

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.

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.

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)

B&P: Business & Professions Code (CA)
CBC: California Building Code
CC: Civil Code (CA)
CCP: Code of Civil Procedure (CA)
CCR: California Code of Regulations (CA)
CFC: California Fire Code
CFR: Code of Federal Regulations (US)
EC: Elections Code (CA)
EVC: Evidence Code (CA)
FA: Food & Agriculture Code
FC: Family Code (CA)
FTB: Franchise Tax Board (CA)
GC: Government Code (CA)
H&S: Health & Safety Code (CA)
HUD: Housing & Urban Develop. (US)
LC: Labor Code (CA)
Ops. Cal. Atty. Gen.: Attorney General Opinions (CA)
PC: Penal Code (CA)
PRC: Public Resources Code
R&T: Revenue & Taxation Code (CA)
UFC: Uniform Fire Code
USC: United States Code (US)
VC: Vehicle Code (CA)
W&I: Welfare & Institutions Code (CA)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Comments / Reference
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department".</i>				
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years)</i>				
<i>HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods.</i>				
TOWN-WIDE (Used by All Departments)				
Lead Dept.	TW-001	Accident / Incident Reports	2 years	GC §34090
Town Clerk	TW-002	Affidavits of Publications / Affidavits of Posting Notices / Legal Advertising / Notices / Proofs of Publications / Public Hearing Notices	Copies - When No Longer Required	Town Clerk Retains All Originals; C §34090.7
Lead Dept.	TW-003	Agreements & Contracts: ADMINISTRATION (WITHOUT Grant Funding) (Project Administration, Certified Payrolls, Change Orders, Project Schedules, RFP - Request for Proposal or Successful Proposal, etc.) Send all Original Agreements / Contracts, and Insurance certificates to the Town Clerk	Completion + 5 years	Town preference; 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
Lead Dept.	TW-004	Agreements & Contracts: ADMINISTRATION (WITH Grant Funding) (Project Administration, Certified Payrolls, Change Orders, Project Schedules, RFP - Request for Proposal or Successful Proposal, etc.) Send all Original Agreements / Contracts, and Insurance certificates to the Town Clerk	Completion + 5 years or After Funding Agency Audit, if required, whichever is longer	Some grant funding agencies require audits; Statute of Limitations for Errors & Omissions is 10 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; CCP §337 et. seq., 2 CFR 200.334; 24 CFR 91.105(h), 92.505, & 570.502(b), 29 CFR 97.42; OMB Circular A-133GC §34090
Lead Dept.	TW-005	Agreements & Contracts: UNSUCCESSFUL BIDS, PROPOSALS or RESPONSES to RFPs (Request for Proposals) and/or RFQs (Request for Qualifications) that don't result in a contract	2 years	Includes unopened bids; GC §34090
n/a	TW-006	Boards, Commissions, & Committees: External Organizations - Agendas, Minutes, Resolutions, or other documents (e.g. County Board of Supervisors)	When No Longer Required	Non-records
Staffing Dept.	TW-007	Boards, Committees, Commissions, Advisory Bodies: Citizen Advisory Created by the Town Council AGENDAS & STAFF REPORTS	Minimum 2 years	Department Preference; GC §34090 et seq.
Town Clerk	TW-008	Boards, Committees, Commissions, Advisory Bodies: Citizen Advisory Created by the Town Council AUDIO or VIDEO RECORDINGS	Copies - When No Longer Required	Town Clerk Retains All Originals; C §34090.7

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<i>HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods.</i>				
Town Clerk	TW-009	Boards, Committees, Commissions, Advisory Bodies: Citizen Advisory Created by the Town Council MINUTES <i>Send inactive / sunset Minutes to the Town Clerk</i>	Copies - When No Longer Required	Town Clerk Retains All Originals; C §34090.7
Staffing Dept.	TW-010	Committees: Employee Committees , Employee Staff Meetings / Department Staff Meetings AGENDAS and MINUTES	2 years	Only Citizen Advisory Boards appointed by the Town Council must retain minutes permanently (Council Subcommittees present their recommendations to the full Council); GC §34090 et seq.
Staffing Dept.	TW-011	Committees: Subcommittees of the Town Council (Ad-Hoc or Standing Committees) AGENDAS and MINUTES	2 years	Council Subcommittees present their recommendations to the full Council; GC §34090 et seq.
Lead Dept.	TW-012	Copies or duplicates of any record	Copies - When No Longer Required	GC §34090.7
Dept. that Authors Document or Receives the Town's Original Document	TW-013	Correspondence - ROUTINE (Content relates in a SUBSTANTIVE way to the conduct of the public's business) (e.g. e-mail / email, Letters, Memorandums, Administrative, Chronological, General Files, Reading File, Working Files, etc.) IF the Content relates in a SUBSTANTIVE way to the conduct of the public's business	2 years	ONLY IF the Content relates in a substantive way to the conduct of the public's business; City of San Jose vs. Superior Court, 5 Cal. 5th 608 (2017). GC §34090

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<i>HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods.</i>				
Dept. that Authors Document or Receives the Town's Original Document	TW-014	<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, social media posting, employee directories, flyers, invitations, instant messaging, inventories, logs, mailing lists, meeting room registrations, speaker cards, staff videoconference chats, notes and recordings, supply inventories, staff videoconferences, chats, notes, recordings, telephone messages, text messages, transmittal letters, thank yous, requests from other cities, preliminary notices for construction projects, undeliverable envelopes / returned mail, visitors logs, voice mails, webpages, etc.)</p>	When No Longer Required	Electronic and paper records are filed and retained based upon their CONTENT . Records, e-mails, electronic records, or social media postings where the Content relates in a substantive way to the conduct of the public's business , or that ARE made or retained for the purpose of preserving the informational content for future reference are saved by printing them out and placing in a file folder, or saving them electronically in a folder outside the e-mail system ; If not mentioned here, consult the Town Attorney to determine if a record is considered transitory / preliminary drafts. GC §34090, GC §7927.500; Ops. Cal. Atty. Gen. 317 (1981)); Town of San Jose v. Superior Court (Smith). S218066. Supreme Court of California, 2017
Lead Dept.	TW-015	Drafts & Notes: Drafts that are revised (retain final version)	When No Longer Required	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, 7928.705
Lead Dept.	TW-016	GIS Database / Data / Layers (both Town-wide and Specialized)	When No Longer Required	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-017	Grant Applications funded by the Town's General Fund	2 years	Finance maintains payable information in Accounts Payable; GC §34090
Lead Dept.	TW-018	Grants (UNSUCCESSFUL Applications, Correspondence)	2 years	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)</i>				
<i>HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods.</i>				
Lead Dept.	TW-019	Grants / CDBG Administration (Community Development Block Grant) / Reimbursable Claims / FEMA Reimbursements / OES Reimbursements (SUCCESSFUL Reports, other records required to pass the funding agency's audit, if required) Applications (successful), grant agreement, copies of invoices, program rules, regulations & procedures, reports to grant funding agencies, correspondence, audit records, completion records	After Funding Agency Audit, if required - Minimum 5 years	Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; 2 CFR 200.334; 24 CFR 91.105(h), 92.505, 570.490, & 570.502(a&b), 29 CFR 97.42; OMB Circular A-110 & A-133; GC §34090
Lead Dept.	TW-020	Newspaper Clippings	When No Longer Required	Non-records - may be obtained from the newspaper company; GC §34090
Human Resources	TW-021	Personnel Files (Department Copies) Send all originals to Human Resources	Shred upon Separation or Transfer (Except PD)	Originals are retained by Human Resources; GC §34090.7
Lead Dept.	TW-022	Personnel Files (Supervisor's Notes)	Shred After Incorporation into Performance Evaluation or Documented Discipline	Notes maintained in a separate folder to be incorporated into performance evaluation, or to document progressive discipline; GC §34090 et seq.
Lead Dept.	TW-023	Photographs	When No Longer Required	Preliminary Drafts (retention is placed on the final record in which the photograph is published in, if any); destroy unnecessary photographs. GC §§34090, 7927.500
Lead Dept. (Who Uses the Vehicle)	TW-024	Pre-Trip Inspections / Vehicle Safety Checks / Daily Vehicle Inspections / Daily Equipment Checks	2 years	GC §34090; 13 CCR 1234(c)
Lead Dept.	TW-025	Public Relations / Press Releases	2 years	GC §34090
Lead Dept. (Who Ordered the Appraisal)	TW-026	Real Estate Appraisal Reports: Property NOT purchased, Loans not funded, etc.	2 years	Not accessible to the public; GC §§34090, 7928.705
Lead Dept. (Who Ordered the Appraisal)	TW-027	Real Estate Appraisal Reports: Purchased Property, Funded Loans	Minimum 5 years	Not accessible to the public until purchase has been completed; meets grant auditing requirements; 2 CFR 200.334; 24 CFR 91.105(h), & 570.502(b); 29 CFR 97.42, GC §34090
Town Clerk	TW-028	Recorded Documents / Real Property: Deeds, Easements, Right of Ways, Abandonments / Vacation, Liens / Lien Releases	Send all Originals to Town Clerk	GC §34090.7

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<i>HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods.</i>				
n/a	TW-029	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	Non-Records
Lead Dept.	TW-030	Reference Materials: Policies, Procedures, Brochures, Flyers, Manuals, Newsletters, Administrative Policies, etc.: Produced by YOUR Department	Minimum 2 years	Department preference; GC §34090
Lead Dept.	TW-031	Reference Materials: Policies, Procedures, Brochures, Flyers, Manuals, Newsletters, Administrative Policies, etc.: Produced by OTHER Departments	When Superseded	Copies; GC §34090.7
Lead Dept.	TW-032	Reports and Studies (Historically significant - e.g., Zoning Studies)	P	Administratively and Historically significant, therefore retained permanently; GC §34090
Lead Dept.	TW-033	Reports and Studies (other than Historically significant reports - e.g. Annual Reports)	10 years	Department preference; Information is outdated after 10 years; If historically significant, retain permanently; GC §34090
Lead Dept.	TW-034	Special Projects / Subject Files / Issue Files	Minimum 2 years	Department Preference; GC §34090 et seq.
Lead Dept.	TW-035	Subpoenas (appearance or duces tecum)	2 years	Department Preference; GC §34090 et seq.
Lead Dept.	TW-036	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	GC §34090
Lead Dept.	TW-037	Training Presented by Town Staff - COURSE RECORDS (Attendance Rosters or Sign-in Sheets, Outlines and Materials; includes Ethics, Harassment, & Safety Training & Tailgates)	5 years	Department preference; Ethics Training is 5 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4 years for personnel actions; 8 CCR §3203 et seq., 29 CFR 1627.3(b)(ii), LC §6429(c); GC §§12946, 34090, 53235.2(b)

