



Agenda Item No. 8c.

Staff Report

Date: June 13, 2024
To: Mayor Kircher and Council Members
From: Cyndie Martel, Town Clerk
Subject: Records Retention Schedule

Recommendation

It is recommended that the Town Council adopt Resolution No. 2407 rescinding Resolution No. 2318 and approving the updated Town of Ross records retention schedule and authorizing destruction of certain Town records.

Background and discussion

The Town of Ross retains Gladwell Governmental Services, Inc., an expert in local government records management in California, to update the Town's records management program to comply with newly adopted legislation and to advise staff on suggested changes. Updates are typically minor, however, in some cases, retention periods must be updated, or new retention schedules added. Attachment 1 includes the current retention schedule with proposed modifications.

The upgrade of the current records management systems is driven by many factors, including:

- Very limited space in Town facilities
- Many departments are filing and storing copies of the same records
- Ross produces and manages many permanent records
- Escalating records storage expenses
- Technology advancements
- Changes in law

The purpose of the program is to apply efficient and economical methods to the creation, utilization, maintenance, retention, preservation and disposal of all records managed by the Town. The records retention schedule is a key component of the Town's records management program. The records retention schedule was written interactively with representatives from all departments participating in the project. The retention schedule provides clear, specific records

descriptions and retention periods, and applies current law and technology to the management of Town records. By identifying which department is responsible for maintaining the original record, and by establishing clear retention periods for different categories of records, Ross will realize savings in labor costs and storage costs, free up filing cabinet and office space, and generate operational efficiencies.

It is standard business practice for California towns to authorize the routine destruction of records that have exceeded their adopted retention period, upon the request of the Department Head and with the consent in writing of the Department Head, Town Clerk and Town Attorney, which is provided in Section 2 of the draft resolution. This will reduce costs and improve efficiency for the Town. It is also standard business practice for California towns to authorize updates to the schedule without further action of the Town Council, which is provided in Section 3 of the draft resolution. The Town Clerk will schedule an annual update to the records retention schedule to make sure the Town remains in compliance with frequently changing State laws that affect records management in local governments.

Fiscal Impact

The recommended action has no financial impact on the budget.

Attachments

- Resolution No. 2407 with Exhibit A: Retention Schedule

**TOWN OF ROSS
RESOLUTION NO. 2407**

**A RESOLUTION OF THE TOWN OF
ROSS RESCINDING RESOLUTION NO. 2318 AND ADOPTING AN UPDATED RECORDS
RETENTION SCHEDULE AND AUTHORIZING DESTRUCTION OF CERTAIN TOWN
RECORDS**

WHEREAS, 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 Town of Ross; and

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

WHEREAS, the Town of Ross previously adopted Resolution Number 2318 approving the Records Retention Schedule; and

WHEREAS, there is a need to update the Town of Ross Records Retention Schedule to incorporate changes made by State law; and

NOW, THEREFORE, THE TOWN COUNCIL OF THE TOWN OF ROSS DOES RESOLVE AS FOLLOWS:

Section 1. Resolution Number 2318 is hereby rescinded.

Section 2. The records of the Town of Ross, as set forth in the Records Retention Schedule Exhibit A, attached hereto and incorporated herein by this reference, are hereby authorized to be destroyed as provided by Section 34090 et seq. of the Government Code of the State of California and in accordance with the provision of said schedule upon the request of the Department Head and with the consent in writing of the Department Head, Town Clerk and Town Attorney, without further action by the Town Council of the Town of Ross.

Section 3: Updates are hereby authorized to be made to the Records Retention Schedule, without any further action by the Town Council, with the consent of the Department Head, Town Clerk, Town Attorney and Town Manager.

Section 4. The term "records" as used herein shall include documents, instructions, books, microforms, electronic files, magnetic tape, optical media, or papers; as defined by the California Public Records Act.

Section 5. The Town Clerk shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions.

Section 6. This resolution shall become effective immediately upon its passage and adoption.

PASSED AND ADOPTED by the Town Council of the Town of Ross on June 13, 2024 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

I HEREBY CERTIFY that the foregoing Resolution No. 2407 was duly and regularly adopted at a regular meeting of the Town Council of the Town of Ross on June 13, 2024.

Mayor

ATTEST:

Cyndie Martel, Town Clerk

Exhibit A

HOW TO USE RETENTION SCHEDULES

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

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

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

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

STRUCTURE: TOWN-WIDE, DEPARTMENTS & DIVISIONS

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

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

BENEFITS

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

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

For questions, please contact the Town Clerk.

AUTHORIZATION TO DESTROY RECORDS:

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

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

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

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

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

RECORDS RETENTION SCHEDULE LEGEND

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

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

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

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

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

P = Permanent

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

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

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

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

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

Legend for legal citations (§: Section)
CC: Civil Code (CA)
CFC: California Fire Code
EVC: Evidence Code (CA)
FTB: Franchise Tax Board (CA)
HUD: Housing & Urban Develop. (US)
PC: Penal Code (CA)
UFC: Uniform Fire Code
W&I: Welfare & Institutions Code (CA)

B&P: Business & Professions Code (CA)
CCP: Code of Civil Procedure (CA)
CFR: Code of Federal Regulations (US)
FA: Food & Agriculture Code
GC: Government Code (CA)
LC: Labor Code (CA)
PRC: Public Resources Code
USC: United States Code (US)

CBC: California Building Code
CCR: California Code of Regulations (CA)
EC: Elections Code (CA)
FC: Family Code (CA)
H&S: Health & Safety Code (CA)
Ops. Cal. Atty. Gen.: Attorney General Opinions (CA)
R&T: Revenue & Taxation Code (CA)
VC: Vehicle Code (CA)

ATTACHMENT 1

RECORDS RETENTION SCHEDULE: TOWN-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)										
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, audits, pending public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
TOWN WIDE (Used by All Departments)										
Lead Dept.	TW-001	Agreements & Contracts: ADMINISTRATIVE FILES, WITH grant funding (Correspondence, Project Administration, Project Schedules, Certified Payrolls, Insurance Certificates, Invoices, Logs, etc.) Send final Agreements & Contracts to the City Clerk	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: After QC & OD	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; 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: TOWN-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?	
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, audits, pending public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Lead Dept.	TW-002	Agreements & Contracts: ADMINISTRATIVE FILES, and NOT funded by a grant (Correspondence, Project Administration, Project Schedules, RFPs. Certified Payrolls, Insurance Certificates, etc.) Send final Agreements & Contracts to the City Clerk	Completion	10 years	Completion + 10 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	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; CCP §337 et. seq., GC §34090
Lead Dept.	TW-003	Agreements & Contracts: UNSUCCESSFUL BIDS, UNSUCCESSFUL PROPOSALS or RESPONSES to RFPs (Request for Proposals) and/or RFQs (Request for Qualifications) that don't result in a contract	2 years		2 years		Mag, Ppr			The RFP / RFQ and the successful proposal becomes part of the agreement or contract (Town Clerk is the Office of Record for successful contracts) GC §34090
Staffing Dept.	TW-004	Boards, Commissions, & Committees: Town Council Subcommittees (Composed solely of less than a quorum of the Town Council)	2 years		2 years		Mag, Ppr			All recommendations are presented to the Town Council; GC §34090 et seq.

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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>HOLDS: Litigation, complaints, claims, audits, pending public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Lead Dept.	TW-005	Cash Receipts Detail / Backup / Accounts Receivable Detail / Refund Detail	2 years		2 years		Mag, Ppr			Department preference (not all detail is sent to Finance; GC §34090
Human Resources	TW-006	Claims	Copies - When No Longer Required (Upon Settlement)		Copies - When No Longer Required (Upon Settlement)	Yes: Before Settlement	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	GC §§34090.7, 34090.6
Lead Dept.	TW-007	Committees Internal - Attended by employees: All Records (e.g. Records Management Committee, In-House Task Forces, etc.)	2 years		2 years		Mag, Ppr			GC §34090
Lead (Responding) Dept.	TW-008	Complaints / Concerns from Citizens Computer Tracking Software or Correspondence	When No Longer Required Minimum 2 years		When No Longer Required Minimum 2 years		Mag, Ppr			Town 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
	TW-009	Copies or duplicates of any record	Copies - When No Longer Required		Copies - When No Longer Required		Mag Ppr			GC §34090.7

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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>HOLDS: Litigation, complaints, claims, audits, pending public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion)</i>										
Dept. that Authors Document or Receives the Town's Original Document	TW-010	<p>Correspondence - ROUTINE (Content relates in a SUBSTANTIVE way to the conduct of the public's business)</p> <p>(e.g. Administrative, Chronological Files, e-mail, General Files, Letters, Memorandums, Miscellaneous Reports, Press Releases, Public Records Requests, Reading Files, Working Files, etc.)</p> <p>IF the Content relates in a SUBSTANTIVE way to the conduct of the public's business</p>	2 years		2 years			Mag, Ppr		<p>Retained 2 years ONLY IF the Content relates in a substantive way to the conduct of the public's business; City of San Jose v. Superior Court (Smith), S218066, Supreme Court of California, 2017; GC §34090</p>

