

## RECORDS RETENTION SCHEDULE LEGEND

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**OFR (Office of Record):** The department that keeps the original or “record copy.” Usually it is the department that originates the record, unless the item is for a City Council meeting (then it is the City Clerk.)

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

**Transitory Records** not retained in the ordinary course of business, that do NOT have substantive content: Preliminary drafts, notes, or interagency or intra-agency memoranda and records having only transitory value. Examples: Telephone messages, meeting room reservation schedules, logs, source records entered into a computer system that qualifies as a “trusted system”, etc.

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

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

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

**P = Permanent**

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

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

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

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

**Destroy Paper after Imaged & QC’d:** “Yes” indicates the paper version may be destroyed **IF** the document has been imaged (electronically generated, scanned or imported **and** placed on **Unalterable Media – DVD-R, CD-R, or WORM, or microfilmed**), and both the images and indexing Quality Checked (“QC’d”). The electronic record or image must contain all significant details from the original and be an adequate substitute for the original document for all purposes, and other legal mandates apply. Includes all electronic records which are to serve as the Official Record.

### **Legend for legal citations** (§: Section)

CC: Civil Code (CA)

CFC: California Fire Code

EVC: Evidence Code (CA)

FTB: Franchise Tax Board (CA)

HUD: Housing & Urban Develop. (US)

PC: Penal Code (CA)

USC: United States Code (US)

B&P: Business & Professions Code (CA)

CCP: Code of Civil Procedure (CA)

CFR: Code of Federal Regulations (US)

FA: Food & Agriculture Code

GC: Government Code (CA)

LC: Labor Code (CA)

R&T: Revenue & Taxation Code (CA)

VC: Vehicle Code (CA)

CBC: California Building Code

CCR: California Code of Regulations (CA)

EC: Elections Code (CA)

FC: Family Code (CA)

H&S: Health & Safety Code (CA)

Ops. Cal. Atty. Gen.: Attorney General Opinions (CA)

UFC: Uniform Fire Code

W&I: Welfare & Institutions Code (CA)

GC§34090 is a base minimum retention; the “Total Retention” column is what has been adopted by the City Council.

## RECORDS RETENTION SCHEDULE: CITY MANAGER

Office of Record	Retention No.	Records Description	Retention / Disposition						Legal Citations	Comments / Reference	
			Active (in office)	Inactive (Offsite)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan			Destroy Paper after Imaged & QC'd?
(OFR)											
<i>If the record is not listed here, refer to the Retention for Citywide Standards</i>											
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>											
<i>Litigation, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>											
<b>CITY MANAGER / ADMINISTRATION</b>											
City Manager / Admin.	CM-001	Correspondence / Chronological Files - City Manager, Assistant City Manager, Assistant to City Manager	10 years		10 years			Mag, Ppr		GC §34090	Department preference
City Manager / Admin.	CM-008	Emergency Plans / Disaster Plans	When No Longer Required - <b>Minimum 2 years</b>		When No Longer Required - <b>Minimum 2 years</b>	Yes (while in effect)		Mag, Mfr, OD, Ppr	S	Yes (after superseded)	GC §34090 Department preference
Lead Dept.	CM-002	Film Permits	5 years		5 years			Mag, Ppr		GC §34090	Department preference
City Manager / Admin.	CM-003	Projects & Issues / Subject Files	When No Longer Required - <b>Minimum 10 years</b>		When No Longer Required - <b>Minimum 10 years</b>	Yes (while active issues)		Mag, Ppr		GC §34090	Department preference
City Manager / Admin.	CM-004	Publications -- City Newsletters / Other Historical Publications	P		P			Mag, Mfr, OD, Ppr	S/I	Yes (after 1 year)	GC §34090 et seq. Department preference (retain one original)
City Manager / Admin.	CM-005	Weekly Update (Weekly report to Council)	5 years		5 years			Mag, Ppr	I		GC §34090 Department preference

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<b>PUBLIC INFORMATION OFFICE</b>											
City Manager / Public Information	CM-006	Cable TV -- Franchise Agreement Administration	Term of Franchise + 10 years		Term of Franchise + 10 years	Yes (before completion )	Mag, Mfr, OD, Ppr	S/I	Yes (after completion)	CCP § 337 et seq., GC §34090	Statute of limitations for Errors and Omissions is 10 years; published audit standards is 4-7 years; statute of limitations for contracts and Specifications is 4 years, wrongful death is Comp. + 5 years, Developers=comp. + 10 years; statewide guidelines propose Termination + 5 years
Lead Dept.	CM-007	Press Releases	5 years		5 years		Mag, Ppr			GC §34090	Adopted: 03/17/2015 Department preference
	Last: CM-008										

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<b>BUILDING REGULATIONS</b>												
Community Dev. / Building	CD-001	Building Permits -- Applicant Plans for <b>Expired or Cancelled Applications</b> (both residential and commercial construction that was NOT started)	Upon Expiration of Permit Application		Upon Expiration of Permit Application			Ppr		H&S §19850; GC §34090 et seq.	Plans belong to the applicant and, therefore, are not City records; permits expire if work is not commenced within 180 days and may be extended for 180 days if requested; CBC require plans be retained for Completion Date +180 days for residential and appurtenances	
Community Dev. / Building	CD-002	Building Permits -- City-Owned Documents for <b>Expired or Cancelled Applications</b> (Capital Improvement Projects that were NOT started)	2 years		2 years			Mag, Ppr		H&S §19850; GC §34090 et seq.	Department preference (permits expire if work is not commenced within 180 days and may be extended for 180 days if requested; CBC-require plans be retained completion + 180 days for residential and appurtenances)	
Community Dev. / Building	CD-003	Building Permits -- <b>Except expired or cancelled permits</b>	P		P	Yes (all)		Mag, Mfr, OD, Ppr	S	Yes (after QC)	GC §34090, H&S §19850	Statewide guidelines propose permanent
Community Dev. / Building	CD-004	Building Permits -- <b>Database</b>	P		P	Yes (all)		Mag			GC §34090 et seq., H&S §19850	Department preference (records and data are interrelated)

