), grant agreement, program rules, regulations & procedures, reports to grant funding agencies, correspondence, audit records, completion records  Excludes State Prop 1B (2006 Transportation Projects), which the State requires for 35 years	2 years	After Funding Agency Audit, if Required - Minimum 5 years	After Funding Agency Audit, if required - Minimum 5 years			Mag, Ppr		Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; statewide guidelines propose 4 years; 7 CFR 3016.42; 21 CFR 1403.36 & 1403.42(b); 24 CFR 85.42, 91.105(h), 92.505, 570.490, & 570.502(a&b), 28 CFR 66.42; 29 CFR 97.42; 40 CFR 31.42; 44 CFR 13.42; 45 CFR 92.42; OMB Circular A-110 & A-133; GC §34090
Admin. Services / Human Resources	CW-034	Grievances and Informal Complaints (Employees)	Copies - When No Longer Required		Copies - When No Longer Required	Yes: Before Disposition		Mag, Ppr		Send all grievances to Human Resources; All State and Federal laws require retention until final disposition of formal complaint; State requires 2 years after action is taken; GC §§12946, 34090

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Lead Dept.	CW-029	Drafts & Notes: Drafts that are revised (retain final version)	When No Longer Required		When No Longer Required			Mag, Ppr		As long as the drafts and notes are not retained in the "Regular Course of Business". Consult the City Attorney to determine if a record is considered a draft. GC §§34090, 6252, 6254(a)
Lead Dept.	CW-030	Facility Use Applications / Facility Use Permits	2 years		2 years			Mag, Ppr		GC §34090
Lead Dept.	CW-031	GIS Database / Data / Layers (both City-wide and Specialized)	When No Longer Required		When No Longer Required	Yes		Mag		The Lead Department should print out historical documents (or save source data) prior to replacing the data, if they require the data or output for historical purposes; Department Preference (Preliminary documents); GC §34090 et seq.
Lead Dept.	CW-032	Grants (UNSUCCESSFUL Applications, Correspondence)	2 years		2 years			Mag, Ppr		GC §34090

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Dept. that Authors Document or Receives the City's Original Document	CW-027	Correspondence - <b>TRANSITORY / PRELIMINARY DRAFTS</b> , Interagency and Intra-agency Memoranda not retained in the ordinary course of business  (e.g. calendars, checklists, e-mail or social media posting <b>NOT made or retained for the purpose of preserving the informational content for future reference</b> , invitations, instant messaging, inventories, logs, mailing lists, meeting room registrations, supply inventories, telephone messages, transmittal letters, thank yous, requests from other cities, undeliverable envelopes, visitors logs, voice mails, webpages, etc.)	When No Longer Required		When No Longer Required			Mag, Ppr		Electronic and paper records are filed and retained based upon their content. E-mails, electronic records, or social media postings that <b>ARE made or retained for the purpose of preserving the informational content for future reference</b> are saved outside the e-mail system by printing them out and placing them in a file folder, or saving them electronically; If not mentioned here, consult the City Attorney to determine if a record is considered transitory / preliminary drafts. GC §34090, GC §6252; 64 Ops. Cal. Atty. Gen. 317 (1981))
City Clerk	CW-028	Deeds, Easements, Final Orders of Condemnations (All)	Copies - When No Longer Required		Copies - When No Longer Required			Mag, Ppr		Send all originals to the City Clerk; GC §34090.7

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Lead (Responding) Dept.	CW-023	Complaints / Concerns from Citizens / Computer Tracking Software or Correspondence	When No Longer Required - <b>Minimum 2 years</b>		When No Longer Required - <b>Minimum 2 years</b>				Mag, Ppr	City preference; Statute of Limitations for personal property, fraud, etc. is 3 years; Claims must be filed in 6 months; CCP §§338 et seq., 340 et seq., 342, GC §§945.6, GC §34090
	CW-024	Contracts: See Agreements								
	CW-025	Copies or duplicates of any record	Copies - When No Longer Required		Copies - When No Longer Required				Mag Ppr	GC §34090.7
Dept. that Authors Document or Receives the City's Original Document	CW-026	Correspondence - <b>ROUTINE</b> (e.g. Administrative, Chronological, General Files, Letters, Memorandums, Reading File, Working Files, etc.)	2 years		2 years				Mag, Ppr	GC §34090

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Lead Dept. & Finance	CW-018	Cash Receipts Detail / Backup / Accounts Receivable Detail / Refund Detail	2 years		2 years			Mag, Ppr		City preference (not all detail is sent to Finance); GC §34090
Lead Dept.	CW-019	City Attorney Opinions	When No Longer Required - <b>Minimum 2 years</b>		When No Longer Required - <b>Minimum 2 years</b>	Yes		Mag, Mfr, OD, Ppr	S	Department Preference; GC §34090
City Clerk	CW-020	Claims	Copies - When No Longer Required ( <b>Upon Settlement</b> )		Copies - When No Longer Required ( <b>Upon Settlement</b> )	Yes: Before Settlement		Mag, Mfr, OD, Ppr	S/I	Yes: After Settlement GC §§34090.7, 34090.6
Lead Dept.	CW-021	Committees <b>Internal - Attended by employees:</b> All Records  (e.g. Evaluation Committee, Records Management Committee, In-House Task Forces, etc.)	2 years		2 years			Mag, Ppr		GC §34090
Admin. Services / Human Resources	CW-022	Complaints Against Employees	Send to Human Resources		Send to Human Resources			Mag, Ppr		GC §34090.7