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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>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, audits, pending public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Dept. that Authors Document or Receives the Town's Original Document	TW-011	<p>Correspondence - TRANSITORY / PRELIMINARY DRAFTS, Interagency and Intraagency Memoranda not retained in the ordinary course of business</p> <p>Content NOT Substantive, or NOT made or retained for the purpose of preserving the informational content for future reference</p> <p>(e.g. calendars, checklists, e-mail or social media postings, instant messaging, invitations, instant messaging, logs, mailing lists, meeting room registrations, speaker slips, staff videoconference chats, notes and recordings, supply inventories, telephone messages, text messages, transmittal letters, thank yous, requests from other cities, undeliverable envelopes, visitors logs, voice mails, webpages, etc.)</p>	When No Longer Required		When No Longer Required			Mag, Ppr		<p>Electronic and paper records are categorized, filed and retained based upon the CONTENT of the record. Records where either the Content relates in a substantive way to the conduct of the public's business, or ARE made or retained for the purpose of preserving the informational content for future reference are saved by placing them in an electronic or paper (project) file folder and retained for the applicable retention period. If not mentioned here, consult the City Attorney to determine if a record is considered transitory / preliminary drafts. GC §§34090, 7927.500; 64 Ops. Cal. Atty. Gen. 317 (1981)); City of San Jose v. Superior Court (Smith). S218066. Supreme Court of California, 2017</p>

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			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, audits, pending public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Lead Dept.	TW-012	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 Town Attorney to determine if a record is considered a draft. GC §§34090, 7927.500;
Lead Dept.	TW-013	GIS Database / Data / Layers (both Town-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.	TW-014	Grants (UNSUCCESSFUL Applications, Correspondence)	2 years		2 years			Mag, Ppr		GC §34090

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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>HOLDS: Litigation, complaints, claims, audits, pending public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion)</i>										
Lead Dept.	TW-015	Grants / CDBG / Reimbursable Claims / FEMA Claims / OES 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, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; 2 CFR 200.334 24 CFR 91.105(h), 92.505, & 570.502(a), 29 CFR 97.42; OMB Circular A-110 & A-133.320(g); GC §34090; GC §8546.7
Town Attorney	TW-016	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 QC & OD	Copies; GC §§34090.7
Lead Dept.	TW-017	Leave Requests / Vacation Requests	When No Longer Required		When No Longer Required		Mag, Ppr			Preliminary draft / transitory record; GC §34090
Lead Dept.	TW-018	Newspaper Clippings	When No Longer Required		When No Longer Required		Ppr			Non-records - may be obtained from the newspaper company; GC §34090

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<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, audits, pending public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Human Resources	TW-019	Personnel Files	After Separation, Transfer to Human Resources		After Separation, Transfer to Human Resources	Before Separation	Mag, Ppr			Ensure records kept in Department files comply with Town policy (all originals are sent to Human Resources); GC §34090.7
Lead Dept.	TW-020	Personnel Files (Supervisor's Notes)	When No Longer Required		When No Longer Required	Before Annual Performance 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.	TW-021	Personnel Work Schedules	2 years		2 years		Mag, Ppr			GC §34090
<u>Lead Dept.</u>	<u>TW-021.5</u>	<u>Photographs</u>	<u>When No Longer Required</u>		<u>When No Longer Required</u>	-	<u>Mag, Ppr</u>			<u>Preliminary Drafts (retention is placed on the record the photograph is used in - Brochure, Report, etc.); destroy unnecessary photographs. GC §34090</u>
Lead Dept.	TW-022	Public Records Act Requests	2 years		2 years		Mag, Ppr			GC §34090
Lead Dept.	TW-023	Public Relations / Press Releases	2 years		2 years		Mag, Ppr			GC §34090
Lead Dept. (Who Ordered the Appraisal)	TW-024	Real Estate Appraisal Reports: Property NOT purchased, Loans not funded, etc.	2 years		2 years		Mag, Ppr			Not accessible to the public; GC §§34090, 7928.705

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Lead Dept. (Who Ordered the Appraisal)	TW-025	Real Estate Appraisal Reports: Purchased Property, Funded Loans	2 years	When No Longer Required Minimum 3 years	When No Longer Required Minimum 5 years	Yes: Before Purchase	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Not accessible to the public until purchase has been completed; meets grant auditing requirements; 2 CFR 200.333; 24 CFR 91.105(h), 24 CFR 97.42(b), 24 CFR 570.502(a)(7); 29 CFR 97.42, GC §34090
	TW-026	Reference Materials: Policies, Procedures, Brochures, Flyers, Manuals, Newsletters, etc.: Produced by OUTSIDE ORGANIZATIONS (League of California Cities, Chamber of Commerce, etc.)	When No Longer Required		When No Longer Required		Mag, Ppr			Non-Records
Lead Dept.	TW-027	Reference Materials: Policies, Procedures, Brochures, Flyers, Manuals, Newsletters, etc.: Produced by YOUR Department	When No Longer Required Minimum 2 years		When No Longer Required Minimum 2 years		Mag, Ppr			Department preference; GC §34090
Lead Dept.	TW-028	Reference Materials: Policies, Procedures, Brochures, Flyers, Manuals, Newsletters, etc.: Produced by OTHER Departments	When Superseded		When Superseded		Mag, Ppr			Copies; GC §34090.7
Lead Dept.	TW-029	Reports and Studies (Historically significant - e.g., Zoning Studies)	10 years	P	P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Administratively and Historically significant, therefore retained permanently; GC §34090

RECORDS RETENTION SCHEDULE: TOWN-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)										
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, audits, pending public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Lead Dept.	TW-030	Reports and Studies (other than Historically significant reports - e.g. Annual Reports)	10 years		10 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Information is outdated after 10 years; GC §34090
Lead Dept.	TW-031	Special Projects / Subject Files / Issue Files	When No Longer Required Minimum 2 years		When No Longer Required Minimum 2 years		Mag, Ppr			Department Preference; GC §34090 et seq.
Lead Dept.	TW-032	Subject / Reference Files: Subjects other than Specifically Mentioned in Retention Schedules	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years		Mag, Ppr			Department Preference; GC §34090 et seq.
Lead Dept.	TW-033	Surveys / Questionnaires (that the Town 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
Lead Dept.	TW-034	Town Attorney Opinions	When No Longer Required Minimum 2 years		When No Longer Required Minimum 2 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090

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Lead Dept.	TW-035	Training - ALL COURSE RECORDS (Attendance Rosters, Outlines and Materials; includes Ethics, Harassment Prevention, Tailgates, & Safety training)	2 years	3 years	5 years			Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; OSHA requires 5 years for safety records; Calif. Labor Division is required to keep their OSHA records 7 years; Ethics Training is 5 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; 8 CCR §3203 et seq., 8 CCR 14300.33(a); 29 CFR 1627.3(b)(2), 29 CFR 1904.33, 29 CFR 1904.44; LC §6429(c); GC §§12946, 12960, 34090, 53235.2(b), 53237.2(b)
Lead Dept.	TW-036	Volunteer / Unpaid Intern Applications & Agreements - Successful	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

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Lead Dept.	TW-037	Volunteer / Unpaid Intern Applications & Agreements - Unsuccessful 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

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BUILDING										
Building	BL-001	Address Card File (History of Building Activity - Includes Code Enforcement)	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Building	BL-002	Address Files / Building Permits and Inspections / Certificates of Occupancy	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090, H&S §19850
Building	BL-003	Building Permit Database	Indefinite - Permanent		Indefinite - Permanent	Yes (all)	Mag			Department Preference - Data is interrelated; Permits are Required for the Life of the Structure ; GC §34090; H&S §19850
Building	BL-004	Building Plans and Construction Documents - Finalled - SINGLE FAMILY RESIDENTIAL - SFR and APPURTENANCES Includes structural & energy calculations, soils & geology reports	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	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

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Building	BL-005	Building Plans and Construction Documents - Finalled - COMMERCIAL, INSTITUTIONAL, PLACES OF PUBLIC ACCOMMODATION Includes structural & energy calculations, soils & geology reports	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Law requires for the life of the building for commercial and common interest dwellings only; CBC 104.7 & 107.5, H&S§19850, GC §34090
Building	BL-006	Business Licenses	2 years	3 years	5 years		Mag, Ppr			Department preference (meets auditing standards); GC §34090
Building	BL-007	Requests & Permissions to Receive Copies of Plans (to and from Architects)	2 years		2 years		Mag, Ppr			GC §34090 et seq.
Building	BL-008	Resale Inspections	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Building	BL-009	Uniform Building Codes / California Building Code	Minimum While Ordinance is in Force		Minimum While Ordinance is in Force		Mag, Ppr			GC §50022.6

