

RESOLUTION NO. 2004 -56

RESOLUTION APPROVING THE RECORDS MANAGEMENT MANUAL  
CONSISTING OF RECORDS RETENTION AND DESTRUCTION PROCEDURES  
AND RETENTION SCHEDULE

At a regular meeting of the Council of the City of Marysville, State of California held on the 7<sup>th</sup> day of September 2004.

WHEREAS, the City of Marysville is in need of a Records Management Manual;  
and

WHEREAS, the Records Management Manual, which is attached as Exhibit "A," contains Record Retention and Destruction Procedures and a Records Retention Schedule which will be utilized by all City departments.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Marysville as follows:

The City Council of the City of Marysville adopts the attached City of Marysville Records Management Manual (See Exhibit "A").

\* \* \* \* \*

I HEREBY CERTIFY that the foregoing resolution was duly and regularly introduced and adopted by the Council of the City of Marysville, County of Yuba, State of California, held on the 7<sup>th</sup> day of September, 2004, by the following vote:

AYES: Jerry Crippen, Bill Harris, Christina Billeci, and Paul McNamara

NOES: None

ABSENT: None

ABSTAIN: None

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of said City this 7<sup>th</sup> day of September, 2004.

  
City Clerk

**CITY OF MARYSVILLE**  
**Records Management**  
**Manual**

**Including the City's**

**RECORDS RETENTION AND  
DESTRUCTION PROCEDURE**

**and**

**RECORDS RETENTION  
SCHEDULE**

September 2004

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## INTRODUCTION

This Records Management Manual includes the following sections:

- (1) Purpose and Objectives
- (2) Records Retention and Destruction Procedure
- (3) Records Retention Schedule

Collectively these sections make up the City's Records Management Policy.

This Manual is designed to be a practical guide to City employees regarding the retention and destruction of City records. Each City employee, under the guidance of his or her department head, should ensure that records are retained in accordance with the records retention schedule contained in this Manual. No City employee should destroy any City records without the approval of his or her department head, the City Clerk and the City Attorney.

This Manual was adopted by the City Council of the City of Marysville on \_\_\_\_\_, 2004 by Resolution No. \_\_\_\_\_.

## **"RECORDS" DEFINED**

"Records" shall include any writing containing information relating to the conduct of the public's business prepared, owned, used, or retained by the City of Marysville regardless of physical form or characteristics. A "record" does not include reference papers, notes (unless required for audit purposes), drafts (once a final document has been produced), publications (such as magazines, pamphlets, catalogs, brochures and newspapers), or blank or superceded forms.

## **PURPOSE AND OBJECTIVES**

### **The Records Management Policy**

The City's Records Management Policy includes all the information set out in this Records Management Manual.

### **Purpose of the Records Management Policy**

The purpose of the Records Management Policy is to provide procedures for establishing and maintaining consistent, efficient and effective record retention and destruction practices for the City of Marysville.

### **Objectives of the Records Management Policy**

The objectives of this Policy are to ensure that:

1. All records are retained for at least the legally required period as stated in the applicable state or federal law or regulation, or for a longer period as may be required by the City's needs.
2. All records which may substantially affect the obligations of the City will be retained for a period of time which will reasonably ensure the availability of those records when needed or as required by law.
3. Records will be destroyed in a timely fashion to ensure that this Policy is implemented consistently and to alleviate the cost of storing and maintaining records which are no longer required by the City.
4. Destruction of records is consistent throughout the City, and through time, and will take place according to a standard policy that has been developed for business reasons.
5. Destruction of records shall require the approval of the City Clerk and the City Attorney to prevent the destruction of certain records upon receipt of service of legal process for which those records might be relevant, or for operational reasons requiring longer record retention.
6. Critical City records will be identified and appropriately safeguarded.
7. The privacy and security of records shall be appropriately safeguarded.

The objectives stated above shall be achieved through the use of:

1. The Record Retention Schedule, set forth in this Manual.
2. The Record Retention and Destruction Procedure, set forth in this Manual.



# RECORD RETENTION AND DESTRUCTION PROCEDURE

## Administration of Records Management Policy

### 1. Department Responsibility

Department heads are responsible for administering the Records Management Policy and for ensuring the requirements, procedures and policies contained in the Policy are implemented as soon as practical, and on an annual basis thereafter.

Every effort should be made to retain records no longer than stated in the Record Retention Schedule. Each department should establish procedures for annual review of department records, including transfer to storage of inactive files and destruction of records as appropriate under this Policy.

Each department should review its records on an annual basis to ensure that records retention and destruction is complete, accurate and up to date. Changes in procedures, department structure, or laws and regulations may affect the City's Records Retention Schedule and bring about the need for changes. If modifications of the Records Retention Schedule become necessary, it is the department's responsibility to notify the City Clerk.

### 2. City Clerk Responsibility

The City Clerk is the coordinator of the Records Management Policy.

Responsibilities as the coordinator include:

- a. Planning, implementing and coordinating records retention and destruction.
- b. Maintaining policies and procedures governing records retention and destruction.
- c. Coordinating the modification of the Records Retention Schedule when the need for change is identified.
- d. Providing information and assistance to city staff regarding records retention and destruction.
- e. Periodically auditing departmental records to verify compliance with records retention and destruction policies and procedures.
- f. Approving all destruction requests submitted by the departments.

## **Destruction Procedure**

Approval for the destruction of any records must be sought and obtained as set forth below.

### **1. Department Head Approval**

The head of each city department is aware of the status of the activities supported by the department's records and any special circumstances that would necessitate keeping the records longer than specified in the City's Records Retention Schedule. Therefore, department heads must first approve all destruction requests by their departments.

### **2. City Clerk Approval**

The City Clerk serves as the coordinator for the City Records Management Policy, and is responsible for checking and ensuring that all criteria for records retention and destruction are met. The City Clerk provides the second approval for departments' destruction requests.

### **3. City Attorney Approval**

Documents relevant to any pending, contemplated or threatened legal, administrative or investigative proceeding shall not be destroyed. The City Attorney is aware of pending legal actions and can advise departments of special needs for records. The City Attorney must provide the final approval of all records destruction requests by the departments.

## **RECORDS RETENTION SCHEDULE**

### **Guide to using the Records Retention Schedule**

City Records should be retained, at a minimum, for the length of time designated in this Schedule. Records have been classified by department, as set out below under the heading "records classifications." Records classifications are provided to make it easier to identify the appropriate retention period for the records in question.

Records which have been retained for the length of time required by this schedule may be destroyed if such destruction is approved by the head of the department which generated the records, the City Clerk and the City Attorney. Retention of records for a period longer than that set out in this schedule may be required in certain circumstances. For this reason the approval of the appropriate department head, City Clerk and City Attorney is critical before any City records are destroyed.

## Records Classifications

For the purpose of the Records Retention Schedule records will be classified as set out below.

### I. Administration

1. Audit
2. Community Services
3. Elections
4. General Subject
5. Grants
6. Human Resources
7. Information technology services
8. Legal/Legislative
9. Municipal Clerk
10. Policies & Procedures
11. Public Information
12. Public Financing Authority
13. Risk Management

### II. Development

1. Administration
2. Building
3. Code Enforcement
4. Engineering
5. Environmental Quality
6. Housing
7. Municipal Facilities
8. Planning
9. Property
10. Redevelopment

### III. Finance

1. Accounting
2. Administrative Services
3. Fixed Assets
4. License
5. Payroll
6. Purchasing
7. Reports
8. Treasurer

### IV. Public Safety

1. Emergency Management
2. Fire Department
  - i.. Administration
  - ii. Property
  - iii. Reports
3. Hazardous Materials
4. Police Department
  - i. Administration
  - ii. Investigations
  - iii. Patrol Services
  - iv. Other Police Services

### V. Public Works

1. Parks
2. Sanitation/Solid Waste/Wastewater
3. Streets/Alleys
4. Utilities
5. Water

### VI. Transportation

1. Administration
2. Airport
3. Ground Transportation
4. Harbor

## Abbreviations and Citations

AU	=	Audit
CL	=	Closed/Completion
CY	=	Current Year <sup>1</sup>
E	=	Date that Election is certified
L	=	Life
P	=	Permanent
S	=	Superseded
T	=	Termination
B&P		California Business and Professions Code
CCP		California Code of Civil Procedure
CCR		California Code of Regulations
CEQA		California Environmental Quality Act
CFR		Code of Federal Regulations
EC		California Election Code
FC		California Financial Code
FMLA		Family & Medical Leave Act, 1993
GC		California Government Code
H&S		California Health & Safety Code
HUD		Federal Housing and Urban Development
LC		California Labor Code
OBM		Federal Office of Management and Budget
OSHA		Federal Occupational Safety & Health Act
PC		California Penal Code
POST		Police Officers Standards Training
UFC		Uniform Fire Code
USC		United States Code
WIC		California Welfare & Institutions Code

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<sup>1</sup> The current year is January 1 through December 31 of any calendar year, not the City's fiscal year.