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Community Dev. / Building	CD-005	Building Permits -- Summary Worksheets for Applications	When No Longer Required		When No Longer Required			Mag, Ppr			GC §34090 et seq.	Department preference (transitory record not retained in the ordinary course of business; entered into Building Permit database)
Community Dev. / Building	CD-006	Certificates of Occupancy	P		P	Yes (all)		Mag, Mfr, OD, Ppr	S	Yes (after QC)	GC §34090	Department preference (statewide guidelines propose Life of Building); GC §34090
Community Dev. / Building	CD-007	Construction Documents and Plans -- Issued and Approved for <b>Commercial, Industrial, Multi-Family Dwellings, Places of Public Accommodation &amp; Residential</b>  Includes Soils Reports & Engineering Calculations and Certificates of Elevation	P		P	Yes (all)		Mag, Mfr, OD, Ppr	S	Yes (after QC)	CBC 104.7 & 107.5, H&S§19850, GC §34090	Department preference; Law does not require plans to be filed for dwellings less than 2 stories, garages & appurtenances, farms/ranches, 1-story with bearing walls less than 25'
Community Dev. / Building	CD-008	Construction Documents and Plans -- Issued and Approved for Projects <b>Started but Permits Expired</b>	P		P	Yes (all)		Mag, Mfr, OD, Ppr	S	Yes (after QC)	CBC 104.7 & 107.5; H&S§19850, GC §34090	Department preference; Law does not require plans to be filed for dwellings less than 2 stories, garages & appurtenances, farms/ranches, 1-story with bearing walls less than 25'; CBC requires 180 days from completion date

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Community Dev. / Building	CD-009	Field Inspections / Correction Lists / Plan Review Comments	When No Longer Required		When No Longer Required	Yes (until corrected)	Mag		Yes (after QC)	GC §34090	Department preference (transitory records / preliminary drafts entered into Building Permit Database)
Community Dev. / Building	CD-010	Fire Permits & Documents (Includes Fire Field Inspections / Correction Lists / Plan Review Comments)	P		P		Mag, Mfr, OD, Ppr	S	Yes (after QC)	GC §34090 et seq.	Department preference; Transitory Records entered into Building Permit Database
Community Dev. / Building	CD-011	Flood Plain Maps (FEMA)	Until Superseded	P	P		Mag, Ppr			GC §34090	Department preference
Community Dev. / Building	CD-012	Preliminary Code Review	When No Longer Required		When No Longer Required		Mag, Ppr			GC §34090 et seq.	Department preference (drafts and transitory records)
Community Dev. / Building	CD-013	Requests & Permissions to Receive Copies of Plans (Correspondence to and from architects)	2 years		2 years		Ppr			GC §34090	
Community Dev. / Building	CD-014	Uniform Building Codes / California Building Codes (CBC, UBC, UPC, UEC, etc.)	When Superseded		When Superseded		Mag, Ppr			GC §50022.6	
Community Dev. / Building	CD-015	Utility Service Releases	When No Longer Required		When No Longer Required		Mag			GC §34090 et seq.	Transitory record not retained in the ordinary course of business (entered into Building Permit database)
<b>COMMUNITY COMPLIANCE</b>											

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Community Dev / Community Compliance	CD-045	Community Compliance -- Code Enforcement Transfer Liens to City Clerk	When No Longer Required - <b>Minimum 2 years</b>		When No Longer Required - <b>Minimum 2 years</b>	Yes (before resolution)	Mag, Ppr			GC §34090 et seq.	Department preference
Community Dev. / Community Compliance	CD-046	Community Compliance -- Complaints	When No Longer Required - <b>Minimum 2 years</b>		When No Longer Required - <b>Minimum 2 years</b>	Yes (before resolution)	Mag, Ppr			GC §34090 et seq.	Department preference
<b>COMMUNITY COMPLIANCE / TRAFFIC</b>											
Community Dev. / Community Compliance	CD-047	False Alarms	2 years		2 years		Mag, Ppr			GC § 34090	Finance prepares and processes billing

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<b>HOUSING SERVICES</b>											
Community Dev. / Housing	CD-016	Affordable Housing Agreements & Projects -- Administration, Construction & Financing	Term of Agreement + 5 years		Term of Agreement + 5 years		Mag, Mfr, OD, Ppr	S	No	CCP §§336(a), 337 et seq.; GC §34090	Covers statute of limitations for agreements and contracts; Errors and Omissions does not apply
Community Dev. / Housing	CD-017	Affordable Housing Agreements -- Monitoring & Recertification / Tenant Monitoring & Recertification	Term of Agreement + 5 years		Term of Agreement + 5 years		Mag, Mfr, OD, Ppr	S	No	24 CFR 85.42 & 570.502(b); 29 CFR 97.42; GC §34090	Meets grant regulations
Community Dev. / Housing	CD-018	Annual Reports -- California Housing and Community Development	P		P		Mag, Mfr, OD, Ppr	S	Yes (after 5 years)	GC §34090	Department preference
Community Dev. / Housing	CD-019	Bond Regulatory Agreements - Monitoring	5 years	Term of Agreement + 10 years	Term of Agreement + 10 years	Yes (before maturity)	Mag, Mfr, OD, Ppr	S	No	CCP §§336(a)(1) & (2), 337.5(2); GC §43900 et seq.	Statute of limitations for bonds, mortgages, trust deeds, notes or debentures is 6 years and for bonds issued by local governments is 10 years; there are specific requirements for disposal of unused bonds
Community Dev. / Housing	CD-020	Consolidated Action Plans (one year and five years); Annual Performance Reports	Expiration of Plan + 5 years		Expiration of Plan + 5 years		Mag, Ppr	S	No	24 CFR 85.42 et seq.	Records covered by a Consolidated Action Plan must be retained for 5 years; HUD requires Final Expenditure Report + 3 years or End of the Fiscal Year + 3 years