RECORDS RETENTION SCHEDULE: FINANCE

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FINANCE / ADMINISTRATION											
Finance / Accounts Receivable	FN-001	Accounts Receivable & Deposits - ALL - Business Tax Applications, Registrations and Renewals, Transient Occupancy Tax (TOT), Parking Citations, Parking Meters, 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.	
Finance / Accounts Receivable	FN-002	Accounts Receivable: Leases / Rent / Property Management	2 years	3 years	5 years	Yes: Until Paid		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; (meets municipal government auditing standards); GC §34090
Finance / Admin.	FN-003	Audit Work Papers	2 years	3 years	5 years	Yes: Until Paid		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (meets municipal government auditing standards); GC §34090
Finance / Admin.	FN-004	Budgets - Preliminary, Backup Documents	When No Longer Required		When No Longer Required	Yes: Current Fiscal Year		Mag, Ppr		Yes: After QC & OD	Preliminary drafts; GC §34090
Finance / Admin.	FN-005	Single Audits / Transportation Audits / PERS Audit, et.	5 years		5 years			Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (meets municipal government auditing standards); GC §34090
FINANCE / GENERAL ACCOUNTING											
Finance / General Accounting	FN-006	1099's / 1096s / DE542 (Calif. Report of Independent Contractors)	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

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Finance / General Accounting	FN-007	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 QC & OD	Department Preference (meets municipal government auditing standards);GC §34090
Finance / General Accounting	FN-008	Bank Statements, Fiscal Agent Statements, Trustee Statements, Investment Account Statements, Pars Statements, Bank Reconciliations, etc.	2 years	3 years	5 years		Mag, Ppr			Department Preference; GC §34090, 26 CFR 31.6001-1
Finance / General Accounting	FN-009	Bond Official Statements / Transcripts / Certificates of Participations (COPs) See Bank Statements for statement retention.	Fully Defeased + 10 years		Fully Defeased + 10 years	Yes: Until Maturity	Mag, Ppr			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(a)&(b) (1) & (2), 26 CFR 1.6001-1(e);337.5(a); GC §§34090, 43900 et seq.
Finance / General Accounting	FN-010	Cash Receipts / Daily Deposits	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; meets municipal government auditing standards; GC §34090, CCP § 337
Finance / General Accounting	FN-011	Checks / Warrant Register Report (issued)	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090

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Finance / General Accounting	FN-012	Checks / Warrants (Cashed)	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; meets municipal government auditing standards; GC §34090, CCP § 337
Finance / General Accounting	FN-013	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, 1519; GC §34090
Finance / General Accounting	FN-014	Financial Services Database	Indefinite - Minimum 5 years		Indefinite - Minimum 5 years	Yes	Mag			Data Fields / Records are interrelated; meets municipal government auditing standards ; GC §34090
Finance / General Accounting	FN-015	Investment Reports / Treasurer's Reports	5 years		5 years		Mag, Ppr			Department Preference; Meets auditing standards; GC §34090
Finance / General Accounting	FN-016	Investments / Arbitrage / Certificate of Deposit / Investment Bonds (Receipts / Advisor Reports and Statements / Trade Tickets / LAIF (Local Agency Investment Fund))	5 years		5 years	Yes: Until Paid	Mag, Ppr			Department Preference; Meets auditing standards; FTC Reg's rely on "self-enforcement"; GC§§ 34090, 43900
Finance / General Accounting	FN-017	Journal Entries / Journal Vouchers (Includes Fixed Asset Listings, returned checks)	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; meets municipal government auditing standards; Statute of Limitations is 4 years; §34090, CCP § 337

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Finance / General Accounting	FN-018	Reports: Finance Reports from Database - Subsidiary Ledgers, Reconciliations, Registers, Transaction Histories, Balance Sheets, Revenue & Expenditure Reports, etc. (MONTHLY OR PERIODIC)	When No Longer Required		When No Longer Required			Mag, Ppr		Department preference (can be re-printed from Finance Database); GC §34090
Finance / General Accounting	FN-019	Reports: Annual State or Federal: State Controller's Report, Street Report, Local Government Compensation Report, Public Self Insurer Report (SIP Report), etc.	2 years	3 years	5 years			Mag, Ppr		Department Preference; Meets auditing standards; GC §34090
Finance / General Accounting	FN-020	W-9's	Vendor Inactive + 3 years		Vendor Inactive + 3 years			Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD Meets IRS Auditing Standards; GC §34090
FINANCE / PAYROLL										
Finance / Payroll	FN-021	CalPERS Reports - Annual Valuation Reports, Actuarial Valuation Reports	2 years	3 years	5 years			Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD Department Preference; GC §34090
Finance / Payroll	FN-022	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; IRS Reg §31.6001-1(e)(2), R&T §19530; 29CFR 516.5 - 516.6, 29USC 436, GC §34090
Finance / Payroll	FN-023	Deferred Compensation (Town Statements)	2 years	3 years	5 years			Mag, Ppr		Produced by Deferred Comp. Provider; GC §304090, 26 CFR 31.6001.1

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Finance / Payroll	FN-024	Payroll Reports (includes Leave Registers, Time Transaction Reports, etc.	2 years	3 years	5 years		Mag, Ppr			Department preference (meets auditing standards); GC §34090
Finance / Payroll	FN-025	Time Sheet Summaries / Time Card Summaries	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference to facilitate grant audits or claim reimbursements; 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
Finance / Payroll	FN-026	W-2's	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; IRS Reg §31.6001-1(e)(2), R&T §19530; 29CFR 516.5 - 516.6, 29 USC 436, GC §34090

RECORDS RETENTION SCHEDULE: INFORMATION TECHNOLOGY

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INFORMATION TECHNOLOGY										
Information Technology	IT-001	Backups Tapes - Computer Backups (ALL Disaster Recovery Computer Backups) ALL		When No Longer Required	When No Longer Required	Yes	Mag.			Used for Disaster Recovery Purposes Only; Considered a copy and can be destroyed when no longer required; GC §34090 et seq.
Information Technology	IT-002	Enterprise System Catalogue (Listing of Enterprise-wide Software, posted on line - SB 272)			When Superseded	Yes	Mag.			Posting is required by GC §6270.5; GC §34090 et seq.
Information Technology	IT-003	Network Configuration Maps & Plans	When No Longer Required		When No Longer Required	Yes	Mag.			Preliminary documents not retained in the ordinary course of business; GC §34090 et seq.
Information Technology	IT-004	UNALTERABLE MEDIA / IMMUTABLE CLOUD BACKUP / WORM / DVD-r / CD-r / Blue Ray-R or other unalterable media that does not permit additions, deletions, or changes		P	P		OD			For legal compliance for Trustworthy Electronic Records (when the electronic record serves as the official record); must be stored in a "safe and separate location"; GC 34090, 12168.7, EVC 1550, CCR 22620 et seq.

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PLANNING										
Planning	PL-001	_Planning Permit Database	P		P	Yes (all)	Mag			Standard municipal government practice - Data is interrelated; GC §34090, H&S §19850
Planning	PL-002	Address Files / Planning Case Project Files - Approved Permanent Entitlements (Includes Associated CEQA Noticing, Conditions of Approval, Public Noticing, Environmental Determinations, Staff Reports, Plans & Maps) Examples: Conditional Use Permits (CUPs), Lot Line Adjustments, Parcel Maps, Site Plans, Tentative Subdivisions, Variances, Zone Changes, etc.	5 years	P	P	Yes: While in Approval Process	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preferences; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); GC§§34090, 34090.7
Planning	PL-003	Advisory Design Review Commission AGENDAS, AGENDA PACKETS.	P		P		Mag, Ppr			Department Preference; GC §34090

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Planning	PL-004	Advisory Design Review Commission AUDIO RECORDINGS or VIDEO RECORDINGS / VIDEOCONFERENCE RECORDINGS of Meetings / Audio Tapes	2 years		2 years			Tape (Mag)		City preference; State law only requires for 30 days; GC §§54953.5(b); 34090.7
Planning	PL-005	Advisory Design Review Commission MINUTES, RESOLUTIONS	P		P	Yes		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD Notes taken to facilitate the writing of the minutes can be destroyed after minutes have been adopted; GC §34090 et seq.
Planning	PL-006	Annexations / Boundaries / Consolidations / LAFCO	5 years	P	P			Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD Land Records; GC §34090
Planning	PL-007	Correspondence & Staff Notes - CEQA / Environmental Determinations / Environmental Impact Reports (EIRs), Negative Declarations, etc.) Correspondence and staff notes that provide insight into the project or the agency's CEQA compliance with respect to the project	Project Approval or Denial + 2 years		Project Approval or Denial + 2 years			Mag, Ppr		Not all internal communications and notes are required to be saved; "E-mails that do not provide insight into the project or the agency's CEQA compliance with respect to the project — are not within the scope of section 21167.6, subdivision (e) and need not be retained." Golden Door Properties, LLC v. Superior Court of San Diego County (2020) 53 Cal.App.5th 733; PRC 21167,6 GC §34090

RECORDS RETENTION SCHEDULE: PLANNING

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Planning	PL-008	Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, etc.) Inside Town boundaries	P		P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Usually filed in the project file; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); GC §34090
Planning	PL-009	Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, etc.) Outside Town boundaries	When No Longer Required		When No Longer Required		Ppr			Non-records; EIRs and Negative Declarations within the Town Boundaries are with the project file
Planning	PL-010	General Plan, Elements and Amendments	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Planning	PL-011	Master Plans, Specific Plans, Bikeway Plans, etc.	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Planning	PL-012	Preliminary Application Form (required for a housing development project that includes residential units; form is provided by California Department of Housing & Community Development)	5 years		5 years		Mag, Ppr			Various benchmarks are placed using the number of residential dwelling units on the project site within the last five years; GC §§34090, 66300.
Planning	PL-013	Preliminary Review File (No Application Submitted)	When No Longer Required		When No Longer Required		Mag, Ppr			Department preference; Preliminary Documents (no application submitted); GC §34090