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	CW-013	Boards, Commissions, & Committees: <b>External Organizations</b>  (e.g. County Board of Supervisors)	When No Longer Required		When No Longer Required			Mag, Ppr		Non-records
Staffing Dept.	CW-014	Boards, Commissions, & Committees: Residents Advisory Bodies Formed by CITY COUNCIL  <b>AGENDAS, AGENDA PACKETS.</b>	When No Longer Required - <b>Minimum 2 years</b>		When No Longer Required - <b>Minimum 2 years</b>			Mag, Ppr		Brown Act challenges must be filed within 30 or 90 days of action; GC §§34090, 54960.1(c)(1)
Staffing Dept.	CW-015	Boards, Commissions, & Committees: Residents Advisory Bodies Formed by CITY COUNCIL  <b>MINUTES, RESOLUTIONS &amp; BYLAWS</b>	P		P	Yes		Mag, Mfr, OD, Ppr	S	No  Notes taken to facilitate the writing of the minutes can be destroyed after minutes have been adopted; GC §34090 et seq.
	CW-016	Brochures: See Reference Manuals								
City Clerk	CW-017	Budgets - Finals	Copies - When No Longer Required		Copies - When No Longer Required	Yes: Current Fiscal Year		Mag, Mfr, OD, Ppr	S/I	Yes: After 5 years  Final must be filed with County Auditor; GC §34090.7, 40802, 53901

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City Clerk	CW-008	Agreements & Contracts: <b>UNSUCCESSFUL BIDS, UNSUCCESSFUL PROPOSALS or RESPONSES to RFPs (Request for Proposals) and/or RFQs (Request for Qualifications)</b> that don't result in a contract	2 years		2 years			Mag, Ppr		The RFP / RFQ and the successful proposal becomes part of the agreement or contract (City Clerk is OFR); GC §34090
Finance	CW-009	Audits / Audit Reports / CAFR - Comprehensive Annual Financial Reports	Copies - When No Longer Required		Copies - When No Longer Required			Mag, Ppr		Copies; GC §34090.7
	CW-010	Bids: See Agreements & Contracts								
Staffing Dept.	CW-011	Boards and Committees: <b>AUDIO RECORDINGS</b> of Meetings / Audio Tapes	2 years		2 years			Tape (Mag)		City preference; State law only requires for 30 days; GC §54953.5(b)
Staffing Dept.	CW-012	Boards, Commissions, & Committees: <b>City Council Subcommittees</b>  (Composed solely of less than a quorum of the City Council)	2 years		2 years			Mag, Ppr		All recommendations are presented to the City Council; GC §34090 et seq.

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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Lead Dept.	CW-007	Agreements & Contracts: <b>ADMINISTRATIVE FILES (with Grant Funding)</b> (Correspondence, Project Administration, Project Schedules, Certified Payrolls, Insurance Certificates, Invoices, Logs, RFP, etc.)	Completion	10 years or After Funding Agency Audit, if required, whichever is longer	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Yes: Before Completion	Mag, Mfr, OD, Ppr	S/I	Yes: Upon Completion	Some grant funding agencies require audits; Statute of Limitations for Errors & Omissions is 10 years; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years; CCP §337 et. seq., 21 CFR 1403.36 & 1403.42(b); 24 CFR 85.42, 91.105(h), 92.505, & 570.502(b), 28 CFR 66.42; 29 CFR 97.42; 40 CFR 31.42; 44 CFR 13.42; 45 CFR 92.42; OMB Circular A-133GC §34090

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Lead Dept.	CW-006	Agreements & Contracts: <b>ADMINISTRATIVE FILES</b> (Correspondence, Project Administration, Project Schedules, Certified Payrolls, Insurance Certificates, Invoices, Logs, RFP, etc.)	Completion	10 years	Completion + 10 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S/I	Yes: Upon Completion	Covers E&O Statute of Limitations (insurance certificates are filed with agreement); Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years; CCP §337 et. seq., GC §34090

## RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record (OFR)	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Admin. Services / Human Resources	CW-001	Accident, Incident, Injury reports: <b>EMPLOYEES</b> , with associated MSDS, if a chemical was involved	Copies - When No Longer Required		Copies - When No Longer Required			Mag, Ppr		Copies retained for reference; GC §34090.7
Admin. Services / Finance	CW-002	Accounts Payable, Invoices, Petty Cash, Warrant Requests, etc. <b>ALL backup is forwarded to Finance</b>	Copies - When No Longer Required		Copies - When No Longer Required	Yes: Before Payment		Mag, Ppr		All originals go to Finance (these are copies); GC §34090.7
Lead Dept.	CW-003	Affidavits of Publications / Public Hearing Notices / Legal Advertising / Affidavits of Posting	2 years		2 years			Mag, Mfr, OD, Ppr		Brown Act challenges must be filed within 30 or 90 days of action; Statute of Limitations on Municipal Government actions is 3 - 6 months; CCP §§337 et seq, 349.4; GC §§34090, 54960 1(c)(1)
City Clerk	CW-004	Agenda Packets / Staff Reports: <b>City Council / Redevelopment / Successor Agency / Oversight Board</b>	Copies - When No Longer Required		Copies - When No Longer Required			Mag, Mfr, OD, Ppr	S	Yes: After QC & OD GC §34090.7
City Clerk	CW-005	Agreements & Contracts <b>ALL ORIGINALS</b> <i>(Specifications / Scope of Work, Notices of Completion, etc.)</i>	Copies - When No Longer Required		Copies - When No Longer Required			Mag, Mfr, OD, Ppr	S	Yes: Upon Completion All agreements that are approved by the City Council are sent to the City Clerk; GC §34090.7

Revised: 09/05/2017

Orig. Adoption: 10/20/1998