## Records Retention Schedule

### I. ADMINISTRATION

#### 1. Audit

	Records	Minimum retention period <sup>2</sup>	Supporting citation	Additional information
a.	Annual Financial Report	CL + 2	GC 34090	Independent auditor analysis
b.	Bonds	CL + 10	GC 34090; CCP 337.5	Final bond documentation
c.	Budget	P	GC 34090	Annual operating budget approved by legislative body
d.	Budget, Operating (copies)	S	GC 34090	Departmental reference
e.	Hearing or review	AU + 2	GC 34090; OMB A-133	Documentation created and or received in connection with an audit hearing or review
f.	Reports	AU + 4	GC 34090; OMB A-133	Internal and/or external reports
g.	Reviews, Internal/External Periodic	CY	GC 34090; GC 6250	Daily, weekly, monthly, quarterly or other summary, review, evaluation, log, list, statistics, except a report

#### 2. Community Services

	Records	Minimum retention period	Supporting citation	Additional information
a.	Libraries	CY + 2	GC 34090	Books, art, gifts, donations, exhibits, theatre, music, special events, etc.
b.	Plaques	P		Historic value
c.	Sports Organization	S + 2		

#### 3. Elections

	Records	Minimum retention period	Supporting citation	Additional information
a.	Affidavits of registration; affidavit index	CL + 5	EC 17000; EC 17001	
b.	STATE & LOCAL ELECTIONS: Applications, Absentee Ballots and Envelopes; Spoiled and	E + 6 months	EC 17505; EC 17302; EC 17304; EC 13702	Six months from date of election unless the election is contested or prosecution regarding voter fraud is commenced. If there is a criminal proceeding regarding the election no records shall be destroyed until there is a final determination in the

<sup>2</sup> All the numbers used in this column are years unless otherwise noted.

	Cancelled Ballots Assisted, Challenged Voters List; two tally lists; challenge list			proceeding. EC 15551
c.	FEDERAL ELECTIONS: Applications, Absentee Ballots and Envelopes; Spoiled and Cancelled Ballots Assisted, Challenged Voters List; two tally lists; challenge list	E + 22 months	EC 17301; EC 17303; EC 17305	Twenty-two months from date of election unless the election is contested or prosecution regarding voter fraud is commenced. If there is a criminal proceeding regarding the election no records shall be destroyed until there is a final determination in the proceeding. EC 15551.
d.	Ballots Prop. 218 (Assessment Districts)	P	California Constitution Art. XIII	Property related fees (Assessment Ballot proceedings)
e.	Calendar	E + 2	GC 34090	
f.	Canvass	P		Notifications and Publication of Election; Records used to compile final election results, including tally sheets, voting machine tabulation, detailed breakdown of results; special election results
g.	Certificates of Election	T + 4	GC 81009(a)(d)	Certificates of election; Original reports and statements
h.	FAIR POLITICAL PRACTICES: Administration/ Campaign statements and Conflict of interest	CY + 5		FPPC Opinions
i.	FAIR POLITICAL PRACTICES: Campaign disclosure statements (for candidates elected)	P	GC 81009(b)(g)	FPPC Filings
j.	FAIR POLITICAL PRACTICES: Campaign disclosure statements (for candidates not elected)	E + 5	GC 81009(b)	FPPC Filings
k.	FAIR POLITICAL PRACTICES: Candidate Statements	E + 5	GC 81009	Sample ballot retained permanently
l.	FAIR POLITICAL PRACTICES: Statement of economic interest	T + 7	GC 81009(e)	FPPC Filings
m.	FAIR POLITICAL	E + 7	GC 81009(e)	FPPC Filings

	<b>PRACTICES:</b> Statement of economic interest (for candidates not elected)			
n.	History	P	GC 34090	History of elections, sample ballots, certificates of destruction, other resolutions regarding elections
o.	Maps, Precincts	E + 12	EC 17501	
p.	Nomination Papers	T + 4	EC 17100	Can be destroyed four years after term of office to which nominating papers apply ends.
q.	Notifications and Publications	E + 2	GC 34090	Proof of publication or posting, certification and listing of notice of posting; copy of newspaper notice and certification of offices to be voted for at forthcoming election
r.	Oaths of Office	T + 6	GC 34090; 29 USC 1113	Elected officials
s.	Petitions – initiatives, referendums, recalls	8 months	EC 17200; EC 17400;	Can be destroyed eight months after the date of election, or if no election is held, eight months after the elections official examines the petition. EC 17400.
t.	Precinct Records	E + .5	EC 17503	From date of election: Precinct official material; declaration of intention, precinct board member applications, orders appointing members of precinct boards and designating polling places. Includes notice of appointment of office and record of service.
u.	Roster (of voters)	E + 5	EC 17300	From date of election - initiative, referendum, recall, general municipal elections.
v.	Voter registration signature copy	CY + 5	EC 17000	

#### 4. General Subject

	Record Series	min. retention period	supporting citation	Additional information about record series
a.	Administration	P	GC 34090	
b.	Biographic	CY + 2	GC 34090	
c.	Correspondence	CY + 2	GC 34090	Unless a longer retention period is required under this Schedule.
d.	Goals & Objectives	S + 2	GC 34090	Departmental goals & objectives
e.	Policies & Procedures, departmental	S + 5	GC 34090	
f.	Promotional Marketing - External	CY + 7		
g.	Promotional Marketing -Internal	CY + 2		



h.	Reports, Departmental	CY + 2	GC 34090	Special/or final summary, review or evaluation
i.	Reports, Staff	CY + 2	GC 34090	Non-agenda related, including supporting documentation
j.	Special projects	CY + 2	GC 34090	
k.	Support services	CY + 2	GC 34090	Reproduction; printing; postal, mailing services, other internal resources
l.	Travel records	CY + 2	GC 34090	Including travel details and reimbursement.

## 5. Grants

	Records	Minimum retention period	Supporting citation	Additional information
a.	Community Development Block Grant and Urban Development	T + 4	GC 34090; 24 CFR 570.502; 24 CFR 85.42; OMB Cir. A-102; OMB Cir. A-110; OMB Cir. A-133; HUD regulations	Applications, reports, contracts, supporting documents
b.	Federal and State	CL + 5	GC 34090; OMB Cir. A-110; OMB Cir. A-133	Unless a longer retention period is required by the grant application close-out procedure.
c.	Financial Records	CL + 5	GC 34090; OMB Cir. A-110; OMB Cir. A-133	Unless a longer retention period is required by the grant application close-out procedure.
d.	Unsuccessful Grant Applications	CL + 2	GC 34090	

## 6. Human Resources

	Records	Minimum retention period	Supporting citation	Additional information
a.	Benefit plan claims	P	29 CFR 1602.30; 32; 29 USC 1027; 29 CFR 1627.3; 29 USC 1113	May include dental, disability, education, health, life and vision including dependent care and Employee Assistance
b.	Benefit plan enrollment, denied	CL + 4	GC 34090	
c.	Bond, Personnel Fidelity	T + 2	GC 34090	Employee Fidelity Bonds
d.	Employee Handbook	S + 5	GC 34090	General employee information including benefit plans
e.	Employee medical and exposure records	T + 30	29 CFR 1910.1020; 8 CCR 3204(d)	
f.	Employee personnel files	T + 6	GC 12946; GC 34090; GC 1607.4; 29 CFR 1627.3; 29 CFR 1602.30; 29 CFR 1602.32; 29 CFR 1627.3; 29	May include: release authorizations; certifications; reassignments; outside employment; commendations, disciplinary actions; terminations; evaluations - pre-employment medicals, training identification cards (IDs);

			CFR 655.202; 29 CFR 516.6 <i>et seq.</i>	fingerprints; background checks
g.	Employee programs	CL + 2	GC 34090; GC 12946	Includes EAP and Recognitions
h.	Employee recruitment	CL + 30	GC 12946; GC 6250 <i>et seq.</i> ; 29 CFR 1602 <i>et seq.</i> ; 29 CFR 1607; 29 CFR 1627.3	Attendance; evaluations; drafts; worksheets; postings; applications, resumes, alternative lists, logs, indices, ethnicity disclosures; examinations materials; examination answer sheets, job bulletins; eligibility; electronic database;
i.	Employee retirement and disability - PERS, Social Security, SSI	P	29 CFR 1627.3 (2); GC 12946; 34090	EEOC/ADEA
j.	Employee rights issues	T + 5	GC 12946; 29 CFR 1602; 29 USC 211 (c); 29 USC 203 (m); 29 USC 207 (g)	May include arbitration, grievances, union requests, sexual harassment and civil rights, complaints, disciplinary actions
k.	Employee time sheets	T + 6	GC 12946; GC 34090; 29 CFR 1627.3	
l.	Employee Training records	CY + 7	GC 6250 <i>et seq</i>	Employee applications, volunteer programs training, class training materials, internships; documentation of internal and external training
m.	Medical leave	CL + 30	29 CFR 1910.20; 29 CFR 1602.30; 29 CFR 1602.32; 49 CFR 193.9	May include family leave; certifications; tests; W-4s
n.	Motor Vehicle Pulls (DMV)	CL + 7	GC 12946	
o.	Negotiation	P	29 USC Sections 211 (c), 203 (m), 207 (g)	Notes, notebooks, correspondence, contracts, and Memorandums of Agreements
p.	Reports	CY + 2	GC 34090	Employee statistics, benefit activity; liability loss
q.	Surveys and studies	CY + 2	GC 12946. 34090; 29 CFR 516.6 (2); 29 CFR 1602.14	Includes classification, wage rates
r.	Vehicle mileage - reimbursement rates	S + 2	GC 34090	Annual mileage reimbursable rates
s.	Wage rate tables	CY + 2	GC 12946; 29 CFR 516.6(2)	