RECORDS RETENTION SCHEDULE: PLANNING

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Planning	PL-014	Special Studies	When No-Longer-Required Minimum 2 years		When No-Longer-Required Minimum 2 years			Mag, Ppr		Department Preference; GC §34090
Planning	PL-015	Temporary Entitlements or Permits - Approved & Unapproved Special Event Permits, Banner Permits, Temporary Signs, etc.	2 years		2 years	Yes: During Event		Mag, Ppr		Temporary uses; Department maintains complete files for administrative purposes; GC§§34090
Planning	PL-016	Zoning Maps of Significant Historical Value	P		P	Yes (all)		Mag, Mfr, OD, Ppr	S / I	No Department Preference; Town Clerk Maintains originals of all documents that were presented to Council; GC §34090.7
Planning	PL-017	Zoning Ordinance Amendments, Reclassifications / Zone Change	P		P	Yes		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD 1 year Department Preference (copies); GC §34090.7

RECORDS RETENTION SCHEDULE: POLICE

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POLICE ADMINISTRATION / CHIEF OF POLICE										
Police / Admin. / Chief	PD-002	CCW Permit Applications (Carry Concealed Weapon) - Approved	Expiration of Permit - Minimum 2 years		Expiration of Permit - Minimum 2 years		Mag, Ppr			Department Preference; GC §34090
Police / Admin. / Chief	PD-003	CCW Permit Applications (Carry Concealed Weapon) - NOT Approved	Minimum 2 years		Minimum 2 years		Mag, Ppr			Department Preference; GC §34090
Police / Admin. / Chief	PD-004	Department Policy Manual / Lexipol / Operation Directives / General Orders / (Department Policies and Procedures)	When No Longer Required Minimum 2 years		When No Longer Required Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC § 34090 et seq.
Police / Admin. / Chief	PD-005	Internal Affairs Investigations / Complaints: INTERNALLY-GENERATED COMPLAINTS (Late Attendance, etc.) WITH or WITHOUT a SUSTAINED Finding	Final Disposition + 5 years		Final Disposition + 5 years		Mag, Ppr			Exceeds Lexipol Policy; State & Federal laws require retention until final disposition of formal complaint; State requires 2 years after action is taken; Statute of Limitations is 4 years after the discovery of the offense for misconduct in office; PC 801.5, 803(c); GC §§12946,12960, 34090; VC §2547
Police / Admin. / Chief	PD-006	Internal Affairs Investigations / Complaints: EXTERNAL COMPLAINTS WITH Sustained Finding of Misconduct as defined in PC §832.7	Final Disposition + 15 years		Final Disposition + 15 years		Mag, Ppr			PC §832.7; GC § 34090

RECORDS RETENTION SCHEDULE: POLICE

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Police / Admin. / Chief	PD-007	Internal Affairs Investigations / Complaints: EXTERNAL COMPLAINTS WITHOUT Sustained Finding of Misconduct as defined in PC §832.7	Final Disposition + 5 years		Final Disposition + 5 years			Mag, Ppr		State requires for at least 5 years for complaints by members of the public; other State & Federal laws require retention until final disposition of formal complaint; State requires 2 years after action is taken; Statute of Limitations is 4 years after the discovery of the offense for misconduct in office; PC §§801.5, 803(c). 832.5EVC § 1045(b)(1), GC §§12946, 12960, 34090; VC §2547
Police / Admin. / Chief	PD-008	Personnel Files - Background Packet - POLICE Unsuccessful (not hired)	Minimum 4 years		Minimum 4 years			Mag, Ppr		State Law requires 4 years; 8 CCR §11040.7(7)(C); 29 CFR 1627.3(b)(i), 29 CFR 1602.14; GC §§12946, 12960, 34090
Police / Admin. / Chief	PD-009	Personnel Files - Police Department Employees & Background Packets (Successful) Includes Backgrounds, Evaluations, Contact Information, DMV, Weapons, Equipment, Recognition, Documentation, Discipline, Award, Records	Separation + 5 years		Separation + 5 years	Yes: Until Separation		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD Department Preference (consistent with other employee files); OSHA requires safety training 5 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2-3 years; 29 CFR 1627.3(b)(1), 8 CCR §3204(d)(1) et seq., GC §§12946, 12960, 34090

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Police / Admin. / Chief	PD-009.1	Press Releases (All Police)	Minimum 2 years		Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC § 34090
Police / Admin. / Chief	PD-010	Pursuit Critiques / Use of Force Reviews (not as a result of a Complaint from a member of the public)	2 years		2 years		Mag, Ppr			GC § 34090 et seq.
Police / Admin. / Chief	PD-011	Reports: POST Commission of peace officer employment, compliant, finding, disposition, or judgement pursuant to §PC 13510.9, Report of data regarding the number, type, or disposition of complaints made against its officers (optional), etc.	2 years		2 years		Mag, Ppr			GC §34090 et seq.
Police / Admin. / Chief	PD-012	Reports and Studies - Historical	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC § 34090 et seq.
ADMINISTRATION / TRAINING										

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Police / Admin. / Training	PD-015	Personnel Files - Police Training File	Separation + 5 years		Separation + 5 years			Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD Department Preference; Calif. Labor Division is required to keep their records 7 years; OSHA requires safety training 5 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2-3 years; 29 CFR 1627.3(b)(1), 8 CCR §3204(d)(1) et seq., GC §§12946, 12960, 34090
Police / Admin. / Training	PD-016	Training - Department Training Records - COURSE RECORDS (Attendance Rosters, Outlines and Materials; includes Use of Force training, safety training, etc.)	5 years		5 years			Mag, Ppr		Department Preference; Rosters are sent to POST; OSHA requires safety training 5 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2-3 years; 29 CFR 1627.3(b)(1), 8 CCR §3204(d)(1) et seq., GC §§12946, 12960, 34090
Police / Admin. / Training	PD-017	Weapons Database / Department Weapons (Department-issued Weapons)	Indefinite		Indefinite	Yes		Mag		Data Fields / Records are interrelated; GC §34090
OPERATIONS / PATROL										
Police / Operations	PD-021	Operations Plans (Crowd Control, Searches, Special Events, SWAT, etc.)	2 years		2 years			Mag, Ppr		GC §34090 et seq.

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Police / Operations	PD-019	PAS Device Calibration Logs	2 years		2 years		Mag, Ppr			GC §34090 et seq.
Police / Operations	PD-020	Ride-A-Long Waiver Form	2 years		2 years		Mag, Ppr			GC §34090 et seq.
Police / Operations	PD-022	Special Events / Ops Plan	2 years		2 years		Mag, Ppr			GC §34090 et seq.
Police / Operations	PD-023	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.
Police / Operations	PD-024	Traffic Control: Radar Trailer Surveys, Special Event Action Plans, etc.	2 years		2 years		Mag, Ppr			GC §34090 et seq.
Police / Support / Commun.	PD-024.5	Vacation Checks / Special Watch Requests (Volunteer Patrol)	2 years		2 years		Mag, Ppr			GC §34090 et seq.
SUPPORT / AUDIO & VIDEO EVIDENCE (RECORDINGS)										
Police / Investigat.	PD-024.6	Drone (Unmanned Aerial Vehicle) Recordings	When No Longer Required		When No Longer Required		Mag			Does not record regular and ongoing operations; GC §34090.6 et seq.
Police / Support / Recordings	PD-025	Officer Recordings: Body-Worn Cameras – LOGS of Access or Deletion of Data	P		P		Mag			PC§ 832.18(b)(5)(E); GC §34090.6 et seq.
Police / Support / Recordings	PD-026	Officer Recordings: Body-Worn Cameras - that ARE evidence, Officer Involved Shootings / Detention or Arrest / Complaints	Follows retention for Evidence, Minimum 2 years		Follows the Retention of the Evidence, Minimum 2 years		Mag			PC§ 832.18(b)(5)(B)&(C); GC §34090.6 et seq.