**RECORDS RETENTION SCHEDULE: ADMINISTRATION
TOWN MANAGER, RISK MANAGER**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Comments / Reference
<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)</i>				
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods.</i>				
ADMINISTRATION / TOWN MANAGER				
Admin / Town Manager	AD-001	Legislative Advocacies, Support or Opposition to proposed Federal or State Legislation	Minimum 2 years	Department preference; GC §34090
Admin / Town Manager	AD-002	Project Files / Subject Files (Subject will change over time)	Minimum 2 years	Department Preference; GC §34090 et seq.
Admin / Town Manager	AD-003	Solid Waste Recycling / AB 939 Compliance / SB 1383 Compliance (Organic Waste Collection and Recycling) . CalRecycle Annual Waste Diversion Report / Measure D annual report / Form 303 report (HHW report) / CalREcycle Used Oil report / CalREcycle Bottles & Cans report, etc.	10 years	Department preference; required for 5 years; Low-Carbon Fuel Standard regulations credits can be received for 10 years, and are eligible for an extension; 14 CCR § 18995.2; H&S §39730.7; GC §34090
Admin / Town Manager	AD-004	Solid Waste Tonnage Reports / Statistics	10 years	Department preference; GC §34090
Admin / Town Manager	AD-005	Solid Waste: Construction Waste Management	10 years	Department Preference; GC §34090
Finance	AD-006	Travel Records / Expense Reports	Copies - When No Longer Required	GC §34090.7
ADMINISTRATION / RISK MANAGEMENT				
Admin / Risk Management	AD-007	Claims:/ Property Damage Claims / Restitution / Recovery of Damages to Town Property / Town's Invoices to Insurance Companies	Final Resolution + 5 years	Department Preference; Meets municipal government auditing standards; Statute of Limitations is 4 years; CCP §§337 et seq., 343; GC §34090,
Admin / Risk Management	AD-008	Insurance Certificates - Those that cannot be matched to a specific agreement or contract, and DOES NOT have a current agreement / contract with the Town	When No Longer Required	Not a Town record
Admin / Risk Management	AD-009	Insurance Certificates - Those that cannot be matched to a specific agreement or contract, and MAY have a current agreement / contract with the Town	7 years	Longest Statute of Limitations is 10 years; Conforms with Agreement Retention (usually filed with agreement); CCP §337 et seq.; GC §34090
Admin / Risk Management	AD-010	Insurance Policies (Town's Insurance Policies)	Expiration + 7 years	Department preference; CCP §337 et seq.; GC §34090
Admin / Risk Management	AD-011	OSHA Logs - 200, 300, 301, 301AOSHA Citations and Inspections	5 years	OSHA requires 5 years; State law requires 2 years; 8 CCR §3203(b)(1), OMB 1220-0029; GC §34090; LC §6429c

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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years)</i>				
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention re</i>				
AIRPORT				
Airport	AIR-001	Above Ground Storage Tank (Town-Owned Diesel) Tank Monitoring, Inspections and Maintenance, Release Detection Systems, Cathodic Protection Maintenance Records, CUPA Inspections, including letters of correction and citations	20 years	Department Preference; applies to both Tier I and Tier II Tanks; (Tier II tanks are required to have an integrity test every 20 years); EPA recommends that formal test records or reports be retained for the life of the container; GC §34090
Airport	AIR-002	Aircraft Accident / Incident Reports: Aircraft (sent to FAA)	Minimum 2 years	Department preference; GC §34090
Airport	AIR-003	Airport Security Access Applications / Badging / AOA Access Personnel Records / Gate Card User Acknowledgements / Proximity Cards (Employees and Tenants)	Expiration + 1 year	TSA requires 180 days ; TSA Security Directive SD1542-04-08E
Airport	AIR-004	Airport State License (Safety Inspections)	P	Department preference; GC §34090
Airport	AIR-005	CalTrans Aeronautics Inspections (Annual - Includes letters of corrections and citations)	2 years	GC §34090 et seq.
Airport	AIR-006	Citations / Lease Enforcement Actions / Rules & Regulations Enforcement / Notices of Violations (includes written noise and safety complaints)	Resolution + 3 years	Department Preference (consistent with other Code Enforcement and Operational Complaints); GC §34090 et seq.
Airport	AIR-007	Daily and Quarterly Inspections / Section 139 Inspections / App 139 Database	Minimum 2 years	14 CFR 139.402; GC §34090 et seq.
Airport	AIR-008	Emergency Operations Plan / Disaster Recovery Plan / Earthquake Information, Airport Certification Manual, Airport Emergency Plan	Until Superseded	Most are non-records; GC §34090
Airport	AIR-009	FAA Inspections / Reports / FAA Forms: Inspection Logs & Maintenance Work Orders; Meter Reading & Adjustments, Facility Maintenance Logs, Radio Equipment Operation Records, NavAid & AWOS Error Data, Certification & Inspections; Technical Performance Records	P	Regulations imply these are kept permanently, "...one copy to be kept in the permanent records of the facility...": GC §34090, 14 CFR 171.13 - 171.327
Airport	AIR-010	Grants - Airport - FAA Only	Final Expenditure Report + 3 years	14 CFR 152.213, 152.307; GC §34090
Airport	AIR-011	Insurance Policies: Airport	Expiration + 4 years	Department Preference; Covers statute of limitations for contracts; CCP §337 et seq.; GC §34090
Airport	AIR-012	NOTAM (Notice to Airmen)	2 years	GC §34090 et seq.
Airport	AIR-013	Safety Risk Management Analysis / Mitigations	Minimum 3 years	14 CFR 139.402; GC §34090 et seq.

**RECORDS RETENTION SCHEDULE:
COMMUNITY & ECONOMIC DEVELOPMENT
(Building, Code Compliance, Housing, Planning)**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Comments / Reference
<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)</i>				
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BUILDING & SAFETY				
Lead Dept.	CED-001	_Permit Database	Indefinite (Perm)	Department Preference - Data is interrelated; GC §34090, H&S §19850
CED / Building & Safety	CED-002	Activity Reports / Building	When No Longer Required	Preliminary drafts not retained in the ordinary course of business (Reports can be re-run from the database); GC §34090
CED / Building & Safety	CED-003	Address Files / Building Permits	P	GC §34090, H&S §19850
Development Services / Building & Safety	CED-004	Address Files / Building Permits - Expired Applications	Upon Expiration	Content Not Substantive - Permit never issued; GC §34090
CED / Building & Safety	CED-005	Board of Appeals / Building Advisory Committee- MINUTES	P	GC §34090(a)
CED / Building & Safety	CED-006	Building Permit File: Correction Notices	Minimum When Permit is Finalled	Department Preference (Preliminary Drafts); GC §34090
CED / Building & Safety	CED-007	Building Permit File: School District Fee Clearance / Utility Clearances	When No Longer Required	Not City records; used to verify other agencies were properly paid
CED / Building & Safety	CED-008	Building Permit File: Stop Work Notices	Minimum When Permit is Finalled	Department Preference (Preliminary Drafts); GC §34090
CED / Building & Safety	CED-009	Building Plans - Finalled - INDUSTRIAL, COMMERCIAL, MULTI-FAMILY DWELLINGS, PLACES OF PUBLIC ACCOMMODATION	P	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
CED / Building & Safety	CED-010	Building Plans - Cancelled or Withdrawn	Upon Cancellation or withdrawal	Department preference; Preliminary drafts not retained in the ordinary course of business; CBC §104.7; H&S§19850, GC §34090
CED / Building & Safety	CED-011	Building Plans - Expired	P	Department preference; CBC §104.7; H&S§19850, GC §34090
CED / Building & Safety	CED-012	Building Plans - Finalled - TENANT IMPROVEMENTS	P	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
CED / Building & Safety	CED-013	Building Plans - Finalled - SINGLE FAMILY RESIDENTIAL SFR and APPURTENANCES	P	Department preference; State law requires plans need not 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
CED / Building & Safety	CED-014	California Building Codes / Uniform Building Codes	Minimum While Ordinance is in Force	GC §50022.6

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COMMUNITY & ECONOMIC DEVELOPMENT
(Building, Code Compliance, Housing, Planning)**

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CED / Building & Safety	CED-015	Certificate of Occupancy (CofO)	P	Department Preference; GC §34090
CED / Building & Safety	CED-016	Copyright Release Forms / Requests & Permissions to Receive Copies of Plans (to and from Architects)	2 years	GC §34090
CED / Building & Safety	CED-017	Energy Calculations - Not Included in Plan Set (separate documents)	Minimum When Permit is Finalled	Department Preference / State program / Content Not Substantive; GC §34090
CED / Building & Safety	CED-018	Energy Calculations - When Included in Plan Set	P	Department Preference / State program / Content Not Substantive; GC §34090
CED / Building & Safety	CED-019	Geotechnical and Soils Reports / Structural Reports (all)	P	Department Preference; GC §34090
CED / Building & Safety	CED-020	Plan Check Comments	Minimum When Permit is Finalled	Department Preference (Preliminary Drafts); GC §34090
CED / Building & Safety	CED-021	Structural Calculations	P	Department Preference; GC §34090
CODE COMPLIANCE				
CED / Code Compliance	CED-022	Code Enforcement / Abatement Case Files (Includes Citations, Notice of Violations, Photos, and Code Enforcement Complaint Letters)	Minimum 2 years	Department preference; GC §34090
CED / Code Compliance	CED-023	Liens	P	GC §34090(a)
HOUSING				
Development Services / Housing	CED-024	Applications for Loans: Rejected (First Time Home Buyers, Rehabilitation, etc.)	2 years	GC §34090
Development Services / Housing	CED-025	Homeless Services / Homeless Outreach Applications (successful), grant agreement, copies of invoices, program rules, regulations & procedures, reports to grant funding agencies, correspondence, audit records, completion records	After Funding Agency Audit, if required - Minimum 5 years	Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; statewide guidelines propose 4 years; 2 CFR 200.334; 24 CFR 91.105(h), 92.505, 570.490, & 570.502(a&b), 29 CFR 97.42; OMB Circular A-110 & A-133; GC §34090
Development Services / Housing	CED-026	Housing Files - Income Verification, racial, ethnic, gender, disability status, HUD reports, Inspection reports, Lead-based Paint, etc.	3 years	Department preference (consistent with Section 8); 24 CFR 982.158(f); 29 CFR 97.42;