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Community Dev. / Housing	CD-021	Housing Programs - <b>ALL WITH RECAPTURE / RESALE RESTRICTIONS</b>	2 years	5 years After the Affordability Period Terminates, or the Written Agreement Terminates, Whichever is Longer	5 years After the Affordability Period Terminates, or the Written Agreement Terminates, Whichever is Longer	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: 1 year	24 CFR 85.42, 92.508(a)(c)(2) & 570.502(b), 29 CFR 97.42, GC §34090	HUD requires 5 years after the project completion; documents imposing recapture / resale restrictions are 5 years after the affordability period terminates; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report; statewide guidelines propose 4 years
Community Dev. / Housing	CD-022	Housing Programs -- Loan Applications <b>Rejected</b> (First Time Home Buyers, Life/Safety, Rehabilitation, HOME, etc.)	Rejection Letter + 6 years		Rejection Letter + 6 years		Mag, Ppr			GC §34090 et seq.	Federal regulations require 6 years for all applications whether approved or denied
Community Dev. / Housing	CD-023	Housing Programs: Grants (HOME, Rental Assistance, etc.) <b>NO RECAPTURE / RESALE RESTRICTIONS</b>	Close + 5 years		Close + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes (when inactive)	24 CFR 85.42 & 570.502(b), 29 CFR 97.42, GC §34090	Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report; HUD requires 3 years

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Community Dev. / Housing	CD-024	Housing Programs: Loans  (First Time Home Buyers, Low / Moderate Housing Trust Deeds, Loans, etc.)  <b>NO RECAPTURE / RESALE RESTRICTIONS</b>	Loan Payoff or Forgiveness	5 years	Loan Payoff or Forgiveness + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes (after 1 year)	24 CFR 85.42 & 91.105(h), & 570.502(b); 29 CFR 97.42, GC §34090	Department preference; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report; HUD requires 3 years from the final expenditure report; statewide guidelines propose 4 years
Community Dev. / Housing	CD-025	Long Range and Annual Plans	Until Superseded	P	P		Mag, Ppr	S / I	Yes (after 5 years)	GC §34090	Department preference
Community Dev. / Housing	CD-026	Rent Review Board - Minutes & Bylaws	P		P	Yes	Mag, Mfr, OD, Ppr	S	Yes	GC §34090 et seq.	Department preference
Community Dev. / Housing	CD-027	Rent Review Board - OTHER than Minutes & Bylaws	When No Longer Required - <b>Minimum 2 years</b>		When No Longer Required - <b>Minimum 2 years</b>	Yes	Mag, Mfr, OD, Ppr	S	Yes (when inactive)	GC §34090 et seq.	Department preference

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<b>PLANNING</b>											
Community Dev. / Planning	CD-028	Aerial Maps -- Analog and Digital	2 years	P	P	Yes (all)	Mag, Mfr, OD, Ppr	S	No	GC §34090 et seq.	Department preference (historical value)
Police / Investigation	CD-029	Alcoholic Beverage License Applications	When No Longer Required		When No Longer Required		Ppr				Non-records. Planning Signs off on the business license application.
City Clerk	CD-030	Annexations / Deannexations	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Ppr			GC §34090.7	Department preference (copies); City Clerk is OFR for all original documents that are presented to Council or RDA
US Census Bureau	CD-031	Census Demographics	When No Longer Required		When No Longer Required		Mag, Ppr				Non-records; U.S. Census Bureau is OFR
City Clerk	CD-032	Covenants / Deed Restrictions (for private property)	2 years	P	P	Yes (all)	Mag, Mfr, OD, Ppr	S	No	GC §34090	
City Clerk	CD-033	Environmental Determinations (Environmental Impact Reports (EIRs), Negative Declarations, etc.) <b>Inside City boundaries</b>	2 years	P	P		Mag, Mfr, OD, Ppr	S	Yes (when inactive)	14 CCR §15095(c); GC §34090	Department preference; final EIRs are required to be kept a "reasonable period of time"
City Clerk	CD-034	Environmental Determinations (Environmental Impact Reports (EIRs), Negative Declarations, etc.) <b>Outside City boundaries</b>	When No Longer Required		When No Longer Required		Ppr				Non-records

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City Clerk	CD-035	General Plan Elements and Amendments	When No Longer Required		When No Longer Required			Mag, Ppr			GC §34090.7	Department preference (copies); City Clerk is OFR for all original documents that are presented to Council and RDA
Lead Dept.	CD-036	Land Use Plans / Master Plans	P		P			Mag, Mfr, OD, Ppr	S	No	GC §34090	
	CD-037	Organizational Studies and Programs	When No Longer Required		When No Longer Required			Mag, Ppr			GC §34090 et seq.	Non-records or preliminary drafts not retained in the ordinary course of business
Community Dev. / Planning	CD-038	<b>Planning Cases and Files</b>	2 years	P	P	Yes		Mag, Mfr, OD, Ppr	S	Yes (when inactive)	14 CCR §15095(c); GC §§34090, 34090.7	Projects have a 2-year vesting (applicant must pull permit within 2 years) -- applications in which the applicant does not follow through with permit may be destroyed after the vesting period has expired; some permits must obtain Council approval; City Clerk is OFR for all original documents that are presented to Council and RDA; department maintains complete files for administrative purposes; final EIRs are required to be kept a "reasonable period of time"