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Police / Support / Recordings	PD-027	Officer Recordings: Body-Worn Cameras - that are NOT evidence	60 days		60 days			Mag		PC§ 832.18(b)(5)(A); GC §34090.6 et seq.
Police / Support / Recordings	PD-028	Video Interviews	Follows the Retention Period of the Crime Report		Follows the Retention of the Crime Report			Mag		1 year is required when video recording regular ongoing operations of the City; GC §34090.6(a)
SUPPORT / DETECTIVE BUREAU										
Police / Support / Detective Bureau.	PD-034	Detectives Investigation Notes	Transcribed into the Crime Report		Transcribed into the Crime Report			Mag, Ppr		Final reports and records are retained in the case file stored in Records; GC §34090 et seq.
Police / Support / Detective Bureau.	PD-035	Informant Files	10 years		10 years			Mag, Ppr		Informant information; Does not contain criminal intelligence information concerning individuals; Department Preference GC §34090

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Police / Support / Detective Bureau.	PD-036	Intelligence Files (Criminal Intelligence Files)	5 years		5 years			Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Files contain criminal intelligence information concerning an individual only if there is reasonable suspicion that the individual is involved in criminal conduct or activity and the information is relevant to that criminal conduct or activity. Misleading, obsolete or unreliable information is required to be destroyed; remaining records must not be retained longer than 5 years; 28 CFR 23.20(h); GC §34090
Police / Support / Detective Bureau.	PD-043	Registrants: Sex Offenders - Adults	P, or Death of Registrant		P, or Death of Registrant			Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; After 2021, Offenders can petition Court for removal 10 or 20 years after offense, provided there are no subsequent offenses; Pursuant to PC §290 et seq.
Police / Support / Detective Bureau.	PD-044	Registrants: Sex Offenders - Juveniles	P or Sealing Date + 5 years (or Court Order)		P or Sealing Date + 5 years (or Court Order)			Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	After 2021, Offenders can petition Court for removal 10 or 20 years after offense, provided there are no subsequent offenses; Pursuant to PC §290 et seq.; W&I §781(d)
SUPPORT / PROPERTY & EVIDENCE											

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Police / Support / Property & Evidence	PD-045	Crime Report Photos	Follows the Retention Period of the Crime Report		Follows the Retention of the Crime Report		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Evidence
Police / Support / Property & Evidence	PD-046	Gun and Narcotics Destruction Log (Documents related to)	2 years		2 years		Mag, Ppr			GC §34090
Police / Support / Property & Evidence	PD-047	Latent Print File	Follows the Retention Period of the Crime Report		Follows the Retention of the Crime Report		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Evidence
Police / Support / Property & Evidence	PD-048	Logs: Evidence Register	Follows the Retention Period of the Crime Report		Follows the Retention of the Crime Report		Mag, Ppr			Evidence
Police / Support / Property & Evidence	PD-049	Property Release Forms	2 years		2 years		Mag, Ppr			GC §34090
Police / Support / Property & Evidence	PD-050	Property Tag Logs	2 years		2 years		Mag, Ppr			GC §34090
SUPPORT / RECORDS BUREAU										

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Police / Support / Records	PD-051	__RMS Database	Indefinite - Follows Retention of the Crime Report		Indefinite - Follows Retention of the Crime Report	Yes	Mag			Data Fields / Records are interrelated; GC §34090
Police / Support / Records	PD-052	Citations / Citation Books - Moving Violations, Marijuana / Cannabis	2 years		2 years		Mag, Ppr			Parking Citations are sent to Finance; GC §34090 et seq.
Police / Support / Records	PD-053	Crime Statistics / National Incident-Based Reporting System (NIBRS) / Uniform Crime Reports (UCR) - Summaries (BCS)	P		P		Mag, Ppr			Filed on line with the State; Department Preference; GC §34090
Police / Support / Records	PD-057	Juvenile Detention Log	2 years		2 years		Mag, Ppr			GC §34090 et seq.
Police / Support / Records	PD-059	NCIC Validation	2 years		2 years		Mag, Ppr			GC §34090
Police / Support / Records	PD-061	POLICE REPORTS / INCIDENT REPORTS: Firearms entered into CLETS (if not Permanent Retention) - Found / Recovered Firearms	Firearm Found or Recovered - Minimum 5 years		Firearm Found or Recovered - Minimum 5 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	PC§ 11108.2(b); GC§ 34090

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Police / Support / Records	PD-062	POLICE REPORTS / INCIDENT REPORTS: ALL, Except Those Specifically Mentioned in the Schedule e.g., 5150, Detention Reports, Traffic Collisions including Fataals, Suicide, etc.	10 years		10 years	Yes	Mag, Mfr, OD, Ppr	S / 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; Stat. of Limit. is 2 yrs; Destroy juvenile marijuana after age 18; H&S §11361.5, GC §34090, PC §802, PC §§187, 800 et seq.
Police / Support / Records	PD-063	POLICE REPORTS / INCIDENT REPORTS: Capital Crimes / Serious Felonies / Major Crimes / Child Abuse / Sex Crimes - Capital Crimes (Crimes Subject to the Death Penalty), Sex Crimes (PC §288, 290); Substantiated Child Abuse or Severe Neglect (Adults Only)	P		P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; DOJ retains CACI (Child Abuse Central Index) information for adults 100 years; others have no limitations on commencement of action; Courts keep permanently PC §§ 261, 286, 288, 288a, 288.5, 289, 289.5, 290, 799, 803(h), 11169 et seq.; 11170(a); WIC 707(b)
Police / Support / Records	PD-064	POLICE REPORTS / INCIDENT REPORTS: Factually Innocent Petition Accepted Records Sealed Pending Destruction - Except those with outstanding stolen property, including firearms, or lost firearms	Date of Arrest + 3 years		Date of Arrest + 3 years	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S / 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)

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Police / Support / Records	PD-065	POLICE REPORTS / INCIDENT REPORTS: Juvenile Child Abuse or Severe Neglect	Date of Incident + 10 years, If No Subsequent Reports		Date of Incident + 10 years, If No Subsequent Reports	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	PC §§11169(i); 11170(a); GC §34090
Police / Support / Records	PD-066	POLICE REPORTS / INCIDENT REPORTS: Missing Persons	Until CLETS Entry No Longer Exists - Minimum 7 years		Until CLETS Entry No Longer Exists - Minimum 7 years	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Police / Support / Records	PD-067	POLICE REPORTS / INCIDENT REPORTS: Sealed Juvenile and Ward Cases - Except Childhood Sexual Assault, Child Abuse or Severe Neglect, (Substantiated); 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 / I	Yes: After QC & OD	Statute of Limitations runs up to age 22 or within five years of date of discovery of injury/illness occurring after age of majority, whichever is later; 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-067.1	POLICE REPORTS / INCIDENT REPORTS: Sealed Juvenile and Ward Cases - Childhood Sexual Assault	Age of Majority + 22 years		Age of Majority + 22 years	Yes: Before Disposition	Mag, Mfr, OD, Ppr			CCP §§340.1, GC §34090

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Police / Support / Records	PD-068	POLICE REPORTS / INCIDENT REPORTS: Vacatur Relief Granted by Court - Victim of Human Trafficking (Nonviolent Crimes)	Court Order + 1 year		Court Order + 1 year	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Individual petitions Court ("Shall" Destroy); GC §34090; PC §§236.14(k); 236.15(k)
Police / Support / Records	PD-070	POLICE REPORTS / INCIDENT REPORTS: Misdemeanor or Infraction - Juvenile Marijuana / Cannabis - H&S §11357- Except those with outstanding stolen property, including firearms, or lost firearms, serious felonies, or synthetic cannabis	Conviction or Arrest (if No Conviction) + 2 years		Conviction or Arrest (if No Conviction) + 2 years	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	(Courts and other Agencies "Shall" Destroy); H&S §11361.5; GC §34090
Police / Support / Records	PD-071	POLICE REPORTS / INCIDENT REPORTS: Misdemeanor or Infraction Marijuana / Cannabis §11357(d) - Juvenile on School Grounds during School Hours (with procedure in H&S §11361.5)	Offender is 18 Years Old		Offender is 18 Years Old	Yes	Mag, Ppr			(Courts and other Agencies "Shall" destroy); H&S§ 11361.5 et seq., 11357(d)
Police / Support / Records	PD-072	Tows / CHP 180 forms	2 years		2 years		Mag, Ppr			GC §34090

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<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Police / Support / Records	PD-072	Public Information Requests	2 years		2 years		Mag, Ppr			GC §34090
Police / Support / Records	PD-074	STOP Source Data, Audit Log / Racial and Identity Profiling Act (RIPA) Annual Report	3 years		3 years		Mag, Ppr			11 CCR 999.228; 11 CCR 999.229; GC §34090
Police / Support / Records	PD-075	Subpoenas (all Police Dept.) / Discovery Requests / Pitchess Motions / Personal Appearance / Duces Tecum	2 years		2 years		Mag, Ppr			GC §34090
Police / Support / Records	PD-076	Warrants (Recalled or Served)	2 years		2 years		Mag, Ppr			GC §34090

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?
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<i>HOLDS: Litigation, complaints, claims, audits, pending public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion)</i>										
PUBLIC WORKS / ENGINEERING										
Town Clerk	PW-001	Abandonments / Vacations (Streets) / Survey File Send all finals to the Town Clerk	When No-Longer-Required Minimum 2 years		When No-Longer-Required Minimum 2 years	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Finals are maintained by Town Clerk; Department file may include correspondence; GC §34090 et seq.
Public Works / Engineering	PW-002	Aerial Maps / TOPOS (Topographic Maps) Photographs - Analog or Digital & Index to Aerials	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineering	PW-003	Benchmarks	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineering	PW-004	Capital Improvement Projects (CIP): Administration File Project Administration, Certified Payrolls, Construction Manager's Logs, Daily Inspections, Insurance Certificates, Meeting Minutes, Project Schedules, Progress meetings, 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; CCP §337 et. seq., GC §34090

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

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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>HOLDS: Litigation, complaints, claims, audits, pending public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion)</i>										
Public Works / Engineering	PW-005	Capital Improvement Projects (CIP): Permanent File Plans, Specifications & Addenda, Agreement / Contract, Successful Proposal, Change Orders, EIRs, Negative Declarations, Categorical Exemptions, 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: After QC & OD	Department preference; retained for disaster preparedness purposes; GC §34090
Public Works / Engineering	PW-006	Capital Improvement Projects (CIP): Unsuccessful Proposals	2 years		2 years		Mag, Ppr			GC §34090
Public Works / Engineering	PW-007	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 / I	Yes: After QC & OD	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 / Engineering	PW-008	Encroachment Permits - Permanent Encroachments Driveways, Utilities Connections	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090 et seq.
Public Works / Engineering	PW-009	Encroachment Permits - Temporary Encroachments Debris Box in Right of Way, Street Cuts, Traffic Plans, Utility Cuts, etc.	Expiration + 2 years		Expiration + 2 years	Yes (Before Expiration)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090 et seq.