**RECORDS RETENTION SCHEDULE:
COMMUNITY & ECONOMIC DEVELOPMENT
(Building, Code Compliance, Housing, Planning)**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Comments / Reference
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Development Services / Housing	CED-027	Housing Plans: Consolidated Annual Performance and Evaluation Review (CAPER) / Comprehensive Housing Affordability Strategy (CHAS) / Consolidated Action Plan / Analysis of Impediments to Fair Housing Choices / Citizen Participation Plan / Action Plans, etc.	Expiration + 5 years	Required for 5 years; 24 CFR 91.105(h); GC §34090
Development Services / Housing	CED-028	Housing Programs: Affordable Housing Projects, Rehabilitation, First Time Home Buyers, HOME / CDBG Housing Projects WITHOUT a Recapture / Resale Restriction	Loan Pay-off + 5 years	HUD requires 5 years after the agreement terminates; Consistent with Consolidated Plan Requirements; Required for 3-4 years from expenditure or performance report; 2 CFR 200.333; 24 CFR 92.508(a)(c), & 570.502, 982.158, 884.214; 29 CFR 97.42; GC §34090
Development Services / Housing	CED-029	Housing Programs: Affordable Housing Projects, Rehabilitation, First Time Home Buyers, HOME, Affordable Covenants and Restrictions / CDBG Housing Projects WITH a Recapture / Resale Restriction	5 years after the Affordability Period Terminates, or the Written Agreement Terminates, Whichever is Longer	HUD requires 5 years after the project completion; documents imposing recapture / resale restrictions are 5 years after the affordability period terminates; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report; 2 CFR 200.333; 24 CFR 92.508(a)(c)(2) & 570.502(b), 982.158, 884.214; 29 CFR 97.42, GC §34090
Development Services / Housing	CED-030	Property Management: Tenant / Leases, etc.	Completion of Lease + 2 years	Department preference; GC §34090
PLANNING				

**RECORDS RETENTION SCHEDULE:
COMMUNITY & ECONOMIC DEVELOPMENT
(Building, Code Compliance, Housing, Planning)**

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CED / Planning	CED-031	<p>Planning Projects - Discretionary & Ministerial - Approved Permanent Entitlements & Permits</p> <p>(Includes Associated CEQA Noticing, Conditions of Approval, Environmental Determinations, Staff Reports, Plans, Soils Reports, Uniform Development Application, etc.)</p> <p>Examples: Conditional Use Permits (CUPs) Density Bonus Development Agreements / Permits General Plan / General Plan Amendments Lot Line Adjustment Plan Developments Rezones Specific Plan Tentative Subdivision Maps / Parcels Maps Use Permits Variance Zoning Clearance Zoning Ordinance / Updates</p>	P	Department preference; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); GC §34090, 34090.7
CED / Planning	CED-032	Advanced Planning / Long Range Planning / Project Implementation (Final Documents only)	P	Department Preference; GC §34090
CED / Planning	CED-033	Cannabis Permits - Approved	No Longer In Business + 2 years	Department preference; GC §34090
CED / Planning	CED-034	Cannabis Permits - Denied	Minimum 2 years	Department preference; GC §34090
Census Bureau	CED-035	Census, Demographics	When No Longer Required	(Non-Records - Census Bureau is OFR)
CED / Planning	CED-036	<p>Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, etc.) / CEQA - Where Planning is the Lead</p> <p>Correspondence and staff notes that provide insight into the project or the agency's CEQA compliance with respect to the project</p>	Project Approval or Denial + 2 years	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:
COMMUNITY & ECONOMIC DEVELOPMENT
(Building, Code Compliance, Housing, Planning)**

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CED / Planning	CED-037	Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, Notice of Exemption (NOE), etc.) / CEQA Inside Town boundaries - Where Planning is the Lead	P	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
CED / Planning	CED-038	General Plan, Elements and Amendments / Master Plans, Specific Plans, Land Use Plans and Amendments; General Plan Interpretations	P	Department preference; GC §34090
CED / Planning	CED-039	Historical Designations / Historical Landmarks	P	Department preference; GC §34090
CED / Planning	CED-040	Materials Boards	When No Longer Required	Preliminary drafts not retained in the ordinary course of business; GC §34090
CED / Planning	CED-041	Planning and Economic Development Commission - AUDIO or VIDEO RECORDINGS	2 years	Department preference; Audio Required for 30 days; GC §54953.5(b); video recordings of meetings are required for 90 days; GC §34090.7
CED / Planning	CED-042	Planning and Economic Development Commission - MINUTES	P	GC §34090(a)
CED / Planning	CED-043	Planning and Economic Development Commission - STAFF REPORTS	P	Department Preference; GC §34090 et seq.
CED / Planning	CED-044	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	Various benchmarks are placed using the number of residential dwelling units on the project site within the last five years; GC §§34090, 66300.
CED / Planning	CED-045	Temporary Permits (Approved & Unapproved) Banner Permits, Tree Removal Permit, etc.	Expiration + 2 years	Department preference; GC §34090
CED / Planning	CED-046	Zoning Clearance Forms / Zoning Verification Letters	P	Department Preference; GC §34090
CED / Planning	CED-047	Zoning Maps (Historically Significant)	P	Department Preference; GC §34090
CED / Planning	CED-048	Zoning Ordinance Amendments / Zone Changes	P	Department Preference (copies); GC §34090.7

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FINANCE / ADMINISTRATION				
Finance / Lead Div.	FIN-001	Financial Services Database / ERP Database (Caselle)	Indefinite - Minimum 5 years	Data Fields / Records are interrelated; meets municipal government auditing standards; GC §34090
Town Clerk & Finance / Admin.	FIN-002	Audit Reports / Financial Statements / Annual Audit	P	Department Preference (also retained in the Council Agenda Packet Permanently); GC §34090 et seq.
Finance / Admin.	FIN-003	Audit Work Papers	5 years	Preliminary Drafts; GC §34090
Finance / Admin.	FIN-003.5	Audit Hearing or Review	5 years	Preliminary Drafts; GC §34090
Finance / Admin.	FIN-004	Bond Official Statements / Certificates of Participations (COPs) See Bank Statements for statement retention.	Fully Defeased + 10 years	Department Preference; Statute of Limitations for bonds, mortgages, trust deeds, notes or debentures is 6 years; Bonds issued by local governments are 10 years; There are specific requirements for disposal of unused bonds; CCP §§336 et seq, 337.5(a); 26 CFR 1.6001-1(e); GC §43900 et seq.
Town Clerk	FIN-005	Budgets - Adopted / Final	Copies - When No Longer Required	Department Preference (retained in the Council Agenda Packet Permanently); GC §34090.7
Finance / Admin.	FIN-006	Budgets - Preliminary, Backup Documents	Drafts - When No Longer Required	Preliminary Drafts; GC §34090
Finance / Admin.	FIN-007	Sales Tax Reports	When No Longer Required	Not a City Record (used to project revenue)
Finance / Admin.	FIN-008	Single Audits / Transportation Audits / PERS Audit, etc.	5 years	Department Preference (meets municipal government auditing standards); GC §34090
FINANCE / BUSINESS LICENSING, REVENUE				
Finance / Business License, Revenue	FIN-012	Accounts Receivable / Revenue / Our Invoices to Outside Entities: Insurance Companies, Franchise Fees, DUI Billing, Transient Occupancy Tax (TOT), Auctions of Surplus Property, Credit Card Payment Receipts, Tenant Billing / Rent, etc.	5 years	Department Preference; (meets municipal government auditing standards); GC §34090
Finance / Business License, Revenue	FIN-013	Business License Applications, Registrations and Renewals	5 years	Department preference; Meets auditing standards; GC §34090 et seq.
Finance / Business License, Revenue	FIN-014	Checks deposited to Bank (Town scans them for the Bank, rather than physically taking the checks to the bank to deposit them.)	Follow Bank Instructions	These are bank instruments, and not Town records; per bank agreement.
Finance / Business License, Revenue	FIN-015	Daily Cash Summaries, Bank Deposits, Bank Transmittal Advice, Cashier's Reports	5 years	Department preference; GC §§34090, 26 CFR 31.6001-1