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Community Dev. / Planning	CD-039	Planning Commission / Board of Zoning Adjustments (BZA) -- Site Development Subcommittee <b>(ADMINISTRATIVE DOCUMENTS)</b>	2 years		2 years			Mag			GC §34090	
Community Dev. / Planning	CD-040	Planning Commission / Board of Zoning Adjustments (BZA) - <b>(AUDIO RECORDINGS)</b>	2 years	3 years	5 years			Mag			GC §54953.5(b)	Department Preference (only 30 days is required)
Community Dev. / Planning	CD-041	Planning Commission / Board of Zoning Adjustments (BZA) -- Site Development Subcommittee <b>(MINUTES, RESOLUTIONS)</b>	P		P	Yes (all)		Mag, Mfr, OD, Ppr	S	No	GC §34090	
Community Dev. / Planning	CD-042	Subject Files -- Planning (general)	When No Longer Required - <b>Minimum 2 years</b>		When No Longer Required - <b>Minimum 2 years</b>	Yes (while active issues)		Mag, Ppr			GC §34090	Department preference
Community Dev. / Planning	CD-043	Zoning Enforcement Officer (ZEO) Hearings (audio recordings)	1 year		1 year			Mag			GC §54953.5(b)	State law only requires for 30 days;
Community Dev. / Planning	CD-044	Zoning Maps	Until Superseded	P	P	Yes (until superseded)		Mag, Mfr, OD, Ppr	S	No	GC §34090	Department preference

**RECORDS RETENTION SCHEDULE: FINANCE**

Office of Record	Retention No.	Records Description	Retention / Disposition							Legal Citations	Comments / Reference
			Active (in office)	Inactive (Offsite)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?		
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<b>ACCOUNTING</b>											
Finance / Accounting	FIN-001	Accounts Payable -- Warrants & Invoices	2 years	3 years	5 years	Yes (before paid)	Mag, Ppr	S / I	Yes (after 2 4 years)	GC §34090	Statewide guidelines propose Audit + 4 years; published articles show 3 - 7 years
Finance / Accounting	FIN-002	Accounts Receivable / Revenues / Remittance Advices (911, Utility User Tax, Real Property Transfer Tax, Property Tax, Liens, etc.	2 years	3 years	5 years	Yes (before paid)	Mag, Ppr			GC §34090	Finance Department database is maintained for 10 years (minimum); Lead Department maintains all source documents for the audit trail
Finance / Accounting	FIN-003	Adjustments -- Customer Adjustment Sheets	2 years	3 years	5 years		Mag, Ppr			GC §34090	Meets auditing standards
Finance / Accounting	FIN-004	Animal License Applications	3 years		3 years		Mag, Ppr			GC §34090 et seq.	Department preference (considered transitory records / source records that are entered into the Finance Department database)
Finance / Accounting	FIN-005	Armored Car Receipts / Manifests	4 years		4 years		Mag, Ppr			GC §34090	Department Preference
Finance / Accounting	FIN-006	Assessment Districts / Special Districts -- Annual Reports	2 years	Life of the District + 7 years	Life of the District + 7 years		Mag, Ppr			IRS Reg §31.6001-1(e)(2); R&T §19530; GC §34090	Department preference; IRS is After the Tax is Due or Paid + 4 years; supporting documentation for Investments of operating funds; meets auditing standards;
Finance / Accounting	FIN-007	Audit Management Letters	5 years		5 years		Mag, Ppr, OD, Mfr	S / I	Yes (after 2 4 years)	GC §34090	Department preference

**RECORDS RETENTION SCHEDULE: FINANCE**

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Finance / Accounting	FIN-008	Audit Work Papers	2 years	3 years	5 years			Mag, Ppr			GC §34090	Department Preference; (meets municipal government auditing standards)
Finance / Accounting	FIN-009	Bank Reconciliations / Bank Statements, Fiscal Agent Statements, Trustee Account Statements, Pars Statements, Merchant Processing Statements, etc.	2 years	3 years	5 years			Mag, Ppr	S / I	Yes (after 1 year)	GC §34090, 26 CFR 31.6001-1	Department preference (for auditing purposes)
Finance / Accounting	FIN-010	Bond Transcripts / Certificates of Participation	Fully Defeased + 3 years	7 years	Fully Defeased + 10 years	Yes (until maturity)		Mag, Ppr, OD, Mfr			CCP §§336a(1) & (2), 337.5(2); 26 CFR 1.6001-1(e); GC §43900 et seq.	Department preference (statute of limitations for bonds, mortgages, trust deeds, notes or debentures is 6 years, and bonds issued by local governments is 10 years; specific requirements apply to disposal of unused bonds)
Finance / Accounting	FIN-011	Budget -- Proposed	2 years		2 years			Mag, Ppr			GC §34090 et seq.	
Finance / Accounting	FIN-012	Budgets -- Final	10 years	P	P	Yes (current fiscal year)		Mag, Ppr, OD, Mfr	S / I	Yes (after 1 year)	GC §34090	Department preference
Finance / Accounting	FIN-013	Business License Database (Hdl)	Indefinite (minimum 5 years)		Indefinite (minimum 5 years)	Yes (before termination )		Mag, Ppr			GC §34090 et seq.	Department preference (matches financial records; records and data fields are interrelated)
Finance / Accounting	FIN-014	Business Licenses and Permits -- Applications	Close + 5 years		Close + 5 years			Mag, Ppr	S / I	Yes (after 1 year)	GC §34090 et seq.	Meets auditing standards