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

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<i>HOLDS: Litigation, complaints, claims, audits, pending public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion)</i>										
Public Works / Engineering	PW-010	Engineering Studies / Surveys	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineering	PW-011	FEMA Maps / Flood Plain Maps / Community Rating System (CRS)	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090 et seq.
Public Works / Engineering	PW-012	Geotechnical and Soils Reports; Hydrology Reports (Authored by the Town)	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Town Clerk	PW-013	Real Property Acquisitions / Sale	Copies - When No Longer Required		Copies - When No Longer Required	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Finals are maintained by Town Clerk; GC §34090 et seq.
Public Works / Engineering	PW-014	Recycling / Solid Waste Management / AB 939 Compliance / SB 1383 Compliance (Organic Waste Collection and Recycling) . CalRecycle Annual Waste Diversion Report	10 years		10 years		Mag, Ppr			Department preference; GC §34090

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

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			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 Town-Wide Standards</i>									
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>									
<i>HOLDS: Litigation, complaints, claims, audits, pending public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion)</i>									
PUBLIC WORKS / OPERATIONS									
Public Works / Operations	PW-015	AQMD Permits (Air Quality Management District Permits)	5 years		5 years		Mag, Ppr		40 CFR 70.6; GC §34090
Public Works / Operations	PW-016	Code Enforcement / Hedges in Right of Way, etc.	When No-Longer-Required Minimum 2 years		When No-Longer-Required Minimum 2 years	Yes: Until Resolution	Mag, Ppr		Department preference; Case is open until satisfactorily resolved (some cases are not resolved); CFC §104.3.4, GC §34090
Public Works / Operations	PW-017	Generator Operation Logs (for fixed / stationary generators) / Inspections	5 years		5 years		Mag, Ppr		Department preference (5 years is required by AQMD for portable or emergency generators) AQMD Rule 1470; Form 400-E-13a instructions; GC §34090
Public Works / Operations	PW-018	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 / I	Yes: After QC & OD Previous MSDS may be obtained from a service; MSDS may be destroyed as long as a record of the chemical / substance / agent, where & when it was used is maintained for 30 years; Applies to qualified employers; Claims can be made for 30 years for toxic substance exposures; 8 CCR 3204(d)(1)(B)(2 and 3), GC §34090

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

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(OFR)									
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<i>HOLDS: Litigation, complaints, claims, audits, pending public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion)</i>									
Public Works / Operations	PW-019	NPDES Monitoring and Inspections - Stormwater	When No-Longer-Required Minimum 3 years		When No-Longer-Required Minimum 3 years		Mag, Ppr		Department Preference; Monitoring records required for 3 years; 40 CFR §§122.21, 122.41, 122.44; CCP §337 et seq.
Public Works / Operations	PW-020	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 / Operations	PW-021	OSHA Inspections & Citations, Log 200 and Log 300, 301, 301A	5 years		5 years		Ppr		OSHA requires 5 years; State law requires 2 years; 8 CCR §3203(b)(1), GC §34090; LC §6429c
Public Works / Operations	PW-022	Pre-Trip Inspections / DOT Program / CHP Inspections / Vehicle Safety Checks / Monthly Vehicle Inspections / Monthly Equipment Checks	2 years		2 years		Ppr		GC §34090
Public Works / Operations	PW-023	Records or Logs of Publicly-owned Sidewalk, Trail, or Tree Inspections or Maintenance	5 years		5 years		Mag, Ppr		Department preference; GC §34090
Public Works / Operations	PW-024	Special Event Permits (Includes Indemnification Agreement / Insurance Certificate)	2 years		2 years	Yes: During Class or Program	Mag, Ppr		GC §34090
Public Works / Operations	PW-025	Tree Arborists Reports (Town Trees)	When No-Longer-Required Minimum 2 years		When No-Longer-Required Minimum 2 years		Mag, Ppr		Department preference; GC §34090

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference
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<i>If the record is not listed here, refer to the Retention for Town-Wide Standards</i>									
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Public Works / Operations	PW-026	Underground Service Alerts (USA's) / Dig Alerts	3 years		3 years		Mag, Ppr		Department Preference (the Regional Notification Center has the obligation to retain the notice for 3 years); GC §§4216.2(f) & 4216.3(e), 34090
Public Works / Operations	PW-027	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., GC §34090

RECORDS RETENTION SCHEDULE: RECREATION

Office of Record	Retention No.	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)										
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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>HOLDS: Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>										
RECREATION										
Recreation	REC-001	_Activity Registration Database - Civic One (e-sign ups for classes, events, field trips, etc.)	Minimum 2 years		Minimum 2 years			Mag, Ppr		Standard municipal government practice; GC §34090
Recreation	REC-002	Accident Reports / Injury Reports	2 years		2 years			Mag, Ppr		GC §34090
Recreation	REC-003	Activity Registration / Reservation Forms / Application Forms / Enrollment Forms / Fee & Charge / Liability Forms / Release of Liability Forms / Permissions / etc.: Camps, Field Trips, Kids Club, Authorization to give Medicine, etc.	2 years		2 years			Ppr		GC §34090
Recreation	REC-004	Agreements & Contracts: Class Instructors, Field Use Agreements Includes Insurance Certificates and Administration Records	Completion + 2 years		Completion + 2 years	Yes: Before Completion		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD GC §34090
Recreation	REC-005	Facility Use Permits / Use of the Common Includes any required Insurance Certificate and/or ABC permit	2 years		2 years			Mag, Ppr		Statute of Limitations any "...liability founded upon an instrument in writing" or not specifically provided for is 4 years; GC §34090, CCP §§337, 343

RECORDS RETENTION SCHEDULE: RECREATION

Office of Record (OFR)	Retention No.	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		
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<i>HOLDS: Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>										
Recreation	REC-006	Program Evaluations / Surveys	When No Longer Required		When No Longer Required			Mag, Ppr		Content Not substantive, preliminary draft record not retained in the ordinary course of business; GC §34090
Recreation	REC-007	Recreation Guide / Seasonal Program Brochures / Activity Guide	Minimum 2 years		Minimum 2 years			Mag, Ppr		Standard municipal government practice; GC §34090
Recreation	REC-008	Waivers of Liability	2 years		2 years			Mag, Ppr		GC §34090

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<i>HOLDS: Litigation, complaints, claims, audits, pending public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion)</i>										
TOWN CLERK										
Town Clerk	TC-001	Abandonments / Vacations (Streets)	2 years	P	P	Yes: Until After Meeting	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090 et seq.
Town Clerk	TC-002	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; GC §§34090
Town Clerk	TC-003	Agenda Packets / Staff Reports: Town Council	10 years	P	P	Yes: Until After Meeting	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090 et seq.
Town Clerk	TC-004	Agreements - Council-Approved If Imaged, Infrastructure, CIPs, MOUs, MOAs includes all contractual obligations (e.g. Amendments, Scope of Work or Successful Proposal) Examples of Infrastructure: Architects, CalPERS, CIPs (Capital Improvement Projects,) franchise agreements, subdivision improvement agreements, development, Joint Powers, MOUs, settlement, water rights, etc.	Completion	P	P	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Other contracts are maintained by the Lead Department managing the contract; Department Preference; All infrastructure, JPAs, & Mutual Aid contracts should be permanent for emergency preparedness; Statute of Limitations is 4 years; 10 years for Errors & Omissions; land records are permanent by law; CCP §§337. 337.1(a), 337.15, 343; GC §34090, Contractor has retention requirements in 48 CFR 4.703

RECORDS RETENTION SCHEDULE: TOWN CLERK

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>HOLDS: Litigation, complaints, claims, audits, pending public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion)</i>										
Town Clerk	TC-005	<p>Agreements - Council-Approved Non-Infrastructure that are NOT Imaged</p> <p>includes all contractual obligations (e.g. Amendments, Scope of Work or Successful Proposal)</p> <p>Examples of NON-Infrastructure: Consulting, disposal, Town Manager employment contracts, leases, loans, mutual aid, professional services, etc.</p>	Completion	10 years	Completion + 10 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Other contracts are maintained by the Lead Department managing the contract; Covers E&O Statute of Limitations; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; CCP §§336(a), 337 et. seq., GC §34090
Town Clerk	TC-006	Applications for Boards, Commissions or Committees - Successful	2 years		2 years		Mag, Ppr			GC §34090
Town Clerk	TC-007	Applications for Boards, Commissions or Committees - Unsuccessful	2 years		2 years		Mag, Ppr			GC §34090
Town Clerk	TC-008	Audit Reports / ACFR / CAFR - Annual Comprehensive Financial Reports / Comprehensive Annual Financial Reports	2 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090