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HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods.</i>				
Finance / Business License, Revenue	FIN-016	Reports (Support for Business License); Balance Sheets, Proof & Merge Reports, etc. (MONTHLY OR PERIODIC)	When No Longer Required	Financial system can re-create reports accurately; GC §34090
Finance / Business License, Revenue	FIN-017	Short Term Rental (STR) Applications and Permits	Expiration of Permit + 5 years	Department preference; Meets auditing standards; GC §34090 et seq.
Finance / Business License, Revenue	FIN-017.5	Short-Term Rental Complaints & Violations	Minimum 2 years	Department preference GC §34090
FINANCE / GENERAL ACCOUNTING				
Finance / General Accounting	FIN-018	1099's, 1096's, DE542 (California Report of Independent Contractors)	5 years	Department Preference; IRS: 4 years after tax is due or paid (longer for auditing & contractor delinquency); Ca. FTB: 3 years; IRS Reg §31.6001-1(e)(2), R&T §19530, GC §34090; 29 USC 436
Finance / General Accounting	FIN-019	Accounts Payable / Invoices and Backup (Includes Invoices, Purchase Orders, Travel Expense Reimbursements, Warrant Request, etc.)	5 years	Department Preference to pass grant audits (meets municipal government auditing standards); GC §34090
Finance / General Accounting	FIN-020	Bank Statements and Trustee Statements, Fiscal Agent Statements, Trustee Statements, Investment Account Statements, Pars Statements, Bank Reconciliations, Wire Transfers	5 years	Department preference; GC §§34090, 26 CFR 31.6001-1
Town Clerk	FIN-021	Checks / Warrant Register Report (issued)	Copies - When No Longer Required	Department Preference (retained in the Council Agenda Packet Permanently); GC §34090.7
Finance / General Accounting	FIN-022	Checks / Warrants (Cashed or Returned / NSF)	5 years	Department Preference; Meets auditing standards; GC §34090
Finance / General Accounting	FIN-023	Escheat (Unclaimed money / uncashed checks)	5 years	Department preference; All tangible property held by government agencies escheats after 3 years; Statute of Limitations is 1 year for seized property; CCP §§340(d), 1519; GC §34090
Finance / General Accounting	FIN-024	Fixed Assets - Annual Listing (Source Documents)	5 years	Department Preference; Meets auditing standards; GC §34090
Finance / General Accounting	FIN-025	Investment Reports (may be filed with Bank Reconciliations)	5 years	Department preference; GC §§34090, 26 CFR 31.6001-1
Finance / General Accounting	FIN-026	Investments / Arbitrage / Bonds (Receipts / Advisor Reports / Trade Tickets / LAIF (Local Agency Investment Fund))	Maturity + 5 years	Department Preference; Meets auditing standards; FTC Reg's rely on "self-enforcement"; GC§§ 34090, 43900

RECORDS RETENTION SCHEDULE: FINANCE

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HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods.</i>				
Finance / General Accounting	FIN-027	Journal Entries / Journal Vouchers / Budget Adjustments	5 years	Department Preference; meets municipal government auditing standards; Statute of Limitations is 4 years; GC §34090, CCP § 337
Town Clerk	FIN-028	Quarterly Budget Reports (to Council - Copies)	Copies - When No Longer Required	Department Preference (retained in the Council Agenda Packet Permanently); GC §34090.7
Finance / General Accounting	FIN-029	Reports / Finance Reports created from Database: General Ledgers, Subsidiary Ledgers, Reconciliations, Registers, Transaction Histories, Balance Sheets, etc.	When No Longer Required	Financial system can re-create reports accurately; GC §34090
Finance / General Accounting	FIN-030	Reports: Annual State or Federal: State Controller's Report, Local Government Compensation Report, Gas Tax, MOE (Maintenance of Effort) Report, Fixed Charge Special Assessment Report, Public Self Insurer Report (SIP Report), Street Report, etc.	5 years	Department Preference; Meets auditing standards; GC §34090
Finance / General Accounting	FIN-031	W-9s	Vendor Inactive + 5 years	Meets IRS auditing standards; GC §34090

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES
(Human Resources, Payroll Benefits, Risk Management)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Comments / Reference
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HUMAN RESOURCES				
Human Resources	HR-001	Benefit Plan Documents (CalPERS, Dental, Vision, etc.)	Duration of the Contract + 6 years	EEOC / ADEA (Age) requires 1 year after benefit plan termination; Federal law requires 6 years after filing date for retirement; State Law requires 2 years after action; 29 CFR 1627.3(b)(2); 29 USC 1027, 28 CCR 1300.85.1; GC §34090
Human Resources	HR-002	California Civil Rights Department (CRD) / Department of Fair Employment & Housing (DFEH or EEOC) Claims / Harassment Claims	Separation + 6 years	Department preference to match retention for personnel files; All State and Federal laws require retention until final disposition of formal complaint; State requires 2 years after "fully and finally disposed"; 2 CCR 11013(c); GC §§12946, 12960, 34090
Human Resources	HR-003	Classification / Reorganization Studies (for employee classifications and department structures)	Minimum 3 years	Department preference; Bureau of National Affairs recommends 2 years for all supplementary Personnel records; Wage rate tables are 1 or 2 years; State requires 2 years; 29 CFR 516.6, 29 CFR 1602.14, GC §§12946, 12960, 34090
Human Resources	HR-004	Compensation Surveys & Studies	Minimum 3 years	Department preference; 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-005	Negotiations with Bargaining Units / Negotiation Notes	5 years	Department preference;; GC §34090
Human Resources	HR-006	Contracts for Investigators (Except for Police)	Completion + 5 years	Department preference; Statute of Limitations for contractual obligations is 4 years; CCP §§337.337.1(a), 337.15, 343; GC §34090
Human Resources	HR-007	Employee Investigations (Except for Police)	Separation + 6 years	Department preference to match retention for personnel files; statute of limitations for EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4 years; 29 CFR 1602.31 & 1627.3(b)(1), GC §§12946, 12960, 34090;
Human Resources	HR-008	Grievances	Separation + 6 years	Department preference to match retention for personnel files; statute of limitations for retirement benefits is 6 years from last action; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4 years; 29 CFR 1602.31 & 1627.3(b)(1), GC §§ 3105, 12946, 12960, 34090; LC 1198.5; 26 CFR 31-6001-1; 53235.2(b); 53237.2(b)

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES
(Human Resources, Payroll Benefits, Risk Management)

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Human Resources	HR-009	I-9s	Separation + 6 years	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
Human Resources	HR-010	Job Descriptions / Job Classification / Job Specifications	Minimum Superseded + 4 years	Department preference; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4 years; retirement benefits is 6 years from last action; 29 CFR 1602.31 & 1627.3(b)(1), 8 CCR §3204(d)(1) et seq., GC §§12946, 12960, 34090
Human Resources	HR-011	Personnel Files - Employee File (Official Personnel File) Includes Application, Backgrounds, Discipline, Evaluations, Policy Acknowledgements, Employee's Oath of Office / Oath for Disaster Worker, PAF / Personnel Action Forms, 1095-C, 1094-C (Employer-Provided Health Insurance Offer and Coverage & Transmittal Form), DE-34 (Report of New Employees), W-4's, etc.)	Separation + 6 years	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; W-4s are required four years after the due date of such tax for the return period to which the records relate, or the date such tax is paid, whichever is the later. 26 CFR 31-6001-1; 29 CFR 1602.31 & 1627.3(b)(1), GC §§ 3105, 12946, 12960, 34090; LC 1198.5
Human Resources	HR-012	Personnel Files - Medical File Pre-employment Medical Clearances, ADA Accommodations, Fit for Duty, etc.	Separation + 30 years OR Deceased + 5 years	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
Human Resources	HR-013	Recruitment and Testing File / Database Includes Advertisements, Applications for Unsuccessful Candidates, Interview Notes, Job Brochures, Test Data, Testing Analysis & statistical Metric, Job Analysis, Rating Sheets, Scantrons, Background Checks, etc.	Hiring Decision + 4 years	State Law requires 4 years; EEOC / FLSA / ADEA (Age) requires 1-3 years; 29 CFR 1627.3(b)(1), 29 CFR 1602.14 et seq.2 CCR 11013(c); GC §§12946, 12960, 34090
Human Resources	HR-014	Verifications of Employment, Child Support, etc. (From lenders or other outside companies)	When No Longer Required	Not as Agency record / Content does NOT relate in a substantive way to the conduct of the public's business; GC §60201 et seq
Human Resources	HR-015	W-4's	No Longer in Effect + 4 years	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: HUMAN RESOURCES
(Human Resources, Payroll Benefits, Risk Management)

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Human Resources	HR-016	Workers Compensation Claims / Long Term Disability Claims (Includes all Accident, Incident, or Injury Reports from Employees)	Separation + 30 years OR Deceased + 5 years	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-017	Workplace Violence – Hazard identification, evaluation, correction, incident logs, investigations, etc.	5 years	LC §6401.9(f), GC §34090
HUMAN RESOURCES / PAYROLL				
Human Resources / Lead Div.	HR-018	Payroll Database / ERP Database (Caselle)	Indefinite - Minimum 5 years	Data Fields / Records are interrelated; GC §34090
Human Resources / Payroll	HR-019	Benefits: Monthly Reconciliation	5 years	Department Preference; GC §34090
Human Resources / Payroll	HR-020	CalPERS Reports, Annual Valuation Reports, Actuarial Valuation Reports, Annual Employer Statements	5 years	Most recent records are stored on CalPERS website; Department Preference; Retained to match other auditing periods; GC §34090
Human Resources / Payroll	HR-021	Checks / Warrant Register Report - Payroll Only	5 years	Department Preference; GC §34090
Human Resources / Payroll	HR-022	Checks / Warrants - Cancelled - Payroll Only	5 years	Department Preference; GC §34090, 26 CFR 31.6001-1
Human Resources / Payroll	HR-023	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.	5 years	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
Human Resources / Payroll	HR-024	Deferred Compensation (Town Statements)	5 years	Produced by Deferred Comp. Provider; GC §304090, 26 CFR 31.6001.1
Human Resources / Payroll	HR-025	Payroll File (Deductions, etc.)	Separation + 5 years	Department preference; (meets municipal government auditing standards); GC §34090
Human Resources / Payroll	HR-026	Payroll Reports (includes Leave Registers, time Transaction Reports, etc.	5 years	Department preference; (meets municipal government auditing standards); GC §34090
Human Resources / Payroll	HR-027	PERS Statements	5 years	Department Preference; GC §34090
Human Resources / Payroll	HR-028	Time Sheets / Time Cards / Overtime Sheets / Overtime Cards	5 years	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; 8 CCR 11040.7(c); 29 CFR 516.5 & 516.6(c);

**RECORDS RETENTION SCHEDULE: HUMAN RESOURCES
(Human Resources, Payroll Benefits, Risk Management)**

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Human Resources / Payroll	HR-029	W-2's	5 years	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
HUMAN RESOURCES / RISK MANAGEMENT				
Human Resources / Risk Management	HR-031	Property Damage Claims / Restitution	5 years	Department preference; Meets municipal government auditing standards; GC §34090
Human Resources / Risk Management	HR-032	Rental Property Management	Expiration of Lease + 2 years	Department preference; GC §34090