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Finance / Accounting	FIN-015	Business Licenses and Permits -- Unsuccessful Applications	When No Longer Required		When No Longer Required			Mag, Ppr			GC §34090 et seq.	Department preference
Finance / Accounting	FIN-016	Check Registers - Accounts Payable and Payroll	2 years	3 years	5 years			Mag, Ppr	S / I	Yes (after 1 year)	GC §34090; CCP § 337	Department preference (statute of limitations is 4 years; statewide guidelines propose Audit + 2 years)
Finance / Accounting and Library	FIN-017	Collection Agency -- Statements	Assignment + 7 years		Assignment + 7 years	Yes		Mag, Ppr			GC §34090	Department preference (matches the length of time negative credit information remains on a consumer's credit report)
Finance / Accounting	FIN-018	Comprehensive Annual Financial Reports (CAFR)	10 years	P	P			Mag, Ppr, OD, Mfr	S / I	Yes (after 1 year)	GC §34090	Department preference; statewide guidelines propose 7 years for annual financial reports
Finance / Accounting	FIN-019	Daily Registers (cash posting)	2 years	3 years	5 years			Mag, Ppr	S / I	Yes (after 1 year)	GC §34090; CCP § 337	Department preference (statute of limitations is 4 years; statewide guidelines propose Audit + 2 years)
Finance / Accounting	FIN-020	Developer Trust Accounts	Close + 5 years		Close + 5 years			Mag, Ppr			GC §34090	Department Preference; (meets municipal government auditing standards)
Finance / Accounting	FIN-021	Finance Department Database (Eden)	Indefinite (minimum 5 years)		Indefinite (minimum 5 years)	Yes		Mag, Ppr			GC §34090	Department preference (records and data are interrelated)
Finance / Accounting	FIN-022	Fixed Assets	P		P			Mag, Ppr, OD, Mfr	S / I	Yes (after 1 year)	GC §34090	Includes permanent assets



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Finance / Accounting	FIN-023	Form 1099 (Miscellaneous Income), 1096	2 years	3 years	5 years		Mag, Ppr	S / I	Yes (after 1 year)	IRS Reg §31.6001-1(e)(2); R&T §19530; GC §34090; 29 USC 436	Department preference (IRS is After Tax is Due or Paid + 4 years [longer for auditing & contractor delinquency]; CA FTB is 3 years; published articles show Permanent)
Finance / Accounting	FIN-024	Journal Entries -- Vouchers	2 years	3 years	5 years		Mag, Ppr	S / I	Yes (after 1 year)	GC §34090; CCP §337	Department preference (statute of limitations is 4 years; statewide guidelines propose Audit + 5 years)
Finance / Accounting	FIN-025	Journals / Ledgers / Reconciliations / Registers / Reports / Transaction Histories / Balance Sheets / Budget Adjustments -- Daily / Monthly / Periodic	2 years	3 years	5 years		Mag, Ppr			GC §34090	Department preference
Finance / Accounting	FIN-026	Loans	Loan Payoff + 5 years		Loan Payoff + 5 years		Mag, Ppr	S / I	No	GC §34090, IRS Reg §31.6001-1(e)(2), R&T §19530,	Department preference (meets auditing standards; IRS is After Tax is Due or Paid + 4 years)

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Finance / Accounting	FIN-027	Reports: Annual State or Federal: State Reports: State Controllers Report / Local Government Compensation Report, Property Management Plan, Obligation Payment Schedules, Due Diligence Reviews, Gas Tax, MOE (Maintenance of Effort) Report, Fixed Charge Special Assessment Report, Public Self Insurer Report (SIP Report); Housing Successor Agency Housing Assets Fund Report	2 years	3 years	5 years			Mag, Ppr	S / I	Yes (after 1 year)	GC §34090	Meets auditing standards
Finance / Accounting	FIN-028	Statement of Indebtedness -- Redevelopment	2 years	P	P			Mag, Ppr	S / I	Mag, Ppr, OD, Mfr	GC §34090	Department preference (meets auditing standards)
Finance / Accounting	FIN-029	Tax Rebate Files	2 years	3 years	5 years			Mag, Ppr	S / I	Yes (after 1 year)	IRS Reg §31.6001-1(e)(2); R&T §19530; GC §34090	Department preference (IRS is After Tax is Due or Paid + 4 years [longer for auditing & contractor delinquency]; CA FTB is 3 years; published articles show Permanent)
Finance / Accounting	FIN-030	Warrants / Checks - Cancelled (cashed) or Voided	2 years	3 years	5 years			Mag, Ppr	S / I	Yes (after 1 year)	GC §34090, CCP §337	Statute of limitations is 4 years; statewide guidelines propose Audit + 5 years

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<b>PAYROLL</b>											
Finance / Payroll	FIN-031	CalPERS Reports, Annual Valuation Reports, Actuarial Valuation Reports, Annual Employer Statements	2 years	3 years	5 years		Mag, Ppr			GC §34090	Department Preference
Finance / Payroll	FIN-032	DE-6, DE-7, DE-9 DE-43, W-3, & DE-166, 941 Forms, IRS 5500 Forms (Employee Benefit Plans), 941 Forms - Quarterly Payroll Tax Returns / OASDI	2 years	3 years	5 years		Mag, Ppr			IRS Reg §31.6001-1(e)(2), R&T §19530; 29CFR 516.5 - 516.6, 29USC 436, GC §34090	Department Preference; IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; Articles show 7 years
Finance / Payroll	FIN-033	Deferred Compensation -- Quarterly Reconciliation Statements	2 years	8 years	10 years		Mag, Ppr	S / I	Yes (after 1 year)	GC §34090	Department preference (meets auditing standards; published articles for bank statements show 4 -7 years
Finance / Payroll	FIN-034	Form W-2 (Wage and Tax Statements)	2 years	3 years	5 years		Mag, Ppr	S / I	Yes (after 1 year)	IRS Reg §31.6001-1(e)(2), R&T §19530; 29CFR 516.5 - 516.6, 29USC 436, GC §34090	Department preference (IRS is After Tax is Due or Paid + 4 years; CA FTB is 3 years; published articles show 7 years)
Finance / Payroll	FIN-035	Payroll File	Separation + 2 years	Separation + 3 years	Separation + 5 years		Mag, Ppr			GC §34090	Department preference (matches other auditing periods)
Finance / Payroll	FIN-036	Reports -- Activity Report	2 years	3 years	5 years		Mag, Ppr			GC §34090 et seq.	Department preference (draft or transitory record; yearend detail is retained, and Finance Department database qualifies as a trusted system that can recreate these reports accurately)