## 7. Information Technology Services

	Records	Minimum retention period	Supporting citation	Additional information
a.	Computer policies - Internet, World Wide Web	S + 2	GC 34090	Management/Policies and supporting documentation

b.	Inventory, Information Systems	S + 2	GC 34090	Hardware/Software Inventory Logs; systems manuals
c.	Network Information Systems (LAN, WAN)	CY + 4	GC 34090; CCP 343	Configuration maps and plans
d.	Program Files and Directories	CY + 2 CY + 2 months CY + 1 CY + 6 months	GC 34090; GC 34090.7	Annual Backup Daily Backup  Monthly Backup Weekly Backup
e.	Tapes Information Systems	CY + 2	GC 34090	System Generation

## 8. Legal/Legislative

	Records	Minimum retention period	Supporting citation	Additional information
a.	Agendas - Council, Boards and Commissions	CY + 2	GC 34090	Original agendas and special meeting notices, including certificates of posting, original summaries, original communications and action agendas.
b.	Agenda Reports (Master, Subject Files)	CY + 2	GC 34090 (d)	Documentation received, created and/or submitted to Council, Boards or Commissions
c.	Appeals, Assessment	CY + 5	GC 25105.5	
d.	Appeals, Civil	CY + 7	CCP 583.320(a)(3); GC 34090	
e.	Applications, to Boards, Commissions, Committees	CL + 2	GC 34090	Applicants not selected
f.	Applications, to Boards, Commissions, Committees	T + 5	GC 34090	Selected applicants
g.	Articles of Incorporation	P	GC 34090; CCP 337.2	
h.	Case Log	CL + 7	CCP 337.2; CCP 343	From close of cases listed; chronological listing of cases
i.	Case Records (High Profile)	P		Significant cases which have importance/or set legal precedence. Includes logs, complaints, police reports, court orders, motions, notes, briefs
j.	Case Records	CL + 7 (unless a minor***)	42 USC 1983	Includes logs, complaints, police reports, court orders, motions, notes, briefs, closing statements (***)unless minors - 3 years after attaining 18)
k.	Contracts and Agreements which	T + 5	CCP 337.2; CCP 343; CCP 337.1;	Includes leases, equipment, services or supplies

	do not include Capital Improvements		CCP 337.15; CCP 343	
l.	Contracts and Agreements which include Capital Improvements	P	GC 37090a; GC 4004; H&S 19850	Construction
m.	Joint Powers Agreements	P	GC 34090	
n.	Legal Advertising	CY + 4	CCP 343; GC 34090	Includes public notices, legal publications
o.	Logs, Attorney Service Request	CY + 2	GC 34090	Service request, summaries of monthly requests
p.	Minutes - Council, Boards, Commissions and Committees	P	GC 34090; GC 36814; GC 40801	Official minutes and hearing proceedings of governing body of city council, board, commission or committee
q.	Notices, Meeting	CY + 2	GC 34090; 54960.1(c)(1)	Including special meetings
r.	Opinions	S + 2	GC 34090; GC 6254	Legal
s.	Ordinances	P	GC 34090; GC 40806	
t.	Petitions	CY + 1	GC 50115; GC 6253	Submitted to legislative bodies
u.	Resolutions	P	GC 34090, GC 40801	
v.	Tapes, Audio/Video	CY + 3 months	GC 34090.7	Used to prepare minutes

## 9. Municipal Clerk

*\* Add SpeakeX requests*

	Records	Minimum retention period	Supporting citation	Additional information
a.	Assessment Districts	P	GC 34090	Original documentation
b.	Inventory, Records	CY + 2	GC 34090	Inventory of non-current or inactive records holdings and location, indices. Tapes may be recycled.
c.	Municipal Code	P	GC 34090	Supplements included
d.	Public Records Request	CL + 2	GC 34090	
e.	Records Management	CL + 2	GC 34090	Document includes retrieval, transfers -- inactive
f.	Records Management Disposition Certification	P	GC 34090	Documentation of final disposition or records
g.	Records Retention Schedules	S + 4	CCP 343	

## 10. Policies & Procedures

	Records	Minimum retention period	Supporting citation	Additional information
a.	General Administrative	S + 2	GC 34090; GC 40801	All city policies and procedures
b.	Policy, Council/ Proclamations	S + 2	GC 34090	Policies, directives rendered by Council not assigned a resolution or ordinance number

### 11. Public Information

	Records	Minimum retention period	Supporting citation	Additional information
a.	Brochures, publications, newsletter, bulletins	S + 2	GC 34090	
b.	Calendar, City	CY + 2	GC 34090	
c.	Media Relations	CY + 2	GC 34090	Includes cable, newspaper, radio, message boards, presentations

### 12. Public Financing Authority

	Records	Minimum retention period	Supporting citation	Additional information
a.	Administration	P	GC 34090	
b.	Financial Records	P	GC 34090; GC 40802; GC 53901	
c.	Management Reports	CY + 2	GC 34090	

### 13. Risk Management

	Record Series	min. retention period	supporting citation	Additional information about record series
a.	Accident Reports - City Assets	CL + 7	29 CFR 1904.2; 29 CFR 1904.44	Reports and related records
b.	Bonds, Insurance	P	CCP 337.2, CCP 334	Bonds and insurance policies insuring city property and other assets
c.	Claims, Damage	CL + 5	GC 34090; GC 25105.5	Paid/denied
d.	Incident Reports	CL + 7	29 CFR 1904.2; 29 CFR 1904.44	Theft, arson, vandalism, property damage or similar occurrence
e.	Insurance, Certificates and Policies	P	GC 34090	May include liability, property, Certificates of Participation, deferred, use of facilities
f.	Insurance, Workers Compensation	P	GC 6410; 29 CFR 1910	Indemnity; PERS - working files - originals with Administrator
g.	Photographs, Negatives, Film	CL + 2	GC 34090	Unless a longer retention period is required under this Schedule.
h.	Risk Management Reports	CL + 5	OMB 1220-0029; 29 CFR 1904.2; 29 CFR 1904.4; 29	Federal OSHA Forms; Loss Analysis Report; Safety Reports; Actuarial Studies

			CFR 1904.44; GC 34090	
i.	Workers Compensation	P	CCR 14300 <i>et seq.</i>	Claim Files, Reports, Incidents (working files) originals filed with Administrator

## II. DEVELOPMENT

### 1. Administration

	Records	Minimum retention period	Supporting citation	Additional information
a.	Benchmark Data	CY + 2	GC 34090	Horizontal, vertical & control
b.	Bids & Proposals (Unsuccessful)	CL + 2	GC 34090	
c.	Bonds, Development	CL + 10	CCP 337.5	Housing, Industrial Development
d.	Bonds, Security	CL + 2	GC 34090	Documentation created and/or received in connection with the performance of work/services for the City, or for parcel maps and subdivision work
e.	Code Books	P	GC 34090	National Electrical Code, Uniform Building Code, Uniform Fire Code, Mechanical, Plumbing & Supplements
f.	Contractor	CY + 2	GC 34090	Current listing
g.	Correspondence	CY + 2	GC 34090	Unless a longer retention period is required under this Schedule.
h.	Development Conditions	L	GC 34090	Mitigation measures; filed with case files
i.	Development Agreements	P	GC 65864; GC 65869.5; CCP 337, CCP 337.1(a), CCP 337.15; GC 34090; 48 CFR 4.703	Infrastructure contracts, franchises
k.	Development Standards	P	GC 34090	Landscape mediums, parkway landscape development, public works construction
l.	Drawings, Project Plan	CY + 2	GC 34090	Does not include those usually filed with case or project.
m.	Franchises	P	GC 34090; CCP 337.2, CCP 343	Including subdivision agreements, contracts for sale or purchase of property, cable, grant of easements and/or involving construction of improvements
n.	General Subject Files	CY + 2	GC 34090	Internal working files including correspondence
o.	Grants, Community/Urban Development (includes CDBG)	CL + 4	24 CFR 570.502; 24 CFR 85.42; OMB Cir. A-110, Attach. C; OMB Cir. A-102 OMB Cir.133; HUD regulations	Project files, contracts, proposals, statements, reports, sub-recipient, dockets, Environmental review, grant documents, applications, inventory, consolidated plan, etc. Includes Section 108 loan guarantee.

p.	Historic Preservation Inventory	S + 2	GC 34090	Historical structures & landmarks
q.	Incident Files	CY + 2	GC 34090	Emergency Call Outs
r.	Land Uses, nonconforming	P	GC 34090	Building or site usage which does not conform to current standards
s.	Logs	CY + 5		Logs, registers, or similar records listing permits, certificates of occupancy issued; may include inspection, building activity, daily, plan check, utility
t.	Maps & Plats	P	GC 34090	Engineering & field notes and profiles; cross section of roads, streets, right-of-way, bridges; may include annexations, parks, tracts, block, storm drains, water easements, bench marks, trees, grading, landfill, fire hydrants, base maps, etc.
u.	Master Plans, Annual	S + 2	GC 34090	Special or long range program plan for municipalities - coordination of services; strategic planning
v.	Permits, Construction	P	GC 34090; H&S 19850; 4003; 4004	Plans, building, signs, grading, encroachment, including blueprints and specifications
w.	Permits, Other	CL + 2	GC 34090	Alterations, encroachment, excavations, road, street sidewalks & curb alterations, transportation, swimming pool drainage, temporary uses, etc.
x.	Photographs	CY + 2	GC 34090	Unless a longer retention period is required under this Schedule.
y.	Projects, Not Completed or Denied	CL + 2	GC 34090	Building, engineering, planning
z.	Reports	CY + 2	GC 34090	Activity, periodic
aa.	Seismic Retrofit Program	P	GC 34090	Includes Certificates of Compliance
bb.	Street Names and House Numbers	P	GC 34090	Street dedications, closings, address assignment/changes
cc.	Studies, Special Projects & Areas	CL + 2	GC 34090	Engineering, joint powers, noise, transportation
dd.	Surveys	P	GC 34090	Recording data and maps