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INFORMATION TECHNOLOGY				
Information Technology	IT-001	Backups - DAILY, WEEKLY	When No Longer Required	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)	When Superseded	GC §34090 et seq.
Information Technology	IT-003	Network Configuration Maps & Plans	When No Longer Required	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	Follows the Retention Period of the Records Series	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, 2 CCR 22620 et seq.
Information Technology	IT-005	Video Recordings - Department Activity (Employees Performing Work, Cashiering, Building Security, etc.) See Town Clerk's schedule for Town Council Video Recordings	1 year	Records regular and ongoing operations; GC §34090.6 et seq,
Information Technology	IT-006	Video Recordings - Lobbies, Public Areas / Public Activity	When No Longer Required	Does not record regular and ongoing operations; GC §34090.6 et seq,

**RECORDS RETENTION SCHEDULE:
OFFICE OF OUTDOOR RECREATION**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Comments / Reference
<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)</i>				
HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention re				
OFFICE OF OUTDOOR RECREATION				
Office of Outdoor Recreation	OR-001	Activity / Special Programs / Event Files Trail Clean-ups, Host Activities, etc.	Minimum 2 years	Department preference; GC §34090
Office of Outdoor Recreation	OR-002	Construction & Design: Bridges, Trails, Parks, Rest Stops, etc. Plans, RFP / Specifications (Federal Guidelines) & Addenda, Successful Proposal, Change Orders, EIRs, Negative Declarations, Categorical Exemptions, Materials Testing Reports, Grading Permits, Hazardous Materials, Notice of Completion, Photos, Record Drawings Soils Reports, Studies, Submittals, Surveys, etc.	P	Department preference; retained for disaster preparedness purposes; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); CCP §337 et. seq., GC §34090
Office of Outdoor Recreation	OR-003	Host Program Daily Documents / Daily Diary / Complaints / Work Completed	2 years	GC §34090
Office of Outdoor Recreation	OR-004	Incident Reports	2 years	GC §34090
Office of Outdoor Recreation	OR-005	Liability Waivers / Volunteer Agreements	2 years	GC §34090
Office of Outdoor Recreation	OR-006	Trail Maps and Brochures	Minimum 2 years	Department preference; GC §34090
Office of Outdoor Recreation	OR-007	Tree Maintenance / Hazard Tree Removal, etc.	2 years	GC §34090

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PARKS & RECREATION				
Parks & Recreation	P&R-001	Recreation Activity Registration Database	Indefinite - Minimum 2 years	Department preference; GC §34090
Parks & Recreation	P&R-002	Activity / Special Programs / Event Files Children's Programs, Cultural Arts, Sports, Seniors, Filming, Theatre Programs etc.	Minimum 2 years	Department preference; GC §34090
Parks & Recreation	P&R-003	Activity Guide / Class Guide / Program Guide (Final)	Minimum 2 years	Department preference; GC §34090
Parks & Recreation	P&R-004	Applications / Participants' Registration / Liability Forms / Release of Liability Forms / Photo Releases / Waivers of Liability / Permissions: Camps, Field Trips, Authorization to give Medicine, etc.	2 years	GC §34090
Parks & Recreation	P&R-005	Evaluations / Surveys (Programmatic Evaluations of Recreation programs)	When No Longer Required	Content Not Substantive / Preliminary drafts / Transitory records; GC §34090
Parks & Recreation	P&R-006	Facility Use Requests / Field Rentals / Facility Use Applications and Permits (Includes Insurance Certificates and ABC Permits where appropriate)	2 years	GC §34090 et. seq.
Parks & Recreation	P&R-007	Incident Reports	2 years	GC §34090
Parks & Recreation	P&R-008	Liability Waivers (if separate from another record)	2 years	GC §34090
Parks & Recreation	P&R-009	Maintenance Logs	2 years	GC §34090
Parks & Recreation	P&R-009.5	Parks & Recreation Commission - Agenda Packets Town Clerk retains the originals of Minutes, and Audio and Video Recordings,	Minimum 2 years	Department preference; GC §34090
Parks & Recreation	P&R-010	Pool Chemical Additions	2 years	GC §34090
Parks & Recreation	P&R-011	Pool Lifeguard Audits (CPR Audit, Visual Awareness Training Audit)	2 years	GC §34090
Parks & Recreation	P&R-012	Rosters / Sign-in / Sign-Out Sheets for classes and programs	2 years	GC §34090
Parks & Recreation	P&R-013	Schedules / Hours (classes and staff)	When No Longer Required	Content not substantive; Preliminary drafts not retained in the ordinary course of business; GC §34090
Parks & Recreation	P&R-014	Scholarships	2 years	GC §34090
PARKS & RECREATION / PARK MAINTENANCE				
Lead Div.	P&R-015	Operations & Maintenance Manuals (O&M Manuals)	Life of Facility or Equipment	Department Preference; GC §34090 et. seq.

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HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods.</i>				
Finance	P&R-016	Park Sidewalk Maintenance: Surveys, Grinding, Ramping (Contracted, invoices are sent to Finance)	Copies - When No Longer Required	GC §34090.7
Finance	P&R-017	Park Tree Maintenance,- Town-owned Trees Only Trimming, Arborists Reports (Contracted, invoices are sent to Finance)	Copies - When No Longer Required	Department preference; GC §34090
Finance	P&R-018	Playground Equipment Inspections and Maintenance (Contracted, invoices are sent to Finance)	Copies - When No Longer Required	Department preference; GC §34090
Division Providing Service / Work	P&R-019	Work Orders / Service Requests - CRM / CMMS DATABASE (Computerized Maintenance Management System)	Indefinite	Data is interrelated; GC §34090
Division Providing Service / Work	P&R-020	Work Orders / Service Requests - All Information Entered in CRM / CMMS Database (Paper drafts)	When No Longer Required	Preliminary drafts (the database is the original); GC §34090
Division Providing Service / Work	P&R-021	Work Orders / Service Requests - NOT entered in CRM / CMMS Database (or partial information entered into CMMS Database) (Division providing service retains originals; Division requesting service is considered a copy)	5 years	Town Preference; CCP §§338 et seq., 340 et seq., 342, GC §34090

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POLICE ADMINISTRATION and/or CHIEF OF POLICE				
Police / Admin. / Chief	PD-000	Internal Affairs Investigations / Complaints from Employees - WITH or WITHOUT Sustained Finding of Misconduct (no Employment Action - no demotion or termination)	Final Disposition + 2 years	Department Preference; GC § 34090 et seq.
Police / Admin. / Chief	PD-001	Internal Affairs Investigations / Complaints WITH Sustained Finding of Misconduct Includes Use of Force Reports	Final Disposition + 15 years	PC §832.7; GC §34090
Police / Admin. / Chief	PD-002	Internal Affairs Investigations / Complaints WITHOUT Sustained Finding of Misconduct Includes Use of Force Reports	Final Disposition + 5 years	Consistent with Lexipol Policy; State requires for at least 5 years for civilian complaints; other State & Federal laws require retention until final disposition of formal complaint; State requires 4 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); EVC §1045(b)(1), GC §§12946,12960, 34090, PC §832.5, VC §2547
Police / Admin. / Chief	PD-003	Personnel Background Packet - Police Department Employees and Volunteers (Successful)	Separation + 4 years	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(7)(C), GC §§12946,12960, 34090
Police / Admin. / Chief	PD-004	Personnel Background Packet - Police Department Employees and Volunteers (Unsuccessful)	4 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(7)(C), GC §§12946,12960, 34090
Police / Admin. / Chief	PD-005	Personnel Files / Training File - Police Department Employees Original Commendations, Training Certificates (Personnel Action Forms and Written Discipline are sent to Human Resources)	Separation + 6 years	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 4 years; 29 CFR 1627.3(b)(1), 8 CCR §3204(d)(1) et seq., GC §§12946,12960, 34090
Police / Admin. / Chief	PD-006	Pitchess Motions	2 years	GC §34090
Police / Admin. / Chief	PD-007	Policies & Procedures / Operation Directives / General Orders / Lexipol (Department Policies and Procedures)	P	Department Preference; GC § 34090 et seq.
Police / Admin. / Chief	PD-008	Report of data regarding the number, type, or disposition of complaints made against its officers (optional report)	2 years	GC §34090 et seq.
Police / Admin. / Chief	PD-009	Report to the State Commission on Peace Officer Standards and Training (POST Commission) of peace officer employment, compliant, finding, disposition, or judgement pursuant to §PC 13510.9	2 years	GC §34090 et seq.