RECORDS RETENTION SCHEDULE: TOWN CLERK

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Town Clerk	TC-009	Bonds: Construction Bonds	Release of Bond / Security		Release of Bond / Security			Mag, Mfr, OD, Ppr	S	No	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
Town Clerk	TC-010	Budgets - Adopted / Final	2 years	P	P	Yes: Current Fiscal Year		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Must be filed with County Auditor; GC §34090.7, 40802, 53901
Town Clerk	TC-011	Claims (Liability Claims)	Settlement + 5 years		Settlement + 5 years	Yes: Until Resolution		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; Covers various statute of limitations; CCP §§ 337 et seq.; GC §§ 911.2, 945.6, 34090, 34090.6
Town Clerk	TC-012	Economic Interest Filings (FPPC 700 Series Forms - Statement of Economic Interests): ALL	2 years	5 years	7 years			Mag, Mfr, OD, Ppr	S / I	Yes: After 2 years	Town maintains original statements; GC §81009(e)&(g); GC §81009(f)&(g); 2 CCR 18615(f)
Town Clerk	TC-013	Economic Interest Filings (FPPC 700 Series Forms - Statement of Economic Interests): ELECTRONICALLY FILED (NetFile)	10 years		10 years			Mag, Mfr, OD, Ppr	S / I	Yes: After 2 years	Statements filed electronically are required for 10 years; GC §81009(b)&(g); GC §84615
Town Clerk	TC-014	FPPC Form 801 (Gift to Agency Report)	7 4-years		7 4 years			Mag, Ppr			Must post on website; GC §81009(e)
Town Clerk	TC-015	FPPC Form 802 (Tickets Provided by Agency Report)	7 years		7 years			Mag, Ppr			Must post on website for 4 years; GC §81009(e)

RECORDS RETENTION SCHEDULE: TOWN CLERK

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Admin. / District Secretary	TC-016	FPPC Form 803 (Behested Payment Report)	7 years		7 years			Mag, Ppr		GC §81009(e); FPPC Regulation 18734(c)
Town Clerk	TC-017	FPPC Form 806 (Agency Report of Public Official Appointments)	7 years		7 years			Mag, Ppr		Must post on website; 2 CCR 18702.5; GC §60201;GC §81009(e)

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<i>HOLDS: Litigation, complaints, claims, audits, pending public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion)</i>										
ELECTIONS - CONSOLIDATED										
Town Clerk	TC-018	Campaign Filings (FPPC 400 Series Forms & Form 501): SUCCESSFUL CANDIDATES (Elected Officials)	2 years	P	P		Mag, Mfr, OD, Ppr	S	Yes: After 2 years	Paper must be retained for at least 2 years; GC §81009(b)(g)
Town Clerk	TC-019	Campaign Filings (FPPC 400 Series Forms & Form 501): UNSUCCESSFUL CANDIDATES	5 years		5 years		Mag, Mfr, OD, Ppr	S	Yes: After 2 years	Paper must be retained for at least 2 years; GC §81009(b)(g)
Town Clerk	TC-020	Campaign Filings (FPPC 400 Series Forms): THOSE NOT REQUIRED TO FILE ORIGINAL WITH TOWN CLERK (copies)	4 years		4 years		Mag, Ppr			Paper must be retained for at least 2 years; GC §81009(b)(g)
Town Clerk	TC-021	Campaign Filings (FPPC 400 Series Forms): OTHER COMMITTEES (PACS - not candidate-controlled)	7 years		7 years		Mag, Ppr			Paper must be retained for at least 2 years; GC §81009(c)(g)
Town Clerk	TC-022	Candidate File: Nomination Papers, Candidate Statements, etc. - SUCCESSFUL CANDIDATES	Term of Office + 4 years		Term of Office + 4 years		Mag, Ppr			Department Preference; CA law states term of office and 4 years after the expiration of term and does not delineate between the two; EC §17100
Town Clerk	TC-023	Candidate File: Nomination Papers, Candidate Statements, etc. - UNSUCCESSFUL CANDIDATES	Election + 4 years		Election + 4 years		Mag, Ppr			CA law states term of office and 4 years after the expiration of term and does not delineate between the two; EC §17100

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<i>HOLDS: Litigation, complaints, claims, audits, pending public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion)</i>											
Town Clerk	TC-024	Elections - GENERAL, WORKING or ADMINISTRATION Files (Correspondence, Applications for Vacancies on the Board of Directors, County Election Services, Candidate Statements to be printed in the Sample Ballot, etc.)	2 years		2 years			Mag, Ppr		GC §34090	
Town Clerk	TC-025	Elections - HISTORICAL (Sample ballot, copies of resolutions, final results)	2 years	P	P			Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD No	Retained for Historical Value, GC §34090
Town Clerk	TC-026	Elections - Petitions (Initiative, Recall or Referendum) - IF SUFFICIENT	Election Results + 8 months		Election Results + 8 months			Ppr			Not accessible to the public; The 8 month retention applies after election results, or final examination if no election, unless there is a legal or FPPC proceeding. EC §§17200(b)(3), 17400
Town Clerk	TC-027	Elections - Petitions (Initiative, Recall or Referendum) - IF INSUFFICIENT / NO ELECTION	Final Examination + 1 year after petition examination		Final Examination + 1 year after petition examination			Ppr			Not accessible to the public; The 8 month retention applies after election results, or final examination if no election, unless there is a legal or FPPC proceeding. EC §§17200(b)(3), 17400
(End of Elections Section)											
Town Clerk	TC-028	Ethics Training & Harassment Prevention Training - Certificates	5 years		5 years			Mag, Ppr			GC §§34090, 53235.2(b)

RECORDS RETENTION SCHEDULE: TOWN CLERK

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Town Clerk	TC-029	Grand Jury Reports & Responses (Pertaining to Town Operations)	5 years		5 years			Ppr		Department preference (matches the retention of the Grand Jury); GC §34090
Town Clerk	TC-030	Historical Records & Historical Projects (e.g. Incorporation, Town Seal, Awards of significant historical interest, etc.)	P		P			Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD Town 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
Town Clerk	TC-031	Insurance Policies (Town-owned policies)	Expiration + 2 years		Expiration + 2 years			Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD Department preference; GC §34090
Town Clerk	TC-032	Lawsuits / Litigation	When no Longer Required - Minimum Final Resolution + 5 years		When no Longer Required - Minimum Final Resolution + 5 years	Yes: Until Resolution		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD Department Preference; Covers various statute of limitations; CCP §§ 337 et seq.; GC §§ 911.2, 945.6, 34090, 34090.6; PC §832.5
Town Clerk	TC-033	List of Town Council Members and Mayors	2 years	P	P			Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD Department preference; GC §34090
Town Clerk	TC-034	Minutes (Town Council)	10 years	P	P	Yes (all)		Mag, Mfr, OD, Ppr	S	No GC §34090
Town Clerk	TC-035	Municipal Code Administration, Distribution, etc.	When no Longer Required		When no Longer Required			Mag, Ppr		Preliminary Drafts not retained in the ordinary course of business; GC §34090
Town Clerk	TC-036	Newsletters ("The Morning After")	2 years	P	P			Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD No Department Preference; GC §34090 et seq.

RECORDS RETENTION SCHEDULE: TOWN CLERK

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Town Clerk	TC-037	Notices: Public Hearing Notices and Proofs of Publications	Project Approval + 2 years		Project Approval + 2 years			Mag, Ppr		Statute of Limitations on Municipal Government actions is 3 - 6 months; CCP§337 et seq; GC §34090	
Town Clerk	TC-038	Oaths of Office - Council, Board and Planning Commission Members	P		P			Mag, Mfr, OD, Ppr	S / I	Department Preference; Statute of Limitations: Public official misconduct is discovery of offense + 4 years, retirement benefits is 6 years from last action; GC §§36507, 34090; PC §§801.5, 803(c); 29 USC 1113	
Town Clerk	TC-039	Ordinances (Town Council)	P		P	Yes (all)		Mag, Mfr, OD, Ppr	S	No	GC §34090 et. seq.
Town Clerk	TC-040	Petitions (submitted to Council on any subject. Examples: parking requests, traffic calming requests, etc.). NOT Elections Petitions / Initiative, Recall or Referendum petitions	2 years		2 years			Mag, Ppr			GC §34090
Town Clerk	TC-041	Proof of Publication / Public Notices / Certificate of Posting (Usually kept with Project Files)	2 years		2 years			Mag, Ppr			GC §34090