## 2. Building



	Records	Minimum retention period	Supporting citation	Additional information
a.	Blueprints, Specifications – approved	L (of the building) + 2	GC 34090; H&S 19850	Submitted by contractors with application for permit, map and for Certificate of Occupancy
b.	Blueprints, Specifications – not approved	CY + 2	GC 34090	Submitted by contractors with application for permit, map and for Certificate of Occupancy
c.	Certificates	L (of the building) + 2	GC 34090	Compliance, elevation, occupancy which affect real property
d.	Construction (approved)	P	GC 34090; 4003; 4004; H&S 19850, 19853	New commercial and residential construction, tenant improvements room additions, spa, signs, block wall, remodel including security bonds
e.	Inspection	CL + 2	GC 34090	Correspondence, fees, appeal requests, reports
f.	Permits	P	GC 34909(a); H&S 19850; 4003; 4004	Plans, building, signs, grading, encroachment permits
g.	Signs (temporary)	S + 2	GC 34090	Home occupations, off-premise signs

### 3. Code Enforcement

	Records	Minimum retention period	Supporting citation	Additional information
a..	Abandoned Vehicles	CL + 2	GC 34090	
b.	Case Files	CL + 2	GC 34090	Building, housing and mobile home code violation records including inspections; public nuisance rubbish and weed abatement, vehicle abatement, citations, message parlor permits, general
c.	Liens & Releases	P		
d.	Logs	CY + 2	GC 34090	Lien recovery, citations, complaints
e.	Regulations	S + 2	GC 34090	Includes rules
f.	Reports, Federal and State	P	GC 34090	Code enforcement statistics; may contain records affecting title to real property or liens thereon
g.	Violations, Building, Property & Zoning	CL + 2	GC 34090	Supporting code enforcement activity

### 4. Engineering

	Records	Minimum retention period	Supporting citation	Additional information
a.	Capital Improvement Projects	CL + 10	CC 337.15	Supporting documents including bidders list, specifications, reports, plans, work orders, schedules, etc.
b.	Construction Tracking, daily	P	CC 337.15	Assesses value of real property

c.	Drawings, Traffic Control Plan	P	GC 34090	Signs, signing & striping, road construction
d.	Flood Control	CL + 2	GC 34090	Storm Drains
e.	Special Districts	P	GC 34090	Supporting documents re: improvement, lighting, underground utility; bonds, taxes & construction
f.	Street/Alley (Abandonment/Vacation)	CL + 2	GC 34090	Relinquishment of rights and fee title
g.	Traffic Signals	CL + 2	GC 34090	Counts, collisions, accidents

## 5. Environmental Quality

	Records	Minimum retention period	Supporting citation	Additional information
a.	Air Quality (AQMD)	CY + 7	CCP 338(k); GC 34090	Participants/voucher logs, Total Daily Mileage Survey (TDM); various local authorities; Commute Alternative
b.	Asbestos	P	GC 34090	Documents abatement projects, public buildings
c.	California Environmental Quality Act (CEQA)	P	GC 34090; CEQA Guidelines	Exemptions, Environmental Impact Report, Mitigation monitoring, negative declaration, notices of completion and determination, comments, statements of overriding considerations
d.	Congestion Management	CY + 2	GC 34090	Ride sharing, trip reduction
e.	Environmental Review	CY + 2	GC 34090	Correspondence, consultants, issues, conservation
f.	Pest Control	CY + 2	GC 34090	Pesticide applications, inspections & sampling, documents
g.	Soil	CL + 2	GC 34090	Analysis, construction recommendations
h.	Soil Reports	P	GC 34090	Final Reports

## 6. Housing

	Records	Minimum retention period	Supporting citation	Additional information
a.	Bonds, revenue	CL + 4	CCP 337	Revenue Bond Documentation
b.	Programs	CL + 3	24 CFR 570.502(b)(3); 24 CFR 85.42 & OMB Cir. A-110, #C; OMB Cir. A-133	Includes comprehensive Housing Authority Strategy, Meeting Credit Certificate, Housing bond advisory, HOME, In-Lieu Housing Mitigation, Low/Moderate housing, Rental Housing Assistance
c.	Redevelopment, Budgets	P	GC 34090, 40802, 53901	Includes annual audit
d.	Redevelopment, Bond Issues	P	GC 43900 <i>et seq.</i>	
e.				

## 7. Municipal Facilities

	Records	Minimum retention period	Supporting citation	Additional information
a.	Capital Improvements, Construction	P	GC 34090; GC 4004; H&S 19850	Contains records re: Planning, design, construction, conversion or modification of local government-owned facilities, structures & systems
b.	Facility Rentals/Use	CY + 2	GC 34090	Permits, contracts, diagrams, schedules, insurance binders
c.	Maintenance & Operations	CY + 2	GC 34090	Service requests, invoices, supporting documentation; buildings, equipment, field engineering, public facilities including work orders and graffiti removal

## 8. Planning

	Records	Minimum retention period	Supporting citation	Additional information
a.	Case files, Planning and Zoning	P	GC 34909(a); H&S 19850; 4003; 4004	Pertains to real property. May include blueprints, drawings, maps, plans, reports, evaluations, correspondence, uses, permits, variances, studies, appeals, compliance certificates, lot line adjustments or other planning-related matters brought before legislative body.
b.	Certificates	L	GC 34090	Retain during life of structure
c.	Flood Records	CY + 2	GC 34090	
d.	General Plan and Elements	P	GC 34090	Includes sphere of influence
e.	General Plan Amendments	P	GC 34090; GC 65103	
f.	Interpretations	CY + 2	GC 34090	
g.	Maps, Plans, Drawings, Exhibits, Photos	P	GC 34090; H&S 19850; GC 34090.7	Zoning, tentative subdivision, parcel, land use map, aerial photos, specific plans

## 9. Property

	Records	Minimum retention period	Supporting citation	Additional information
a.	Abandonment	P	GC 34090	Buildings, Condemnation, Demolition
b.	Acquisition/Disposition	CL + 10	GC 34090;	Supporting documents re: sale, purchase, exchange, lease or rental of property by City
c.	Annexation Case Files	P	GC 34090	Reports, agreements, public notices

d.	Appraisals	CL + 2	GC 34090;	Two years after final acquisition or contract agreement obtained
e.	Deeds & Promissory Notes	P	GC 34090; 24 CFR 570.502(b)(3); 24 CFR 8.42; OMB Circ. SA-110	*
f.	Maps, City Boundary	P	GC 34090	Recorded maps, surveys, monuments
g.	Lot Split Files	P	GC 34090	
h.	Relocation Files	CL + 2	GC 34090	e.g., Redevelopment

## 10. Redevelopment

	Records	Minimum retention period	Supporting citation	Additional information
a.	Redevelopment, Budgets	P	GC 34090, 40802, 53901	Includes annual audit
b.	Redevelopment, Bond Issues	P	GC 43900 et seq.	
c.	Relocation Files	CL + 2	GC 34090	

NOTIFICATION  
+14R

\*ADD ANIMAL LIC - MOVED  
DELETED

**III. FINANCE**

**1. Accounting**

	Records	Minimum retention period	Supporting citation	Additional information
a.	Accounts Payable	AU + 4	GC 34090	Invoices, check copies, supporting documents
b.	Account Receivable	AU + 4	GC 34090	
c.	Applications	CL + 2	GC 34090	Utility connections, disconnects, registers, service
d.	Assessment Districts	P	GC 34090	Collection information; original documentation files with municipal clerk
e.	Bank Reconciliations	AU + 5	GC 34090; 26 CFR 1.6001-1	Statements, summaries for receipts, disbursements & reconciliations
f.	Billing Records	AU + 2	GC 34090	Customer name, service address, meter reading, usage, payments, applications/cancellations
g.	Budget, adopted	P	GC 34090	
h.	Budget adjustments, journal entries	AU + 2	GC 34090	Account transfers
i.	Budget Operating (copies)	S	GC 34090	Departmental reference
j.	Budget, Proposed	CY + 2	GC 34090	Presented to Council
k.	Checks	AU + 5	GC 34090; CCP 337	Includes payroll, canceled & voided checks
l.	Deposits, Receipts	AU + 4	GC 34090; CCP 337	Checks, coins, currency
m.	Invoices	AU + 2	GC 34090	For fees owed, billing, related documents
n.	Journals, Utility Billing	CY + 2	GC 34090	Billing including monthly activity
o.	Ledger, General	P	GC 34090; CCP 337	
p.	Ledger, General - Voucher	AU + 4	GC 34090; CCP 337	Account postings with supporting documents
q.	Taxes, Receivable	AU + 3	CCP 338	
r.	Warrant Register	AU + 2		

**2. Administrative Services**

	Records	Minimum retention period	Supporting citation	Additional information
a.	Correspondence	CY + 2	GC 34090	Unless a longer retention period is required under this Schedule.