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Police / Admin. / Chief	PD-010	Reports and Studies regarding Police operations (not historical - manpower, traffic analysis, activity studies, calls for service, etc.)	Minimum 2 years	Department Preference; GC § 34090 et seq.
CODE COMPLIANCE - POLICE				
Police / Code Compliance	PD-011	Citations / Complaints - Police Code Compliance (Parking Violations, Unsecured Trash, Noise, etc.)	Minimum 2 years	Department preference; GC §34090
Police / Code Compliance	PD-012	Hearing Officer Determinations / Appeals of Police Code Compliance Actions	Minimum 2 years	GC §34090
OPERATIONS / PATROL / SERGEANTS				
Police / Ops / Patrol	PD-013	Canine (Police Service Dogs) Program Files: Animal Files	Separation + 3 years	3 years is required for animal care / treatment records; FA §32003(e), PC §597.1(d); GC §34090 et seq.
Police / Ops / Patrol	PD-014	Officer Recordings: Body-Worn Cameras – LOGS of Access or Deletion of Data	P	PC§ 832.18(b)(5)(E); GC §34090.6 et seq.
Police / Ops / Patrol	PD-015	Officer Recordings: Body-Worn Cameras - that ARE evidence, Officer Involved Shootings / Detention or Arrest / Complaints	Follows the Retention of the Evidence, Minimum 2 years	PC§ 832.18(b)(5)(B)&(C); GC §34090.6 et seq.
Police / Ops / Patrol	PD-016	Officer Recordings: Body-Worn Cameras - that are NOT evidence	60 days	PC§ 832.18(b)(5)(A); GC §34090.6 et seq.
Police / Ops / Patrol	PD-017	Officer Recordings: Mobile Audio/Video Recordings (MAV) that are not evidence (in-car videos, etc.)	2 years	Department preference; Consistent with Lexipol Section 446.10.1; Recordings that become evidence are stored with evidence; GC §34090.6(a)
Police / Ops / Patrol	PD-018	Special Events / Ops Plan	Minimum 2 years	Department preference; GC §34090 et seq.
Police / Ops / Patrol	PD-019	Watch Commanders Log	2 years	Department preference (Preliminary drafts); GC §34090 et seq.
INVESTIGATIONS				
Police / Investigat.	PD--020	Business Permits (Regulatory) - BUSINESS OWNER: Taxi LiveScan Responses / CORIs (Criminal Offender Record Information)	Minimum Business Close + 2 years	Department Preference; GC §34090
Police / Investigat.	PD--021	Business Permits (Regulatory) - TECHNICIAN / EMPLOYEES; Taxi Driver LiveScan Responses / CORIs (Criminal Offender Record Information)	Minimum Inactive / Separation + 2 years	Department Preference; El Cajon Work Permits; GC §34090
Police / Investigat.	PD--022	Detectives Investigation Files and Arrest Files	Transferred into Record's Files	Transfer all Official Reports to Records to be placed in the Day Files.
Police / Investigat.	PD--023	Informant Files	Minimum 2 years	Informant information; Does not contain criminal intelligence information concerning individuals; Department preference; GC §34090

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Police / Investigat.	PD--024	Intelligence Files	5 years	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 / Investigat.	PD--025	Recordings: Automated License Plate Readers (ALPR)	When No Longer Required	Does not record regular and ongoing operations; GC §34090.6 et seq,
Police / Investigat.	PD--026	Recordings: Drone (Unmanned Aerial Vehicle)	When No Longer Required	Does not record regular and ongoing operations; GC §34090.6 et seq,
Police / Investigat.	PD--027	Registrants: Arson - Adults	P, or Death of Registrant	Department preference; Pursuant to PC §457.1 et seq.; required to register for life; If released from CYA, records are destroyed after age 25 or sealing pursuant to W&I §781; GC §34090.7
Police / Investigat.	PD--028	Registrants: Arson - Juveniles released from Division of Juvenile Justice	Age 25 or Sealing Date + 5 years	Pursuant to PC §457.1 et seq.; If released from DOJJ, records are destroyed after age 25 or sealing pursuant to W&I §781; GC §34090.7
Police / Records	PD--029	Registrants: Gang Adults & Juveniles	Minimum 5 years	Department Preference (registration pursuant to PC 186.3(a)); GC §34090
Police / Investigat.	PD--031	Registrants: Sex Offender Registrations: Adults	P, or Death of Registrant	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 / Investigat.	PD--032	Registrants: Sex Offender Registrations: Juveniles	P or Sealing Date + 5 years (or Court Order), or Death of Registrant	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.
PROPERTY & EVIDENCE				
Police / Property & Evidence	PD-033	Crime Report Photos, Mug Shots	Follows the Retention of the Arrest Record	Department Preference; GC §34090
Police / Property & Evidence	PD-034	Gun and Narcotics Destruction Log (Documents related to)	2 years	GC §34090

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Police / Property & Evidence	PD-035	Latent Print File	Follows the Retention of the Crime Report	Department Preference; GC §34090
Police / Property & Evidence	PD-036	Logs: Evidence Database	Indefinite - Follows Retention of the Evidence	Data is interrelated; GC §34090
Police / Property & Evidence	PD-037	PAS Device Calibration Logs	2 years	GC §34090 et seq.
Police / Property & Evidence	PD-038	Property Release	2 years	GC §34090
Police / Property & Evidence	PD-039	Property Tag Logs	2 years	GC §34090
RECORDS				
Police / Records	PD-040	RMS Database	Indefinite - Follows Retention of the Crime Report	Data Fields / Records are interrelated; GC §34090
Police / Records	PD-041	Carry Concealed Weapon Permits (CCW) - Approved	Expiration + 2 years	GC §34090
Police / Records	PD-042	Carry Concealed Weapon Permits (CCW) - Denied	2 years	GC §34090
Police / Records	PD-043	Citations - Payment Plans for outstanding parking citations received by indigent persons	Fully Paid, Written off, or Forgiven + 5 years	Department preference (the Statute of Limitation for collections is 5 years from the date of the last violation); CVC 40222(b); GC §34090
State of California	PD-044	Crime Statistics / National Incident-Based Reporting System (NIBRS) / Uniform Crime Reports (UCR) - Summaries (BCS)	When No Longer Required	Entered Directly into DOJ's portal (a State record)
Police / Records	PD-045	Department of Justice Validation Lists	2 years	GC §34090
Police / Records	PD-046	Hearing Officer Determinations (Citation Appeals, Tows, etc.)	2 years	GC §34090
Police / Records	PD-047	NCIC Validation	2 years	GC §34090
Police / Records	PD-048	Patrol Ride-A-Long Waiver Form	2 years	GC §34090 et seq.
Police / Records	PD-049	POLICE REPORTS / SEALED RECORDS: Sealed Juvenile Cases - Childhood Sexual Assault After January 1, 2024	P	Department preference to accommodate statute of limitations for victims; CCP §§340.1, GC §34090

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Police / Records	PD-050	POLICE REPORTS / SEALED RECORDS: Sealed Juvenile Cases - Childhood Sexual Assault Before January 1, 2024	Age of Majority + 22 years	Department preference to accommodate statute of limitations for victims; CCP §§340.1, GC §34090
Police / Records	PD-051	POLICE REPORTS / SEALED RECORDS: Sealed Juvenile Cases Except Sealed Childhood Sexual Assault	Per Court Order (Subject 26 years old / Sealing Date + 5 years)	W&I §§389(a), 781(d), GC §34090;
Police / Records	PD-052	POLICE REPORTS: Lost Property: Firearms entered into CLETS (if not Permanent Retention)	Until Found or Recovered	Department Preference to facilitate Three Strikes law and ease of document imaging administration; PC§ 11108.2(b); GC §34090
Police / Records	PD-053	POLICE REPORTS: ALL Capital Crimes, Homicide, Juvenile, Child Abuse (substantiated), Elder Abuse (substantiated), & Sexual Assault (Rape), Arson (Suspected or Undetermined)	P	Department Preference; DOJ retains CACI (Child Abuse Central Index) information for adults 100 years; Most have no limitations on commencement of action; PC §§ 261, 286, 288, 288a, 288.5, 289, 289.5, and 799; 803(h), 11169 et seq.; 11170(a); WIC 707(b)
Police / Records	PD-054	POLICE REPORTS: Child Abuse or Neglect Investigation Reports - Unsubstantiated or Inconclusive	No Further Report on Suspected Abuser + 10 years	PC §§11169(c),11170(a)(3)
Police / Records	PD-055	POLICE REPORTS: Except those specifically mentioned in the schedule (ALL Others, Including Felonies and Misdemeanors)	Minimum 5 years	Department Preference; 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 age18; H&S §11361.5, GC §34090, PC §802, PC §§187, 800 et seq.
Police / Records	PD-056	POLICE REPORTS: Misdemeanor or Infraction - Adult Marijuana / Cannabis - H&S §11357(b)(c)(d)(e) or H&S §11360(b) (with procedure in H&S §11361.5) - Except those with outstanding stolen property, including firearms, or lost firearms	Conviction or Arrest (If No Conviction) + 2 years	("Shall" Destroy); GC §§68152(c)(8); H&S §11361.5
Police / Records	PD-057	POLICE REPORTS: Misdemeanor or Infraction - Juvenile Marijuana / Cannabis - H&S §11357(E) - Except those with outstanding stolen property, including firearms, or lost firearms	2 years or Juvenile 18 years old	If no subsequent conviction ("Shall" Destroy); H&S §11361.5

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Police / Records	PD-058	POLICE REPORTS: Missing Persons	P (If Returned, Follows the Retention for the Crime Report)	Department Preference; GC §34090
Police / Records	PD-059	POLICE 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	Individual petitions District Attorney; Sheriff concurs that person is factually innocent, then seals record ("Shall" Destroy); GC §34090; PC §851.8(a)
Police / Records	PD-060	POLICE REPORTS: Misdemeanor or Infraction Marijuana / Cannabis §11357(de) - Juvenile on School Grounds during School Hours (with procedure in H&S §11361.5)	Offender is 18 Years Old	(Courts and other Agencies "Shall" destroy); H&S§ 11361.5 et seq., 11357(e)
Police / Records	PD-061	POLICE REPORTS: Vacatur Relief Granted by Court - Victim of Human Trafficking, or Victim of Intimate Partner Violence or Sexual Violence (Nonviolent Crimes)	Court Order + 1 year	Individual petitions Court ("Shall" Destroy); GC §34090; PC §§236.14(k); 236.15(k)
Court	PD-062	Restraining Orders, Emergency Protective Orders, Temporary Restraining Orders, Legal Stipulations, Orders After Hearing (When Not filed with the case file)	Expiration of the Order	Not a City record
Police / Records	PD-063	STOP Source Data, Audit Log / Racial and Identity Profiling Act (RIPA) Annual Report	3 years	11 CCR 999.228; 11 CCR 999.229; GC §34090
Court or District Attorney	PD-064	Subpoenas (Personal Appearance or Duces Tecum)	When No Longer Required	Court or District Attorney records; GC §34090 et seq.