RECORDS RETENTION SCHEDULE: TOWN CLERK

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Town Clerk	TC-042	Real Property - Records that Affect the Title to Real Property (Abandonments, Deeds, Easements, Liens, Vacations, etc.)	2 years	P	P		Mag, Mfr, OD, Ppr	S / I	No	GC §34090(a)
Town Clerk	TC-043	Recordings / Tapes of Town Council Meetings - Audio Recordings / Cassette Tapes	2 years		2 years		Tape (Mag), OD			Department preference; State law only requires for 30 days; GC §54953.5(b)
Town Clerk	TC-044	Recordings / Tapes of Town Council Meetings - Video Recordings / DVD-R	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years		Mag, OD			Department preference; Video recording of meetings are only required for 90 days; GC §§34090.7, 34090
Town Clerk	TC-045	Records Destruction Lists / Certificates of Records Destruction	10 years		10 years		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; GC §34090 et. seq.
Town Clerk	TC-046	Records Retention Schedules / Amendments to Records Retention Schedules	10 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090 et. seq.
Town Clerk	TC-047	Request for Public Records / Public Records Act Requests	2 years		2 years		Mag, Ppr			GC §34090
Town Clerk	TC-048	Resolutions (Town Council)	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	No	GC §34090 et. seq.
Town Clerk	TC-049	Subpoenas / Discovery Requests / Personal Appearance / Duces Tecum	2 years		2 years		Mag, Ppr			GC §34090
Town Clerk	TC-050	Vehicle Titles ("Pink Slips")	Sale or Disposal		Sale or Disposal		Ppr			Given to Auction House / New Owner; GC §34090

RECORDS RETENTION SCHEDULE: TOWN MANAGER & HUMAN RESOURCES

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TOWN MANAGER										
Town Manager / Lead Dept.	TM-003	Projects, Programs, Events, Subject & Issues (Issues and/or projects will vary over time - e.g. Hotels, Developments, etc.)	When No Longer Required Minimum 2 years		When No Longer Required Minimum 2 years	Yes: While Active Issues	Mag, Ppr			GC §34090
Town Manager	TM-003.5	Recycling / Solid Waste Management / AB 939 Compliance / SB 1383 Compliance (Organic Waste Collection and Recycling) . CalRecycle Annual Waste Diversion Report	10 years		10 years		Mag, Ppr			Department preference; GC §34090
Town Manager	TM-004	Speech Notes / PowerPoint Presentations	When No Longer Required		When No Longer Required		Mag, Ppr			Notes, drafts, or preliminary documents; GC §34090 et seq.
HUMAN RESOURCES										
Human Resources	HR-001	Benefit Plan Documents (CalPERS, etc.)	Duration of the Contract + 6 years		Duration of the Contract + 6 years	Yes: For Duration of Contract	Mag, Ppr			Retirement benefits is 6 years from last action; Federal law requires 6 years after filing date for retirement; EEOC / ADEA (Age) requires 1 year after benefit plan termination; State Law requires 2 years after action; 29 USC 1113; 29 CFR 1627.3(b)(2); GC §§12946, 12960, 34090

RECORDS RETENTION SCHEDULE: TOWN MANAGER & HUMAN RESOURCES

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Human Resources	HR-006	California Civil Rights Department (CRD) / Department of Fair Employment & Housing (DFEH or EEOC) Claims / Harassment Claims	Final Disposition + 4-3 years		Final Disposition + 4-3 years			Mag, Ppr		All State and Federal laws require retention until final disposition of formal complaint; State requires 4-2 years after "fully and finally disposed"; 2 CCR 1101(c); GC §§12946, 12960, 34090
Human Resources	HR-002	CalPERS Benefit Administration (Includes contract amendment, actuarial reports, service credit reports, annual employee listing, etc.)	When No Longer Required Minimum 6 years		When No Longer Required Minimum 6 years			Mag, Ppr		Department Preference; 6 years for retirement benefits; State Law requires 4-2 years after action; 29 CFR 1627.3(b)(2); 29 USC 1027; GC §§12946, 12960, 34090
Human Resources	HR-003	Classification / Reorganization Studies (for employee classifications and department structures)	When No Longer Required Minimum 3 years		When No Longer Required Minimum 3 years			Mag, Ppr		Bureau of National Affairs recommends 2 years for all supplementary Personnel records; Wage rate tables are 1 or 2 years; State requires 2 years; 29 CFR 516.6, 29 CFR 1602.14, GC §§12946, 12960, 34090

RECORDS RETENTION SCHEDULE: TOWN MANAGER & HUMAN RESOURCES

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Human Resources	HR-004	Classification Specifications / Job Specifications	When No-Longer-Required Minimum 6 years		When No-Longer-Required Minimum 6 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4 years; retirement benefits is 6 years from last action; 29 CFR 1602.31 & 1627.3(b)(ii), 8 CCR §3204(d)(1) et seq., GC §§12946, 12960, 34090; 29 USC 1113
Human Resources	HR-005	Compensation Surveys & Studies	When No-Longer-Required Minimum 3 years		When No-Longer-Required Minimum 3 years		Mag, Ppr			Bureau of National Affairs recommends 2 years for all supplementary Personnel records; Wage rate tables are 1 or 2 years; State requires 2 years; 29 CFR 516.6(2), 29 CFR 1602.14, GC §§12946, 12960, 34090
Human Resources	HR-007	DMV Pull Notices	When Superseded or Separated		When Superseded or Separated		Mag Ppr			Transitory or source records not retained in the ordinary course of business; CHP audits every 2 years; Bureau of National Affairs recommends 2 years for all supplementary Personnel records; GC §34090

RECORDS RETENTION SCHEDULE: TOWN MANAGER & HUMAN RESOURCES

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Human Resources	HR-008	Drug & Alcohol Test Results (All - Positives and Negatives)	2 years	3 years	5 years		Mag Ppr		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)(v), GC §§12946, 12960, 34090, 49 CFR 655.71 et seq.; 49 CFR 382.401 et seq.
Human Resources	HR-008.1	I-9s	Separation + 3 years		Separation + 3 years		Mag, Ppr		Required for 1 year from termination or 3 years from hiring, whichever is later; EEOC / FLSA / ADEA (Age) requires 3 years for "any other forms of employment inquiry"; State Law requires 2 -3 years; 8 CFR 274a.2; 29 CFR 1627.3(b)(1); GC §§12946, 12960, 34090; INA 274A(b)(3); INS Rule 274a.1(b)(2)
Human Resources	HR-008.2	Livescan Responses / CORI Responses	Separation + 3 years		Separation + 3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD Department preference; GC §34090

RECORDS RETENTION SCHEDULE: TOWN MANAGER & HUMAN RESOURCES

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Human Resources	HR-009	Personnel Files - Employees Includes Background Investigations	Separation + 6 years		Separation + 6 years			Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD Department Preference; Statute of Limitations for Retirement Benefits is 6 years from last action; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4 years; 8 CCR 5144, 8 CCR 15400.2; 29 CFR 1910.1020(d)(1)(i), GC §§12946, 12960, 34090, 3105; LC §1198.5; 29 CFR 1602.14; 53235.2(b); 53237.2(b); LC §1198.5
Human Resources	HR-010	Personnel Files - Medical File (all employees) Includes Pre-Employment Clearance, Hearing Tests, Respirator Fit Tests, etc.	Separation + 6 years	24 years	Separation + 30 years	Yes: Until Separation		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD Medical Files for all employees are required to be maintained at least the duration of employment plus thirty (30) years; Files maintained separately; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., 8 CCR 5144, 8 CCR 15400.2; 29 CFR 1910.1020(d)(1)(i), GC §§12946, 12960, 34090

RECORDS RETENTION SCHEDULE: TOWN MANAGER & HUMAN RESOURCES

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Human Resources	HR-011	Recruitment and Testing File (Includes Applications, Advertisements, Job Brochures, Test Data, Testing Analysis & statistical Metric, Job Analysis, Rating Sheets, Scantrons, Rater's Profile & Confidentiality Agreement, Flowchart, Eligible Lists, etc.)	Hiring Decision + 4 years		Hiring Decision + 4 years			Mag, Ppr		Department preference; EEOC / FLSA / ADEA (Age) requires 1-3 years; State Law requires 4 years; 29 CFR 1602 et seq & 1627.3(a)(5) and (6); 2 CCR 11013(c); 8 CCR §11040(7.(c)), GC §§12946, 12960, 34090
Human Resources	HR-012	Studies & Surveys Conducted on Behalf of the Town (Sick Leave, Attrition, Benefits, etc.)	When No Longer Required Minimum 3 years		When No Longer Required Minimum 3 years			Mag, Ppr		Department preference; GC §34090
Human Resources	HR-012.5	Verifications of Employment, Child Support	When No Longer Required		When No Longer Required			Mag Ppr		Not a City record / Content doe NOT relate in a substantive way to the conduct of the public's business; GC §34090 et seq.
Human Resources	HR-012.6	W-4's (if not stored in Personnel File)	No Longer in Effect + 4 years		No Longer in Effect + 4 years			Mag, Mfr, OD, Ppr	S / I	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

RECORDS RETENTION SCHEDULE: TOWN MANAGER & HUMAN RESOURCES

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Human Resources	HR-013	Workers Compensation Claim Runs	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Human Resources	HR-014	Workers Compensation Claims	Separation + 2 years	28 years	Separation + 30 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Files maintained separately; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., 8 CCR 5144, 8 CCR 15400.2; 29 CFR 1910.1020(d)(1)(i), GC §§12946, 12960, 34090
Human Resources	HR-015	Workplace Violence – Hazard identification, evaluation, correction, incident logs, investigations, etc.	5 years		5 years		Mag, Ppr			LC §6401.9(f), GC §34090