**RECORDS RETENTION SCHEDULE: FINANCE**

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Finance / Payroll	FIN-037	Reports -- Benefit Deduction Report	2 years	3 years	5 years			Mag, Ppr		GC §34090 et seq.	Department preference (draft or transitory record; yearend detail is retained, and Finance Department database qualifies as a trusted system that can recreate these reports accurately)
Finance / Payroll	FIN-038	Reports -- General Ledger Accounting Posting Report	2 years		2 years			Mag, Ppr		GC §34090 et seq.	Department preference (draft or transitory record; yearend detail is retained, and Finance Department database qualifies as a trusted system that can recreate these reports accurately)
Finance / Payroll	FIN-039	Reports -- Labor Distribution Report	2 years	3 years	5 years			Mag, Ppr		GC §34090 et seq.	Department preference (draft or transitory record; yearend detail is retained, and Finance Department database qualifies as a trusted system that can recreate these reports accurately)
Finance / Payroll	FIN-040	Reports -- Leave Report	2 years	3 years	5 years			Mag, Ppr		GC §34090 et seq.	Department preference (draft or transitory record; yearend detail is retained, and Finance Department database qualifies as a trusted system that can recreate these reports accurately)

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Finance / Payroll	FIN-041	Reports -- Payroll Processing Reports (year end detail)	2 years	3 years	5 years		Mag, Ppr	S / I	Yes (after 1 year)	GC §34090	Department preference
Finance / Payroll	FIN-042	Reports -- PERS Reports	2 years	3 years	5 years		Mag, Ppr	S / I	Yes (after 1 year)	GC §34090	Department preference (meets auditing standards; published articles for bank statements show 4 -7 years)
Finance / Payroll	FIN-043	Time Sheets / Time Cards / Payroll Exception Reports (originals with employee signatures)	2 years	3 years	5 years		Mag, Ppr	S / I	Yes (after 1 year)	IRS Reg §31.6001-1(e)(2), R&T §19530; LC § 1174(d); 29 CFR 516.5 & 516.6(c); GC §34090	Department preference; Meets auditing standards (audit + 4 years); IRS requires 4 years; Ca. requires 2 yr min.; FTB keeps 3 years; Published articles show 4 -10 years
Finance / Payroll	FIN-044	W-4s, W-4A	No Longer in Effect + 4 years		No Longer in Effect + 4 years		Mag, Ppr	Mag, Ppr		IRS Reg §31.6001-1; GC §34090	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

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<b>PURCHASING</b>												
Finance / Purchasing	FIN-045	Auction Records	3 years		3 years			Mag, Ppr			CCP §337; GC §34090	Department preference
Finance / Purchasing	FIN-046	Bid Documents -- Procurement and Contract	Completion + 2 years	8 years	Completion + 10 years	Yes (before completion)		Mag, Ppr	S	Yes (when inactive)	CCP §337; GC §34090	Consistent with Citywide guidelines for contracts and agreements; statewide guidelines propose Completion + 5 years for non-capital improvement contracts and Completion + 4 years for transportation and concessionaire agreements; statute of limitations is 4 years; 10 years for Errors and Omissions
Finance / Purchasing	FIN-047	Purchase Orders	2 years	3 years	5 years	Yes (before completion)		Mag, Ppr	S	Yes (when inactive)	CCP §337; GC §34090	Meets auditing standards
Finance / Purchasing	FIN-048	Purchasing Cards -- Applications	End of Authorization + 2 years		End of Authorization + 2 years			Mag, Ppr			GC §34090	Department preference
Finance / Purchasing	FIN-049	W-9s	2 years	3 years	5 years			Mag, Ppr			GC §34090	Department preference

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<b>RISK MANAGEMENT</b>											
Finance / Risk	FIN-050	Accident / Incident / Injury Reports -- Public <b>Adults</b> (all)	3 years		3 years	Yes (if related to a tort claim)	Mag, Ppr			CCP §340.5; GC §34090	Recommended by State Fire Marshal; statute of limitations for health providers is 3 years; juveniles are required until patient becomes 18 years old; statewide guidelines propose 3 years
Finance / Risk	FIN-051	Accident / Incident / Injury Reports -- Public <b>Juveniles</b> (all)	Age 18 or 3 years, whichever is longer		Age 18 or 3 years, whichever is longer	Yes (if related to a tort claim)	Mag, Ppr			CCP §340.5; GC §34090	Recommended by State Fire Marshal; statute of limitations for health providers is 3 years; juveniles are required until patient becomes 18 years old; statewide guidelines propose 3 years
Finance / Risk	FIN-052	Accident / Incident Reports -- City <b>Vehicles</b> (no injuries)	3 years		3-years	Yes (if related to a tort claim)	Mag, Ppr	S	Yes (when inactive)	CCP §§337 et seq.; GC §§911.2, 34090	Department preference (claim must be filed within 1 year, lawsuit within 2 years; statute of limitations for contracts is 4 years)
Finance / Risk	FIN-053	Claims (General Liability) -- <b>Adults</b>	Until Closed	Closed + 5 years	Closed + 5 years	Yes (before closed)	Mag, Ppr	S	Yes (after closed)	CCP §§ 337 et seq.; GC §§ 911.2, 34090, 34090.6; PC §832.5(b)	Claim must be filed within 6 months - 1 year, lawsuit within 6 months - 2 years; complaints against peace officers within 5 years; Statute of Limitations for contracts is 4 years; wrongful death for construction is completion + 5 years