**3. Fixed Assets**

	Records	Minimum retention period	Supporting citation	Additional information
a.	Inventory	AU + 4	GC 34090;	Reflects purchase date, cost, account number
b.	Surplus Property, Auction	AU + 2	GC 34090	Listing of property
c.	Surplus Property, Disposal	AU + 4	GC 34090; CCP 337	Sealed bid sales of equipment
d.	Vehicle Ownership & Title	L (of vehicle) + 2	VC 9900 <i>et seq.</i>	Title transfers when vehicle sold

#### 4. License

	Records	Minimum retention period	Supporting citation	Additional information
a.	Business	T + 4	GC 34090; CCP 337	Paid and reports

#### 5. Payroll

	Records	Minimum retention period	Supporting citation	Additional information
a.	Adjustments	AU + 4	GC 34090; 29 CFR 516.5 - 516.6	Audit purposes
b.	Employee Time Sheets	AU + 6	GC 34090; 29 CFR 516.2; 20 CFR 516.6(1); 26 CFR 31.6001-1(e)(z); R&T 19530; LC 1174(d)	Signed by employee for audit & FEMA Reports
c.	PERS Employee Deduction Reports	T + 4	GC 34090; CAC 22-1085-2; 26 CFR 31.6101-1; 29 CFR 516.5, 516.6, LC 1174(d)	Record of deductions - PERS (Public Employment Retirement System)
d.	Register	P	GC 34090; GC 37207	Labor costs by employee and program
e.	Salary Records	T + 3	GC 34090; 29 CFR 516.2	Deduction authorization, beneficiary designations, unemployment claims, garnishments

#### 6. Purchasing

	Records	Minimum retention period	Supporting citation	Additional information
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a.	Bids, RFQ's, RFP's	AU + 4	GC 34090;	Requests for Qualifications; Requests for Proposals regarding goods and services
b.	Bids, Successful	AU + 5	CCP 337; GC 25105-1; GC 34090	
c.	Bids, Unsuccessful	CY + 2	c.	
d.	Requisitions, Purchase Orders	AU + 4	GC 34090; CCP 337	Original documents
e.	Requisitions, Stores	CY + 2	GC 34090	Completed forms for ordering
f.	Vendor Register	P	GC 34090	Alpha vendor listing of purchase orders, invoices, account numbers and check date

## 7. Reports

	Records	Minimum retention period	Supporting citation	Additional information
a.	Audits	P	GC 34090	
b.	Deferred Compensation	T + 5	GC 34090; 26 CFR 31.6001-1; 29 CFR 1627.3(2)	Records of employee contributions and city payments
c.	Federal and State Tax	AU + 4	GC 34090; 29 USC 436; 26 CFR 31.6001.1-4; IRS REG 31.6001-1(e)(2); R&T 19530; 29 CFR 516.5-516.6	Forms 1096, 1099, W-4's and W-2's
d.	Financial, Annual	AU + 7	GC 34090.7	
e.	Investment Transactions	P	GC 34090; CCP 337; GC 53607	Summary of transactions, inventory & earnings report
f.	Labor Distribution	AU + 2	GC 34090	Costs by employee & program
g.	Meter Reading	CY + 2	GC 34090	
h.	State Controller	P	GC 34090	Controller may destroy after 5 years
i.	Utility Rebates	CY + 2	GC 34090	

## 8. Treasurer

	Records	Minimum retention period	Supporting citation	Additional information
a.	Bank Statements	AU + 2	FC 3368, 30210; GC 43900 <i>et seq.</i>	Financing Authority
b.	Bonds - Account Statements	CL + 10	GC 34090; CCP 337.5	Monthly statement of transactions

c.	Bonds – Administration	CL + 10	GC 34090; CCP 337.5	supporting documents
e.	Bonds & Coupons	CL + 2	GC 34090, 53921	Can be destroyed two years after paid / canceled



## IV. PUBLIC SAFETY

### 1. Emergency Management

	Records	Minimum retention period	Supporting citation	Additional information
a.	Mutual Aid, Strategic Plans	S + 2	GC 34090	

### 2. Fire Department

#### i. Fire Department Administration

	Records	Minimum retention period	Supporting citation	Additional information
a.	Books, Fire Code	S + 3	GC 34090.7	Include OPS manuals
b.	General Orders, Policies/Procedures	S + 2		
f.	Journals, Fire Station	CY + 2	GC 34090	Activities, personnel, engine company
g.	Permits, Uniform Fire Code	CL + 2	GC 34090	

#### ii. Fire Department Property

	Records	Minimum retention period	Supporting citation	Additional information
a.	Apparatus/Vehicle	CY + 2	GC 34090; 8 CCR 3203(b)(1)	Repair and Maintenance
b.	Inventory, Equipment & Supplies	CY + 2	GC 34090	
c.	Logs, Fire Equipment/Gear	CY + 2	GC 34090	

#### iii. Fire Department Reports

	Records	Minimum retention period	Supporting citation	Additional information
a.	Incidents	CL + 3	GC 34090; CCP 338; CCP 340.5	Dispatch and daily logs
b.	Field, Non-Fire and Logs	CY + 2	GC 34090	
c.	Fire, Non-Arson and Logs	CY + 2	GC 34090	
d.	Inspections, Fire Prevention	CL + 3	UFC 103.34	Alarm/sprinkler systems, prevention efforts
e.	Investigations,	P	PC 799;	Arson involving homicide

	Evidence Arson			
f.	Investigations, Evidence Arson	CL + 6	PC 800	Great bodily harm, inhabited structure or property
g.	Weed Abatement	CL + 2	GC 34090	Reports, assessments, resolutions, documentation

### 3. Hazardous Materials

	Records	Minimum retention period	Supporting citation	Additional information
a.	Hazardous Waste Disposal	CY + 10	CAL OSHA; 40 CFR 122.21	Documentation re: handling and disposal of hazardous waste
b.	Permits; Hazardous Materials Storage	P	GC 34090	
c.	Programs, Household Hazardous Waste	S + 2	GC 34090	
d.	Training Materials	S + 2	GC 34090	Standards and Administration
e.	Underground Storage Tank, Compliance	P	GC 34090	Documents re: storage
f.	Underground Storage Tank, Maintenance & Operation	CY + 2	GC 34090	Location, installation, removal, remediation

### 4. Police Department

#### i. Police Department Administration

	Records	Minimum retention period	Supporting citation	Additional information
a.	Accounting/Cash Reconciliations	CY + 2	GC 34090	
b.	Alarm Records	CY + 2	GC 34090	
c.	Claim Files	CL + 6	PC 832.5	Claim copy, correspondence, photographs, supporting documents relative to incidents involving the Police Department filed by citizens
d.	Department Manual	S + 2		Changes to manual are recorded in the General Orders (permanent)
e.	Equipment, manuals instructions	T + 2	GC 34090	Retained until termination of equipment use; Manuals, instructions, procedures
f.	Equipment, inventory	S + 2	GC 34090	Listing of equipment assigned to division, to whom it is assigned
g.	Reports, Activity	CY + 2	GC 34090	Weekly/monthly/quarterly/annual activity/statistical reports by division. Retain only one form for retention period.
h.	Reports, Chemical Emissions	CY + 2	GC 34090	
i.	Reports, Survey Response Files	CY + 2	GC 34090	Surveys, responses, correspondence with other agencies requesting

statistical data

**ii. Police Department Investigations**

	Records	Minimum retention period	Supporting citation	Additional information
a.	Administrative/Internal	CL + 5	PC 832.5; EVC 1045; GC 12946; PC 801.5, PC 803(c);	Initiated by citizens complaints or internally initiated; includes complaint, reports, findings
b.	Asset Forfeiture, Investigations/Proceedings Case File	CL + 2	GC 34090	
c.	Asset Forfeiture, Notifications	CY + 2	GC 34090	To legal property owner prior to case filing that property is subject to asset forfeiture proceedings. If case is filed, notification becomes part of forfeiture case file.
d.	Case Books, Investigative	CL + 2	GC 34090	Retained by division until a case is suspended/closed; transfer to Records Division to be filed with associated Daily Report (DR) file.
e.	Case Files, Homicide Investigator's File	P	PC 799	
f.	Case Files, Narcotics (No arrest, Narcotics cases)	CL + 2	GC 34090	Retained by division until no longer useful for investigative purposes.
g.	Case Files, Officer Involved Shootings	CL + 25	GC 34090	
h.	Court, Daily Schedule	CY + 2	GC 34090	Printouts of daily court scheduling
i.	Court, Sign-In Logs	CY + 2	GC 34090	Logs officers' names, time in/out for court appearances
j.	Court, Tracking System Records	CY + 2	GC 34090	Database records subpoena number, officer name, case number, defendant name, district attorney name, court information disposition
k.	Evidence, Disposition Forms			Attach to duplicate Property Report, file w/ DR in Records Division
l.	Fingerprint, Applicants Files	T + 6	GC 34090	Paperwork authorizing fingerprinting and background checks for city employment applicants and business license applicants.
m.	Fingerprint, Inked/Palm Cards	CL + 20		Persons booked into detention facility; (copies distributed to county, state, federal agencies)
n.	Fingerprint, Records Latents		Appropriate PC section	(1) Retain for applicable case statute of limitation; (2) or until evidence in case is destroyed; hard copy and digitized