RECORDS RETENTION SCHEDULE: PUBLIC WORKS (Engineering, Fleet, Maintenance)

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ENGINEERING				
Town Clerk	PW-001	Assessment District Formation / CFD / Landscape Maintenance District Formation / Lighting and Landscape District Formation / Sewer District Formation / Engineers Reports	Copies - When No Longer Required	Included in City Council Agenda Packet; GC §34090.7
Public Works / Engineering	PW-002	Assessment Rolls / Lighting and Landscape Districts / Special District Assessment Rolls (to Tax Assessor for Tax Rolls)	5 years	Department preference; Meets auditing standards; GC §34090 et seq.
Public Works / Admin. / Engineering	PW-003	Benchmarks	P	Department Preference; GC §34090
Public Works / Admin. / Engineering	PW-004	Capital Improvement Projects (CIP): Administration File Project Administration, Certified Payrolls, Certificate of Compliance, Construction Manager's Logs, Correspondence, Costs, Estimates, Daily Inspections, Insurance Certificates, Preliminary Notices, Project Schedules, Public Relations, Meeting Agendas & Minutes, Monthly Reports, Notices, Real Estate Appraisals, RFIs / RFQs , Safety. SWPPP / WPCP, etc.	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	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; s; CCP §337 et. seq., GC §34090
Public Works / Admin. / Engineering	PW-005	Capital Improvement Projects (CIP): Permanent File Plans, RFP / Specifications & Addenda, Successful Proposal, Change Orders, EIRs, Negative Declarations, Categorical Exemptions, Materials Testing Reports, Grading Permits, Hazardous Materials, Notice of Completion, Photos, Record Drawings Soils Reports, Studies, Submittals, Surveys, etc.	P	Department preference; retained for disaster preparedness purposes; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); CCP §337 et. seq., GC §34090
Public Works / Admin. / Engineering	PW-006	Drawings, Maps, and Record Drawings, Large-Format Drawings, Survey Record Maps, Capital Improvement Project "As-Built"	P	Drafts should be destroyed; GC §34090
Public Works / Admin. / Engineering	PW-007	Encroachment Permits: Temporary (Excavation, Street Permits, Temporary Construction, Sidewalk Repairs, Street Cuts, Traffic Control, Transportation Permits, Utility Cuts (Installation & Patching), etc.) Includes Insurance Certificates	Expiration + 2 years	GC § 34090
Public Works / Admin. / Engineering	PW-008	Encroachment Permits: Permanent (Structures in the Town's Right of Way, Retaining Walls, etc.) Includes Insurance Certificates	P	Department Preference; GC §34090
Public Works / Admin. / Engineering	PW-009	Engineering Studies / Surveys (Public Right-of-Way) - Geotechnical and Soil Reports / Hydrology Reports / Preliminary Studies / Project Assessments	P	Department Preference; GC §34090

RECORDS RETENTION SCHEDULE: PUBLIC WORKS (Engineering, Fleet, Maintenance)

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Public Works / Admin. / Engineering	PW-010	Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, etc.) / CEQA - Where Engineering is the Lead 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	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
Public Works / Admin. / Engineering	PW-011	Private Development: Administrative Records Construction Inspections, Photos, Progress Meetings, Project Schedules, etc.	Completion + 10 years	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
Public Works / Admin. / Engineering	PW-012	Private Development: Permanent Records Abandonments, Certificate of Acceptance / Approval (copy), Dedications, Deeds (copies) Drainage, Driveway, Easements (copies), Geotechnical and Soil Reports / Hydrology Reports, Private Lab Verifications, Testing Lab Final Reports, Rights of Way (copies), Studies, Reports, etc.	P	Department preference; retained for disaster preparedness purposes; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); CCP §337 et. seq., GC §34090
Admin. / DBE Liaison	PW-013	Public Transportation Funding & Grants: FTA, Others: Equipment (Buses, Vehicles) and Real Property <i>Equipment is defined as "useful life of more than one year and an acquisition cost which equals or exceeds the lesser of the capitalization level established by the governmental unit for financial statement purposes, or \$5,000. Includes rolling stock and all other such property used in the provision of public transit service</i> Includes all records, including application, administration, reports, audits, etc.	Disposition / Sale + 5 years	FTA Retention for Equipment Records. "The three year retention period for the equipment records starts from the date of the equipment's disposition or replacement or transfer"; Equipment is defined as "useful life of more than one year and an acquisition cost which equals or exceeds the lesser of the capitalization level established by the governmental unit for financial statement purposes, or \$5,000. Includes rolling stock and all other such property used in the provision of public transit service".5 years meets auditing standards and federal requirements; FTA - Circular_5010_1D, III(7); OMB Circular A-110 & A-133; GC §34090
Public Works / Admin. / Engineering	PW-014	Stormwater Illicit Discharges	5 years	Required for a minimum of 3 years; 40 CFR 122.41(j)(2); SWRCB Order 2006-03; 40 CFR §§122.21, 122.41, 122.44; GC §34090
Public Works / Admin. / Engineering	PW-015	Stormwater: NPDES Annual Reports	5 years	Department Preference; Federal mandate is 3 years; SWRCB Order 2006-03; 40 CFR §§122.21, 122.41, 122.44; GC §34090

RECORDS RETENTION SCHEDULE: PUBLIC WORKS (Engineering, Fleet, Maintenance)

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Public Works / Admin. / Engineering	PW-016	Stormwater: NPDES Permits / MS-4 Permits	Expiration + 5 years	Department Preference; Federal mandate is 3 years; SWRCB Order 2006-03; 40 CFR §§122.21, 122.41, 122.44; GC §34090
Public Works / Admin. / Engineering	PW-017	Subdivision Maps / Parcel Maps	P	Department Preference; GC §34090
Public Works / Admin. / Engineering	PW-018	Surveys, Record of Survey	P	Department Preference; GC §34090
Public Works / Admin. / Engineering	PW-019	Traffic Calming Requests (Speed Humps, etc.)	2 years	Department preference; GC §34090
Police or Cal Trans	PW-020	Traffic Collision Reports / SWTRS	Copies - When No Longer Required	copies; GC §34090.7
Public Works / Admin. / Engineering	PW-021	Traffic Counts / Traffic Studies	10 years	Department preference; GC §34090
Public Works / Admin. / Engineering	PW-022	Traffic Speed Surveys	10 years	Department preference; GC §34090
Public Works / Admin. / Engineering	PW-023	Traffic Stop Sign Warrants	10 years	Department preference; GC §34090
Public Works / Admin. / Engineering	PW-024	Transportation Plans / Master Plans	P	Department preference; GC §34090
PUBLIC WORKS / FLEET				
Public Works / Lead Div.	PW-027	BAAQMD Permits - for Generators, etc.	Issue Date + 5 years	40 CFR 70.6; GC §34090
Public Works / Equip. Maint. & Fleet	PW-028	Fleet - Pre-Trip Inspections / Vehicle Safety Checks / Daily Vehicle Inspections / Daily Equipment Checks	2 years	GC §34090; 13 CCR 1234(c)
Public Works / Equip. Maint. & Fleet	PW-029	Fleet - Vehicle & Equipment History Files Maintenance, Brakes, Smog Certificates, etc.	Disposal of Vehicle or Equipment + 2 years	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; CCP §337 et. seq., 3 CCR 1234(f); GC §34090
Public Works / Lead Div.	PW-030	Generator Operation Logs & Inspections	5 years	BAAQMD Rule 1470; Form 400-E-13a instructions; GC §34090
Public Works / Lead Div.	PW-031	Pressure Vessel Certifications or Permits (Air Compressors, Propane, etc.)	Expiration of Certificate or Permit	Department preference; GC §34090 et. seq.

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Public Works / Lead Div.	PW-032	Safety Data Sheet (SDS) / Material Safety Data Sheet (MSDS) / Chemical Use Report Form (or records of the chemical / substance / agent, where & when it was used)	30 years	Previous SDS / MSDS may be obtained from a service; SDS / MSDS may be destroyed as long as a record of the chemical / substance / agent, where & when it was used is maintained for 30 years; Applies to qualified employers; Claims can be made for 30 years for toxic substance exposures; 8 CCR 3204(d)(1)(B)(2 and 3), 29 CFR 1910.1020(d)(1)(i), GC §34090
Division Providing Service / Work	PW-033	Work Orders / Service Requests - CRM / CMMS DATABASE (Computerized Maintenance Management System)	Indefinite - Life of Vehicle or Equipment	Data is interrelated; GC §34090
Division Providing Service / Work	PW-034	Work Orders / Service Requests - All Information Entered in CRM / CMMS Database (Paper drafts)	When No Longer Required	Preliminary drafts (the database is the original); GC §34090
Division Providing Service / Work	PW-035	Work Orders / Service Requests - NOT entered in CRM / CMMS Database (or partial information entered into CMMS Database) (Division providing service retains originals; Division requesting service is considered a copy)	5 years	Town Preference; CCP §§338 et seq., 340 et seq., 342, GC §34090
PUBLIC WORKS / MAINTENANCE				
Public Works / Lead Div.	PW-036	Operations & Maintenance Manuals (O&M Manuals)	Life of Facility or Equipment	Department Preference; GC §34090 et. seq.
Public Works / Lead Div.	PW-037	Safety Data Sheet (SDS) / Material Safety Data Sheet (MSDS) / Chemical Use Report Form (or records of the chemical / substance / agent, where & when it was used)	30 years	Previous SDS / MSDS may be obtained from a service; SDS / MSDS may be destroyed as long as a record of the chemical / substance / agent, where & when it was used is maintained for 30 years; Applies to qualified employers; Claims can be made for 30 years for toxic substance exposures; 8 CCR 3204(d)(1)(B)(2 and 3), 29 CFR 1910.1020(d)(1)(i), GC §34090
Finance	PW-038	Sidewalk Maintenance: Surveys, Grinding, Ramping (Contracted, invoices are sent to Finance)	Copies - When No Longer Required	GC §34090.7
Finance	PW-039	Playground Equipment Inspections and Maintenance (Contracted, invoices are sent to Finance)	Copies - When No Longer Required	Department preference; GC §34090
Finance	PW-040	Tree Maintenance,- Town-owned Trees Only Trimming, Arborists Reports (Contracted, invoices are sent to Finance)	Copies - When No Longer Required	Department preference; GC §34090