**RECORDS RETENTION SCHEDULE: FINANCE**

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Finance / Risk	FIN-054	Claims (General Liability) -- <b>Juveniles</b>	Age of Majority or Until Closed, Whichever is longer	Age of Majority - <b>Closed + 5 years</b>	<b>Age of Majority - Minimum Closed+ 5 years</b>	Yes (before closed)	Mag, Ppr	S	Yes (after closed)	CCP §§ 337 et seq.; GC §§ 911.2, 34090, 34090.6; PC §832.5(b)	Claim must be filed within 6 months - 1 year, lawsuit within 6 months - 2 years; complaints against peace officers within 5 years; Statute of Limitations for contracts is 4 years; wrongful death for construction is completion + 5 years
Finance / Risk	FIN-055	Insurance Certificates -- Contracts / Agreements	3 years	7 years	10 years	Yes (before completion )	Mag, Ppr	S	Yes (when inactive)	CCP §337 et seq.; GC §34090	Longest statute of limitations is 10 years; statewide guidelines propose Permanent
Finance / Risk	FIN-056	Insurance Policies -- City-Owned	P		P	Yes (before expiration)	Mag, Ppr, OD, Mfr	S	Yes (after 5 years)	CCP §337 et seq.; GC §34090	Department preference (covers all statute of limitations)



**RECORDS RETENTION SCHEDULE: INFORMATION SERVICES**

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Information Services	IS-001	Backup Tapes -- <b>DAILY</b> (incremental)	4 months		4 months	Yes	Mag			GC §34090 et seq.	Used for Disaster Recovery Purposes Only; Considered a copy and can be destroyed when no longer required; retention based on administrative value; recycle tapes
Information Services	IS-002	Backup Tapes -- <b>MONTHLY</b> (full)		4 months	4 months	Yes	Mag			GC §34090 et seq.	Used for Disaster Recovery Purposes Only; Considered a copy and can be destroyed when no longer required; retention based on administrative value; recycle tapes
Information Services	IS-003	Backup Tapes -- <b>OPERATING SYSTEMS</b>	When No Longer Required		When No Longer Required	Yes	Mag			GC §34090 et seq.	Used for Disaster Recovery Purposes Only; Considered a copy and can be destroyed when no longer required; retention based on administrative value; recycle tapes
Information Services	IS-004	Backup Tapes -- <b>WEEKLY</b> (full)		4 months	4 months	Yes	Mag			GC §34090 et seq.	Used for Disaster Recovery Purposes Only; Considered a copy and can be destroyed when no longer required; retention based on administrative value; recycle tapes
Information Services	IS-005	Database -- Calendar	2 years		2 years	Yes	Mag			GC §34090 et seq.	Department preference (transitory records)

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Information Services	IS-006	Databases -- Other Than Calendar and E-mail	Indefinite		Indefinite	Yes	Mag			GC §34090 et seq.	Data is interrelated and software changes over time, so the impact of purging records must be evaluated on a case-by-case basis within the context of the current software version and other factors
Information Services	IS-007	E-mail database	90 days		90 days	Yes	Mag			GC §34090 et seq.	Department preference -- preliminary / transitory records not retained in the ordinary course of business, as those e-mails that have a material impact on the conduct of business are saved and filed outside the e-mail system
Information Services	IS-008	GIS Database -- GIS	Indefinite		Indefinite	Yes	Mag			GC §34090 et seq.	Ensure a historical map is created, if desired, by the "Lead Department" prior to replacing the data; recorded data is interrelated and software changes over time, so the impact of purging records must be evaluated on a case-by-case basis within the context of the current software version and other factors
Information Services	IS-009	Graphics	When No Longer Required		When No Longer Required		Mag, Ppr			GC §34090 et seq.	Preliminary drafts (the final document is retained, not necessarily the graphics)

**RECORDS RETENTION SCHEDULE: INFORMATION SERVICES**

Office of Record	Retention No.	Records Description	Retention / Disposition							Legal Citations	Comments / Reference	
			Active (in office)	Inactive (Offsite)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?			
(OFR)												
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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>												
<i>Litigation, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>												
Information Services	IS-010	WORM / DVD-r / CD-r / Blue Ray-R or other <b>Unalterable Media</b> that does not permit additions, deletions, or changes		P	P			OD			GC §34090 et seq., 12168.7, EVC 1550, 2 CCR 22620 et seq.	For legal compliance for Trustworthy Electronic Records (when the electronic record serves as the official record);

**RECORDS RETENTION SCHEDULE: LIBRARY**

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Lead Dept.	LS-001	Cash Receipts Detail / Deposit Backup	3 years		3 years			Mag, Ppr		GC §34090	Consistent with Citywide retention; retained in originating department for auditing purposes; Finance is OFR for Daily Registers (cash posting)
Finance / Accounting	LS-002	Collection Agency Statements	7 years		7 years	Yes		Mag		GC §34090	Department preference; delinquencies remain on credit reports for 7 years; Finance is OFR for original documents
Library Services	LS-003	E-Rate Records	5 years After the Last Day of Delivery of Discounted Services		5 years After the Last Day of Delivery of Discounted Services			Mag, Ppr		FCC order 04-190(B)(1)(46); GC §34090	FCC requires 5 years after the last day of delivery of discounted services
Library Services	LS-004	Facility Use Applications	2 years		2 years	Yes (before event)		Mag, Ppr		GC §945.6-34090; CCP §§337, 343 et seq.	Department preference (statute of limitations states any "...liability founded upon an instrument in writing" or not specifically provided for is 4 years)