o.	Fingerprint, Suspect, Adult/Juvenile	CL	Law Enforcement Management guide by POST	Adults/juveniles suspected of a crime, taken for comparison. Destroy after original purpose achieved
p.	Guns, Dealers Record of Sale	CY + 6	PC 12070	Applicants, Monthly Gun Audits, Applications Denied, Stolen (DOJ File)
q.	Informant Files	T + 10		Legal notifications, identification information, payment information, activities information
s.	Jail, Daily Logs	CY + 6	GC 34090	Daily report of staffing, bookings/releases, transfers, transportation
t.	Jail, Inmate Record			Dependent on facility's classification; see Laws and Guidelines for Local Detention Facilities by Board of Corrections (State of California)
u.	Jail, Inspection Files	CL + 6		Inspections by various agencies
v.	Jail, Surveys	CY + 2		Prepared quarterly, forwarded to State Board of Corrections
w.	Licenses, Bicycle	CY + 2	GC 34090	
x.	Licenses, Bingo, Mace	CY + 2	GC 34090	
y.	Licenses, Business License review Board Licenses, Administrative Files	T + 2	GC 34090	
z.	Licenses, Duplicate (Pink), Licenses, Secondhand Dealer, Pawn Brokers	CY + 2	GC 34090	Original to licensee, blue duplicate to DOJ, Pink duplicate retained by agency; renewals issued annually by local agency
aa.	Logs, Auto Theft	CY + 2		
bb.	Logs, Case Assignment	CY + 1		
cc.	Logs, Daily, Activity	CY + 2	GC 34090	
dd.	Logs, Daily, Officer	CY + 2	GC 34090	Daily activity of incidents not reported by use of official report
ee.	Logs, Report Summary	CY + 2	GC 34090	report numbers, type, names, dates retained for research value
ff.	Logs, Investigative (Pre-Arrest)	CL + 10	GC 34090	retained by division until cases are suspended and closed
gg.	Logs, Juvenile Detention	CY + 2	GC 34090	logs document juvenile processing per CYA
hh.	Logs, Property Control	CY + 2	GC 34090	logs items coming into and going out of property room
ii.	Logs, Rap Sheet	CL + 2	GC 34090	requests for criminal history
jj.	Logs, Subpoena	CY + 2	GC 34090	subpoenas received/served daily
kk.	Pawn Slips / Tickets	CY + 3	B&P 21628	

ll.	Photographs	<i>various ***</i>		*** Crime scene, registrant/applicant, photo file, accident. Retain according to practical and functional association.
mm.	Photographs, Daily Report (negatives)	T	GC 34090	Assigned DR number, retained as form of evidence, destroyed at same time evidence for associated case is destroyed.
nn.	Photographs, Inmates (negatives)	CY + 20		By prisoner number.
oo.	Registration Files, Arson, Sex and Narcotics	Life of registrant within jurisdiction		Fingerprint card, photo, information also forwarded to DOJ
pp.	Arrest/Conviction H&S Section 11357(b),(c),(d),(e) or H&S Section 11360(b) violations (occurring after Jan. 1, 1996)	2 (Mandatory destruction two years after the date of conviction or date of arrest with no conviction)	H&S 11361.5	Applicable to convictions occurring after January 1, 1996 or arrests not followed by a conviction occurring after January 1, 1996; Exception: H&S 11357(e), the record shall be retained until a juvenile offender attains the age of 18 years, then destroyed pursuant to 11361.5
qq.	Arrest/Conviction H&S Section 11357(b),(c),(d),(e) or H&S Section 11360(b) violations (occurring before Jan. 1, 1996)	Mandatory destruction (upon notice from DOJ)	H&S 11361.5 (c)	Applicable to convictions occurring before January 1, 1996, or arrests not followed by a conviction occurring prior to January 1, 1996 for violations of H&S Code 11357, 11364, 11365, and 11550
rr.	Crimes - Felony Crimes with or Without Arrests	***	PC 800; PC 801	*** Prosecution for an offense punishable by imprisonment in state prison for eight years or more must commence within 6 years after offense commission. Commencement of prosecution defined in PC 804. Exception: See PC 803- Tolling/Extension of time periods; Appeals process and "Three Strikes" also considerations in assigning retention
ss.	Misdemeanor/Infractions	CL + 2	GC 34090	No arrests, identifiable property or missing persons.  The destruction of felony, misdemeanor and infraction Crime/Supplemental Reports is permitted providing: (1) They do not relate to an unadjudicated arrest except for H&S 11357 or H&S 11360 violations; (2) They do not relate to unnerved warrants; (3) They do not involve identifiable items which have not been recovered; (4) They do not relate to PC 290, PC 457.1, or H&S 11590 registrants; (5) They do not relate to violations

				listed in PC Sections 799 and 800; (6) The cases are not presently involved in either a civil or criminal litigation.
tt.	Supplemental, Felony Capital Crimes, Crimes Punishable by Death, Life Imprisonment	P	PC 799	No statutory limitation for prosecution. Includes murder, kidnapping for ransom, treason, procuring execution by perjury, train wrecking, assault with a deadly weapon by a life-term prisoner, bombing resulting in death or bodily injury, making defective war materials that cause death
uu.	Destruction, Guns	P		
vv.	Destruction, Narcotics	P		
ww.	Non-Criminal Occurrences	CY + 2	GC 34090	Injured or sick persons; missing persons where person has been returned; traffic collision reports not used as the basis for criminal charges
xx.	Property	Until case is adjudicated/disposition determined		Copy retained in records case file; refer to Managing Property in Law Enforcement Agencies (by POST)
yy.	Range Inventory	S + 2	GC 34090	Quarterly reports of inventories of weapons and ammunition held by Department Range
zz.	Reports	CY + 2	GC 34090	Arrest & Citation Register; Arson Offenses; Crimes Against Senior Citizens; Death in Custody; Domestic Violence; FBI Include Return A/Supp; Hate Crime Incidents; Homicide Reports; Officers Killed or Assaulted; Original to FBI - DOJ; Uniform Crime Reports
aaa.	Statistical (Crime Analysis)	CY + 2	GC 34090	Internally generated information using activity logs, citizen Calls, current and past crime statistic reports, finance dept expenditure and budget records; citations, crime reports, accident reports, permits, receipts. Reports created for variety of purposes including increases/decreases in criminal activity; officer workload, deployment, time usage
bbb.	Statistical (UCR), Uniform Crime Reports Mandatory to DOJ (LEIC); FBI Include Return A/Supplement; Supplementary Homicide Report; Law Enforcement Officers Killed or Assaulted; Monthly Return of Arson Offenses Know	CY + 2	GC 34090	Originals sent to FBI, DOJ

	to Law Enforcement ; Number of Violent Crimes Committed Against Senior Citizens; Monthly Report of Domestic violence Related Calls for Assistance; Monthly Arrest and Citation Register; Monthly Hate Crimes Incidents; Death in Custody Reporting			
ccc.	Research Project Files	CL + 2	GC 34090	May include request forms, background materials, staff reports, final project reports and supporting data
ddd.	Sealed, Adult Found Factually Innocent	Mandatory destruction Upon and Pursuant to Court Order	PC 851.8	General provision: upon petition, records of agency must be sealed and destroyed in accordance with the provisions set by court record; exceptions.
eee.	Sealed, Juvenile	Mandatory destruction Upon and Pursuant to Court Order	WIC 826(a)(b); WIC 781(a)	Upon petition, local law enforcement records within WIC 826(b) may be destroyed as ordered by the court, if related probation and juvenile court records have been destroyed by the probations officer. Records involving arrests, detention and/or petitioning juvenile before juvenile court
fff.	Subpoenas (duplicates)	CY + 2	GC 34090	
ggg.	Tapes, Audio, Telephone and Radio Communications	CY + 180 days	GC 34090.6	Exception: Recordings used as evidence in a criminal prosecution or claim filed or litigation or potential claims and litigation shall be preserved for 100 days after conclusion of the court action.
hhh.	Tapes, Surveillance/ Security Video (Jail)	CY + 13 months	GC 34090.6	
iii.	Use of Force Supervisory Review Files	CY + 2	GC 34090	Includes review forms, arrest report copies, logs
jjj.	Warrants, Felony	Recall after 10 yrs. Exception - Murder/escape		Recommended by the California Law Enforcement Warrant Officer's Association
kkk.	Warrants, Misdemeanor	Recall after 5 yrs		Recommended by the California Law Enforcement Warrant Officer's Association
lll.	Warrants (Criminal), Served	CY		Includes Warrant Service Information Card, alpha index card
mmm.	Warrants (Criminal), Unserved (local)	Until served, recalled or purged		

iii. Police Department Patrol Services

	Records	Minimum retention period	Supporting citation	Additional information
a.	Cards, Dispatch	CY + 2	GC 34090	
b.	Cards, Field Interview	CL + 2	GC 34090	
c.	Citations, 11357(e), Juvenile	after juvenile turns 18 years old	11361.5 H&S	Records may be destroyed after juvenile turns 18 years old
d.	Citations, 11357(b) H&S, 11357(c), H&S 11350(b) H&S	after juvenile turns 18 years old	11361.5 H&S	Records may be destroyed after juvenile turns 18 years old
e.	Violations, Cite and Release	CL + 2	GC 34090	
f.	Violations, California Vehicle Code	CY + 90 days	GC 34090.7	Original is forwarded to court
g.	Infractions, Parking/Traffic, Duplicates	CY + 2	GC 34090	Originals are forwarded to court after agency processing; includes citations electronically created
h.	Infractions, Transmittals	CY + 2	GC 34090	listing of citations forwarded to court, filed for reference
i.	Equipment, Radio Logs (Communications)	CY + 2	GC 34090	documents problems, malfunctions, resolution to provide equipment performance history
j.	General Orders	P		
k.	Patrol Requests (Correspondence)	CY + 2	GC 34090	from citizens for patrol presence
l.	Radar Calibration Records	T + 2	GC 34090	documentation of radar instruments retained during use/ownership
m.	Reports, Accident	CL + 2	GC 34090	non-jury
n.	Reports, Traffic Collision Fatalities	P	GC 34090	
o.	Uniform Vouchers (by name)	CY + 2	GC 34090	authorize purchase
p.	Vehicle, Assignment Reports	S		record of assignments
q.	Vehicle, Down Reports	CY + 1		printouts reporting which vehicles are down for repair, maintenance, etc.
r.	Vehicle, Repossession/Private Impounds	CY + 2	GC 34090	
s.	Vehicle, Service Schedules	S	GC 34090	
t.	Vests, Bulletproof Letters	CY + 2	GC 34090	authorize purchase
u.	Warrants, Parking	Recall after 1 yr		Recommended by California Law Enforcement Warrant Officer's Assoc.
v.	Warrants, Traffic	Recall after 5 yrs		Recommended by California Law Enforcement Warrant Officer's Assoc.
w.	Weapons, Database	P		Department-owned weapons, personal weapons, alternate weapons, secondary handguns; produces inventory reports