**RECORDS RETENTION SCHEDULE: PUBLIC WORKS
(Engineering, Fleet, Maintenance)**

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Public Works / Lead Div.	PW-041	Underground Service Alerts (USA's) / Dig Alerts	3 years	Department Preference (the Regional Notification Center has the obligation to retain the notice for 3 years); GC §§4216.2(f) & 4216.3(e), 34090
Division Providing Service / Work	PW-042	Work Orders / Service Requests - CRM / CMMS DATABASE (Computerized Maintenance Management System)	Indefinite - Minimum 5 years	Data is interrelated; GC §34090
Division Providing Service / Work	PW-043	Work Orders / Service Requests - All Information Entered in CRM / CMMS Database (Paper drafts)	When No Longer Required	Preliminary drafts (the database is the original); GC §34090
Division Providing Service / Work	PW-044	Work Orders / Service Requests - NOT entered in CRM / CMMS Database (or partial information entered into CMMS Database) (Division providing service retains originals; Division requesting service is considered a copy)	5 years	Town Preference; CCP §§338 et seq., 340 et seq., 342, GC §34090

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TOWN CLERK				
Town Clerk	TW-001	Affidavits of Publications / Affidavits of Posting Notices / Legal Advertising / Notices / Proofs of Publications / Public Hearing Notices	2 years	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, 54960.1(c)(1)
Town Clerk	TW-002	Agendas - Town Council	Minimum 2 years	Department preference; GC §34090
Town Clerk	TW-003	Agenda Packets - Staff Reports (Filed by Subject Matter) Town Council	Follows Retention of Subject Matter	Department preference; GC §34090
Town Clerk	TW-004	<p>Agreements & Contracts, Amendments - ALL (NON-INFRASTRUCTURE, Professional Services Agreements, Tenant / Lease Agreements - NOT IMAGED)</p> <p><i>Agreement or Contract includes all contractual obligations (e.g. Specifications and Successful Proposal or Scope of Work)</i></p> <p>Examples of Non-Infrastructure: Consultants, Franchises, Landscaping, Painting, Slurry Seals (Paving), Tree Trimming, Leases, Personnel, Professional Services, etc.</p>	Completion + 5 years	Department Preference; Statute of Limitations is 10 years for Errors & Omissions; 4 years for all contracts; CCP §§337. 337.1(a), 337.15, 343; GC §34090, Contractor has retention requirements in 48 CFR 4.703(a)
Town Clerk	TW-005	<p>Agreements & Contracts, Amendments - ALL (INFRASTRUCTURE, OR IF IMAGED, JPAs, MOUs)</p> <p><i>Agreement or Contract includes all contractual obligations (e.g. Specifications and Successful Proposal or Scope of Work)</i></p> <p>Examples of Infrastructure: Architects, Buildings, bridges, covenants, development, environmental, Joint Powers, MOUs, park improvements, property & property restrictions, redevelopment, reservoirs, sewers, sidewalks, street & alley improvements, settlement, subdivisions, utilities, water, etc.</p>	Completion + 10 years	Department Preference; Statute of Limitations is 10 years for Errors & Omissions; 4 years for all contracts; CCP §§337. 337.1(a), 337.15, 343; GC §34090, Contractor has retention requirements in 48 CFR 4.703(a)
Town Clerk	TW-006	Articles of Incorporation	P	Department preference; GC §34090
Town Clerk	TW-007	Assessment District Formation / CFD / Landscape Maintenance District Formation / Lighting and Landscape District Formation / Sewer District Formation / Engineers Reports	P	Department preference; GC §34090

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HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods.</i>				
Town Clerk	TW-008	Board & Commission / Committee Applications (All, whether appointed or not)	2 years	GC §34090
Town Clerk	TW-009	Board & Commission / Committee Maddy Act Lists / Vacancy Notices	2 years	GC §34090
Town Clerk	TW-010	Claim for Damages / Claims Against the Town	Final Resolution + 5 years	Department Preference; Meets municipal government auditing standards; Statute of Limitations is 4 years; CCP §§337 et seq., 343; GC §34090,
Town Clerk	TW-011	FPPC Economic Interest Filings (FPPC 700 Series Forms - Statement of Economic Interests): ELECTRONICALLY FILED / DATABASE (Net File)	10 years	Statements filed electronically are required for 10 years; City maintains copies only; original statements are filed with FPPC; GC §81009(f)(g); GC §84615
Town Clerk	TW-012	FPPC Economic Interest Filings (FPPC 700 Series Forms - Statement of Economic Interests): ALL FILED IN PAPER (DESIGNATED EMPLOYEES AND PUBLIC OFFICIALS)	7 years	Town maintains original statements; GC §81009(d)(e)(f)&(g)
Town Clerk	TW-013	FPPC Form 801 (Gift to Agency Report)	7 years	Must post on website; GC §81009(e)
Town Clerk	TW-014	FPPC Form 802 (Event Ticket / Pass Distributions Agency Report)	7 years	Should post on website for 4 years; GC §81009(e)
Town Clerk	TW-015	FPPC Form 803 (Behested Payment Report)	7 years	GC §81009(e)
Town Clerk	TW-016	FPPC Form 806 (Agency Report of Public Official Appointments)	7 years	Must post on website; 2 CCR 18705.5; 2 CCR 18702.5(b)(3); GC §34090; GC §81009(e)

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HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods.</i>				
ELECTIONS (CONSOLIDATED)				
Town Clerk	TC-017	Campaign Filings (FPPC 400 Series Forms & Form 501): SUCCESSFUL CANDIDATES (Elected Officials)	P	Paper must be retained for at least 2 years; GC §81009(b)&(g)
Town Clerk	TC-018	Campaign Filings (FPPC 400 Series Forms, 501 Form): UNSUCCESSFUL CANDIDATES - PRIOR TO ELECTRONIC FILING	5 years	Paper must be retained for at least 2 years; GC §81009(b)&(g)
Town Clerk	TC-019	Campaign Filings (FPPC 400 Series Forms, 501 Form): UNSUCCESSFUL CANDIDATES, ELECTRONICALLY FILED - WITH or WITHOUT Committees	10 years	Campaign statements must be posted on the City's website within 72 hours and remain on line for 4 years; Statements filed electronically are required for 10 years; GC §81009(b)&(g); GC §84615
Town Clerk	TC-020	Campaign Filings (FPPC 400 Series Forms): THOSE NOT REQUIRED TO FILE ORIGINAL WITH CITY CLERK (copies)	4 years	Paper must be retained for at least 2 years; GC §81009(f)&(g)
Town Clerk	TC-021	Campaign Filings (FPPC 400 Series Forms): OTHER COMMITTEES (PACS - not candidate-controlled)	7 years	Paper must be retained for at least 2 years; GC §81009(c)&(g)
Town Clerk	TC-022	Elections - GENERAL, WORKING or ADMINISTRATION Files (Correspondence, Applications to fill a Vacancy on the Town Council, Precinct Maps, County Election Services, Candidate Statements to be printed in the Sample Ballot, Polling Locations and Precinct Board Members, Notices, Postings, etc.)	Minimum 2 years	GC §34090
Town Clerk	TC-023	Elections - HISTORICAL Files (Copies of Sample Ballot, Copy of Resolution Declaring Results, etc.)	P	Department preference; GC §34090
Town Clerk	TC-024	Elections - Petitions (Initiative, Recall or Referendum) - IF SUFFICIENT	Results + 8 months	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-025	Elections - Petitions (Initiative, Recall or Referendum) - IF INSUFFICIENT	Final Examination + 1 year after petition examination	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-026	Ethics & Harassment Prevention Training Certificates for Town Council, Board and Commission Members & Employees	5 years	GC §§ 3105, 12946, 34090;; 53235.2(b); 53237.2(b)
Town Clerk	TC-027	Grand Jury Reports regarding Town Operations and Responses	5 years	Department preference; matches the retention of the Grand Jury; GC §34090

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Town Clerk	TC-028	Historical Records, Photographs, & Historical Projects (e.g. Town Anniversaries, Incorporation, Town Seal, Awards of significant historical interest, Grand Openings, etc.)	P	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 Attorney	TC-029	Lawsuits / Litigation	Final Resolution + 5 years	Department Preference; Meets municipal government auditing standards; Statute of Limitations is 4 years; CCP §§337 et seq., 343; GC §34090,
Town Clerk	TC-030	Minutes: Town Council & Town Council & Parks & Recreation Commission, Planning and Economic Development Commission	P	GC §34090(e)
Town Clerk	TC-031	Oath of Office / Appointments: Town Council, Commission & Committee Members, Employees	Separation + 6 years	Department Preference; Statute of Limitations: Public official misconduct is discovery of offense + 4 years, GC §§36507, 34090; PC §§801.5, 803(c); 29 USC 1113
Town Clerk	TC-032	Ordinances	P	GC §34090(e)
Town Clerk	TC-033	Permits from County / Federal Agreements for Forest Use, etc.	Expiration + 2 years	GC §34090
Town Clerk	TC-034	Proclamations / Commendations / Memoriums	2 years	GC §34090
Town Clerk	TC-035	Public Records Requests / Subpoenas Duces Tecum	2 years	GC §34090
Town Clerk	TC-036	Recorded Documents / Real Property: Deeds, Easements, Right of Ways, Abandonments / Vacation, Liens / Lien Releases	P	GC §34090(a)
Town Clerk	TC-037	Recordings: Audio or Video of Town Council & Parks & Recreation Commission Meetings, Planning and Economic Development Commission; All Legislative Bodies of the Town	Minimum 10 years	Department preference; Audio Required for 30 days; GC §54953.5(b); video recordings of meetings are required for 90 days; GC §34090.7
Town Clerk	TC-038	Resident Petitions (submitted to Council on any subject - Dog Parks, Parking, Pickleball Courts, Traffic Calming, etc.) See Elections for Initiative, Recall or Referendum Petitions	1 year	Law requires 1 year for petitions; GC §50115
Town Clerk	TC-039	Resolutions: Town Council, Planning and Economic Development Commission	P	GC §34090(e)
Town Clerk	TC-040	Vehicle Titles ("Pink Slips")	Sale or Disposal	Given to Auction House / New Owner; GC §34090