iv. Other Police Department Services

	Records	Minimum retention period	Supporting citation	Additional information
a.	Chemicals, Film Inventories	S		
c.	Equipment, Inventory Sign-out Cards - Photo Lab	T		
d.	Equipment, Operations Files - Photo Lab	T		Retain until equipment no longer owned/used by department; Manuals, instructions, procedures for use/operations of photographic equipment
e.	Grievance Files	CL + 2	GC 34090	Grievance filed by employees, supporting documentation
f.	Investigations, Background	CL + 2	GC 34090	Non-hired
g.	Investigations, Background Hired	P		Include original reports re: PC 832.5 investigations
h.	Parades & Special Events File	CL + 2	GC 34090	Reports, memos, correspondence, scripts, supplier information, assignments, deployments, supporting documentation
i.	Permits, Alcoholic Beverage Control License	L + 2	GC 34090	approval process
j.	Permits, Concealed Weapons	T + 2	GC 34090	
k.	Photographs, Personnel	S	GC 34090	
l.	Photographs, Negative Log	CY + 2	GC 34090	
m.	Photographs, Negatives, Misc.	CY + 2	GC 34090	Not case-related (Public relations, promotions, events, ceremonies, staff photos)
n.	Press Releases	CY + 2	GC 34090	
o.	Press, Video Programs (Community Relations)	CY + 2	GC 34090	Collection of videos of programs and events; outside press coverage of department
p.	Property Files	CY + 2	GC 34090	Original reports and supplemental documentation (Lost, Found, Safekeeping)
q.	Property, Pawn Broker, Secondhand	CY + 2	GC 34090	Sales, slips. Dealer required to file duplicate with agency.
r.	Reports, Dealer of Gun Sales, Duplicate	CY + 6 mos.	GC 34090.7	Original maintained by DOJ. Dealer required to file duplicate with agency.
s.	Restraining Orders, Emergency Protective Orders, Temporary Restraining Orders, Legal Stipulations, Orders After Hearing	CY***		***Destroy after law enforcement actions described in PC 273.5, 273.6, 646.9, 12028.5, 13700 and Family Code Sections 6380-6383 are fulfilled and effective date of restraining order has expired.

t.	Rosters (Divisional)	S + 2	GC 34090	Personnel assigned to division.
u.	Schedules, Daily	CY + 2	GC 34090	Schedule of Officers on duty
v.	Schedules, Watch Assignment / Timekeeping Records	CY + 2	GC 34090	
w.	Speaker Requests	CY + 2	GC 34090	Community and business requests for public appearances, speakers
x.	Tests, Densitometer Results (Photo Lab)	T + 2	GC 34090	Daily tests of development chemicals/processes for quality control.
y.	Training, Bulletins	P		
z.	Training, Event Files	CY + 2	GC 34090	Correspondence, brochures, promotional materials, info on speakers, guests, supporting documents
aa.	Training, Lesson Plans, Range	CL + 10		Scope, content, time period of courses
bb.	Training, Personnel (by name)	T + 7	GC 34090	Paperwork documenting officers' internal and external training
cc.	Training, Schedules, Range	CY + 2	GC 34090	Daily, weekly, monthly, monthly schedules of training events at range
dd.	Volunteer Card Files	T + 2	GC 34090	Volunteers' identification, contact information

## V. PUBLIC WORKS

### 1. Parks

	Records	Minimum retention period	Supporting citation	Additional information
a.	Agendas, Board	CY + 2	GC 34090	
b.	Grants, Community Development Block Grant and Urban Development	T + 4	GC 34090; 24 CFR 570.502; 24 CFR 85.42; OMB Cir. A-102; OMB Cir. A-110; OMB Cir. A-133; HUD regulations	Applications, reports, contracts, supporting documents
c.	Grants, Federal and State	CL + 5	GC 34090; OMB Cir. A-110; OMB Cir. A-133	Unless a longer retention period is required by the grant application close-out procedure.
d.	Grants, Financial Records	CL + 5	GC 34090; OMB Cir. A-110; OMB Cir. A-133	Unless a longer retention period is required by the grant application close-out procedure.
c.	Grants, Unsuccessful Grant Applications	CL + 2	GC 34090	
d.	Inventory, Equipment	AU + 2	GC 34090	Warranties, purchase orders
e.	Landscape	CY + 2	GC 34090	Drawings, contracts, complaints, specifications, photos, reports
f.	Maintenance/Operations	C + 2	GC 34090	Includes work orders, inspection, repairs, cleaning, reports, complaints
g.	Maps	P	GC 34090	Irrigation, plot plans
h.	Minutes, Board	P	GC 34090	
i.	Photographs	S + 2	GC 34090	
j.	Plans, Proposed	CY + 2	GC 34090	Future plans, new sites, expansions
k.	Policies and Procedures	S + 2	GC 34090	Includes rules and regulations
l.	Railroad Right-of-Way	CL + 3	36 CFR 64.11	Land acquisitions, correspondence, improvements, statutory records
m.	Reports, Accident	CL + 2	GC 34090	Patrons, employees
n.	Reports, Others	CL + 2	GC 34090	
o.	Reports, Studies	CL + 2	GC 34090	Future sites, expansions
p.	Resolutions, Board	P	GC 34090	
q.	Schedules, Classes & Events	CY + 2	GC 34090	Enrollment, liability releases, evaluations, attendance, flyers

### 2. Sanitation/Solid Waste/Wastewater

	Records	Minimum retention period	Supporting citation	Additional information
a.	Collections / Landfill	CY + 2	GC 34090	Daily records, usage
b.	Facilities	CY + 2	GC 34090	Correspondence, maps, patron list
c.	History, Sanitation	P	GC 34090	Where City-owned

d.	Incineration Plants, Sludge	CY + 2	40 CFR 61.54	Sludge, sampling, charging rate to measure mercury content
e.	Incinerator Operations, Treatment Plant	CY + 2	40 CFR 61.153	Gas flow through wet scrubbing, oxygen content of exhaust gas, sludge rate, temperatures, fuel flow, total solids and volatile solids.
f.	Maintenance and Operations	CY + 2	GC 34090	Includes work orders, inspection, repairs, cleaning, reports, complaints
g.	Maps, Septic Tank	P	GC 34090	Location Maps
h.	Rates	CY + 2	GC 34090	
i.	Recycling Program	S + 2	GC 34090	
j.	Regulations	S + 2	GC 34090	Includes legislation
k.	Reports, Studies	CL + 2	GC 34090	
l.	Reports, Tonnage	CY + 2	GC 34090	

### 3. Streets/Alleys

	Records	Minimum retention period	Supporting citation	Additional information
a.	Abandonments / Vacations	P	GC 34090	
b.	Closures	P	GC 34090	
c.	Easements, Dedications, Rights-of-Way	P	GC 34090	
d.	Field Books	P	GC 34090	
a.	Grants, Community Development Block Grant and Urban Development	T + 4	GC 34090; 24 CFR 570.502; 24 CFR 85.42; OMB Cir. A-102; OMB Cir. A-110; OMB Cir. A-133; HUD regulations	Applications, reports, contracts, supporting documents
b.	Grants, Federal and State	CL + 5	GC 34090; OMB Cir. A-110; OMB Cir. A-133	Unless a longer retention period is required by the grant application close-out procedure.
c.	Grants, Financial Records	CL + 5	GC 34090; OMB Cir. A-110; OMB Cir. A-133	Unless a longer retention period is required by the grant application close-out procedure.
d.	Grants, Unsuccessful Grant Applications	CL + 2	GC 34090	
f.	Intersection Records	CY + 2	GC 34090	Includes correspondence, volume counts, accident history
g.	Inventory, Traffic Control Device	S + 2	GC 34090	Signs, lights
h.	Landscaping	CY + 2	GC 34090	Plants, tree maintenance, work orders
i.	Lighting	CY + 2	GC 34090	Maintenance, work orders
j.	Maintenance / Operations	CY + 2	GC 34090	Includes work orders, inspection, repairs, cleaning, reports, complaints, signals, striping

k.	Maps	P	GC 34090	Fire hydrants, lighting districts, wheel chair ramps, storm drains, streets, sidewalks, sewers
l.	Master Plans	CY + 2	GC 34090	Copies
m.	Parking, Lots	CY + 2	GC 34090	
n.	Parking, Regulations	S + 2	GC 34090	
o.	Reports / Studies	CL + 2	GC 34090	
p.	Permits, Encroachment	P	GC 34090	
q.	Permits, Improvement	CL + 2	GC 34090	May include curbs, sidewalks; applications for excavation, fill, alterations
r.	Permits, Oversize Load	CL + 2	GC 34090	
s.	Permits, Parking	CL + 2	GC 34090	residential
t.	Permits, Paving	CL + 2	GC 34090	
u.	Permits, Use (Temporary)	CY + 2	GC 34090	Includes special events
v.	Photographs	S + 2	GC 34090	Includes aerials
w.	Plans, Capital Improvement, Projects	P	GC 34090	Streets, curbs, gutters, sidewalks, storm drains
x.	Policies and Procedures	S + 2	GC 34090	Includes rules, regulations, standards
y.	Policies and Procedures, naming and numbering	P	GC 34090	
z.	Policies and Procedures, speed limits	S + 2	GC 34090	
aa.	Programs, Federal Aid Urban	CL + 3	23 CFR 633.101 et seq.	
bb.	Programs, Traffic Safety	S + 2	GC 34090	Drivers Education, Pedestrian Safety, Bicycle Lanes
cc.	Reports, Bridges and Overpasses	L (of the structure)	GC 34090	Life of structure
dd.	Reports, Inspection	CY + 2	GC 34090	Includes intersection, sidewalks. Bridges and Overpasses, keep life of structure
ee.	Reports, Studies	CL + 2	GC 34090	Traffic volume, accident history, requests, statistics, drawings supporting traffic devices
ff.	Reports, Traffic Count	CL + 2	GC 34090	evaluation of traffic volume
gg.	Reports, Vehicle Accident	CL + 2	GC 34090	
hh.	Routes, School Bus & Truck	S + 2	GC 34090	Truck routes, access ramps, rest areas
ii.	Signage	L + 2	GC 34090	Log books, index register cards, inventory lists, records of traffic signs
jj.	Traffic Signals	L		Logs, drawings, wiring diagrams, codes, circuit numbers, installation records, testing and maintenance
kk.	Weigh Scales	S + 2	GC 34090	

#### 4. Utilities

	Records	Minimum retention period	Supporting citation	Additional information
a.	Facilities	L (of the structure/facility) + 2	GC 34090; GC 4003, GC 4004; H&S 19850	
b.	Gas & Electric Rates	S + 2	GC 34090	
c.	Underground	P	GC 34090; GC 4003, GC 4004; H&S 19850	

## 5. Water

	Records	Minimum retention period	Supporting citation	Additional information
a.	Billing / Customer Records	CY + 2	GC 34090	billings, correspondence, complaints
b.	Connection Records	P	GC 34090	Maps, water line connections
c.	Flood Control, Drainage Facilities	P	GC 34090	Includes dams, lakes, basins, creeks
d.	Flood Control; Flood Zones	P	GC 34090	includes flood maps
e.	Flood Control, Insurance Programs	S + 2	GC 34090	includes copies of policies, rules, programs
f.	Flood Control, Policies / Procedures	S + 2	GC 34090	rules and regulations
g.	Flood Control, Reports / Studies	CL + 2	GC 34090	
h.	Grants (see Admin)			
i.	Inventory, Equipment	CY + 2	GC 34090	
j.	Locations	P	GC 34090	Mains, valves, hydrants, wells
k.	Maintenance and Operations,	CY + 2	GC 34090	Includes work orders, inspection, repairs, cleaning, reports, complaints
l.	Maintenance and Operations, Well & Pumping	CY + 2	GC 34090	Times operational, power used and quantity
m.	Maps	P	GC 34090	Line location; easements
n.	Master Plans	CY + 2	GC 34090	Copies
o.	Meter Operations	CY + 2	GC 34090	Reader reports, orders, tests, Maintenance reports
p.	Permits, National Pollutant Discharge Elimination System (NPDES)	P	40 CFR 122.28	Municipalities of 100,000/more, compliance with Clean Water Act re: pollutants
q.	Permits, Others	CY + 2	GC 34090	Unless a longer retention period is required under this Schedule.
r.	Policies / Procedures	S + 2	GC 34090	Includes rules and regulations
s.	Rates	S + 2	GC 34090	
t.	Reclamation	CY + 5	40 CFR 122.41	Daily operations including sewage

				flow, grit removal, chlorine usage, lab analysis results, etc.
u.	Reports, Conservation	CY + 2	GC 34090	
v.	Reports, Consumption	CY + 2	GC 34090	
w.	Reports, Corrosion Control	CY + 12	40 CFR 141.91	Compliance documentation
x.	Reports, Discharge Monitoring	CY + 5	40 CFR 122.41	Average amount of pollution discharged into waters of municipality
y.	Reports, Drinking Water Corrections	CY + 10	40 CFR 141.33	
z.	Reports, Hydrograph	P	GC 34090	Daily flow of streams
aa.	Reports, Lead Service Line	CY + 12	40 CFR 141.91	Compliance documentation
bb.	Reports, Public Education	CY + 12	40 CFR 141.91	Compliance documentation
cc.	Reports, Quality Parameters	CY + 12	40 CFR 141.91	Compliance documentation
dd.	Reports, Sanitary Surveys	CY + 10	40 CFR 141.33	Statistics, reports, correspondence
ee.	Reports, Source Water	CY + 12	40 CFR 141.91	Compliance documentation, e.g. lead & copper
ff.	Reports, State Certification	CY + 12	40 CFR 141.91	Compliance documentation
gg.	Reports, Variances or Exemption - Water System	CY + 5	40 CFR 141.33	
hh.	Reports, Well Level	CY + 2	GC 34090	
ii.	Sources	CY + 2	GC 34090	May include wells, rivers, lakes, districts
jj.	Surveyor Field Notes	P	GC 34090	Notes preparatory to maps of water installations
kk.	Surveys, Water System Sanitary	CY + 10	40 CFR 141.33	Statistics, reports, correspondence
ll.				
mm.	Tests, Bacteriological Analysis	CY + 5	40 CFR 141.33	Compliance records include location, date, method and results; corrections, analysis of bacterial content
nn.	Tests, Chemical Analysis	CY + 10	40 CFR 141.33	Compliance records include location, date, method and results; corrections, analysis of chemical content
oo.	Tests, Quality	CY + 12	40 CFR 141.91	Compliance documentation including sampling data, analysis, reports, surveys, documents, evaluation, schedules, valves, etc.
pp.	Valve Main Records	P	GC 34090	
qq.	Violations, Drinking Water	CL + 3	40 CFR 141.33	Retention applies to each violation

## VI. TRANSPORTATION

### 1. Administration

	Records	Minimum retention period	Supporting citation	Additional information
a.	Agreements	T + 4	CCP 337	Including concessionaire, slip rental, facility storage
b.	Applications, Aircraft Storage -Parking, Slip Rentals	T + 2	GC 34090	Payment invoices, inventory listings, billing correspondence and other related documents
c.	Applications, Special Events	CY + 2	GC 34090	Permits, correspondence, related documents re: use of rights-of-way
d.	Correspondence	CY + 2	GC 34090	Unless a longer retention period is required under this Schedule.
e.	Fueling	AU + 3	GC 34090	Meter readings, fuel consumption reports, invoices, receipts and records pertaining to refueling operations
f.	Hazardous Waste Disposal	CY + 10	CAL OSHA; 40 CFR 122.21	Documentation re: the handling and disposal of hazardous waste
g.	Inventory, Equipment Parts & Supplies	L + 2		Includes vehicles, aircraft, vessels and related documents re: repairs
h.	Inventory, Vehicle Ownership and Title	L + 2		Owner's Manual, warranty documents, Department of Motor Vehicle title and registration, and related documents
i.	Licenses, Permits	CY + 2		Forms, related documentation re: licenses and permits required by federal and state agencies
j.	Maintenance and Operations	L + 2	GC 34090	Related to requests for service and work orders for fuel, vehicle and equipment maintenance and repairs
k.	Report, Accident (copies)	CY + 2	GC 34090	Memos and working documents
l.	Vehicle Assignment	CY + 2	GC 34090	Log books, request forms, lists

### 2. Airport

	Records	Minimum retention period	Supporting citation	Additional information
a.	Airport Certification		14 CFR 139.207b, 171.13-213	Federal Aviation Administration (FAA) required manuals
b.	Airport Noise Monitoring and Complaint	CY + 10		Correspondence, studies, memos, reports, log books, documents related to assessment of noise levels at airports and resolution of complaints
c.	Inspection, Runway	CY + 10		Maintenance including inspection reports, work orders and related records



d.	Inspection, Safety Self	CY + 10	CFR 139.327	Safety inspection and related document include reviews and analysis of all aspects of airport operation
e.	Maintenance, FAA	P	14 CFR 171.13-213	Forms and reports required by FAA including forms FAA-198, -418, -6030-1, -6790-4
f.	Reports, Accident and Incident (Aircraft)	CL + 8		Accidents, injuries, property damages, general conditions re: pilot and aircraft
g.	Reports, Airport Operational (Regulatory)	P		Annual and special reports to federal and state regulatory agencies
h.	Reports, Airport Operational (Administrative)	CY + 2		Logs, statistical summaries; administrative records
i.	Reports, NOTAM (Notice to Airmen)	CY + 3		Reports re: conditions affecting airport maintenance/operations

### 3. Ground Transportation

	Records	Minimum retention period	Supporting citation	Additional information
a.	Auto for Hire	T + 4	GC 34090	License, permits for Taxicabs, shuttles, etc.

### 4. Harbor

	Records	Minimum retention period	Supporting citation	Additional information
a.	Registers, Transient Vessel Reservation	AU + 3		Reservation applications, receipts, and index registers relating to boats in transit, temporarily moored
b.	Slip Rental Index	CY + 5		Annual and periodic reports to slip renters
c.	Slip Rental Permits	CL + 2		Applications, statements of rental conditions, vessel inspection check sheets, copy of DMV registration, boat owner information, and other documents re: dock slip space
d.	Slip Rental Waiting List	CY + 2		