**RECORDS RETENTION SCHEDULE: LIBRARY**

Office of Record	Retention No.	Records Description	Retention / Disposition						Legal Citations	Comments / Reference		
			Active (in office)	Inactive (Offsite)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan			Destroy Paper after Imaged & QC'd?	
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Library Services	LS-005	Grants -- Successful (ONLY for CLLS--California Library Literacy Services, LSCA--Library Services and Construction, LSTA--Library Services and Technology, SLRC--State Literacy Resource Centers, CLSA--California Library Services Act and PLF--Public Library Foundation follow Citywide Schedule for all others)	2 years	Final Expenditure + 5 years	Final Expenditure + 5 years			Mag, Mfr, OD, Ppr	S / I	Yes (when inactive)	GC §34090	Per California State Library Records Management Program Requirements
Library Services	LS-006	Grants -- Unsuccessful (ONLY for CLLS--California Library Literacy Services, LSCA--Library Services and Construction, LSTA--Library Services and Technology, SLRC--State Literacy Resource Centers, CLSA--California Library Services Act and PLF--Public Library Foundation follow Citywide Schedule for all others)	2 years		2 years			Mag, Ppr			GC §34090	
Library Services	LS-007	Library Management Database (Sirsi Dynix)	Indefinite		Indefinite			Mag			GC §34090 et seq.	Department preference (data and records are interrelated)
Library Services	LS-008	Library Registration Applications -- Patrons	When No Longer Required		When No Longer Required			Mag, Ppr			GC §34090 et seq.	Department preference (source document entered into Library Management database)

**RECORDS RETENTION SCHEDULE: LIBRARY**

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Library Services	LS-009	Programs -- Administration (Summer Reading / Participant Records)	When No Longer Required		When No Longer Required			Mag, Ppr		GC §34090 et seq.	Preliminary drafts not retained in the ordinary course of business.
Library Services	LS-010	Project Literacy Learner Database	End of Program		End of Program			Mag		GC §34090 et seq.	Department preference (data and records are interrelated)
Library Services	LS-011	Surveillance Video	When No Longer Required		When No Longer Required			Mag, Ppr		GC §34090 et seq.	Does not record regular, on-going operations
Library Services	LS-012	Volunteer Database	Indefinite		Indefinite			Mag		GC §34090 et seq.	Department preference (data and records are interrelated)

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Mayor / Council	MAY-001	Ceremonial: Commendations, Proclamations, etc.	10 years		10 years		Mag, Ppr			GC §34090	Department preference
Mayor / Council	MAY-002	Correspondence / Chronological Files	10 years		10 years		Mag, Ppr			GC §34090	Department preference
Finance	MAY-003	Council Expense Reports	5 years		5 years		Mag, Ppr			GC §34090 et seq.	Department preference; (copies)
Mayor / Council	MAY-004	Projects and Issues / Subject Files	When No Longer Required - <b>Minimum 10 years</b>		When No Longer Required - <b>Minimum 10 years</b>	Yes (while active issues)	Mag, Ppr			GC §34090	Department preference
Mayor / Council	MAY-005	Speeches	When No Longer Required		When No Longer Required		Mag, Ppr			GC §34090 et seq.	Department preference; (drafts or transitory records)

**RECORDS RETENTION SCHEDULE: RECREATION and HUMAN SERVICES**

Office of Record	Retention No.	Records Description	Retention / Disposition						Legal Citations	Comments / Reference	
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<b>RECREATION SERVICES</b>											
Recreation & Human Services / Recreation	R&HS-001	Agreements and Contracts -- Contractors and Class Instructors	Completion + 2 years		Completion + 2 years	Yes (before completion)	Mag, Mfr, OD, Ppr	S	Yes (when inactive)	CCP §§337., 337.1(a), 337.15; GC §34090	City Attorney preference; The ONLY contracts or agreements NOT sent to the City Clerk because the term is too difficult for City Clerk to determine; City Attorney's preference; statewide guidelines propose Completion + 5 years for non-capital improvement contracts & Completion + 4 years for transportation and concessionaire agreements
Finance / Accounting	R&HS-002	Armored Car Receipts / Manifests	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Ppr			GC §34090.7	Department preference (copies); Finance is OFR for original documents
Lead Dept.	R&HS-003	Cash Receipts Detail / Deposit Backup	3 years		3 years		Mag, Ppr			GC §34090	Consistent with Citywide retention; retained in originating department for auditing purposes; Finance is OFR for Daily Registers (cash posting)
Recreation & Human Services / Recreation	R&HS-004	Class Programs -- Attendance Sheets	2 years		2 years		Mag, Ppr			GC §34090	



**RECORDS RETENTION SCHEDULE: RECREATION and HUMAN SERVICES**

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Recreation & Human Services / Recreation	R&HS-005	Classes / Camp Registrations and Rosters -- User Pay Recreation Programs (recreation waivers)	4 years		4 years	Yes (during class or program)	Mag, Ppr			CCP §337 et seq.; GC §34090	Department preference (statute of limitations states any "...liability founded upon an instrument in writing" or not specifically provided for is 4 years)
Recreation & Human Services / Recreation	R&HS-006	Classes / Programs -- Evaluations	When No Longer Required		When No Longer Required		Mag, Ppr			GC §34090 et seq.	Department preference (transitory record, source, or draft record)
Recreation & Human Services / Recreation	R&HS-007	Classes / Programs -- Participants Emergency Information / Medical Release Forms	4 years		4 years	Yes (during class or program)	Ppr			CCP §335.1, GC §§34090, 6252e	Department preference (transitory record; given to site provider, coach, instructor, etc. to contact relatives in the event of an emergency)
Recreation & Human Services / Recreation	R&HS-008	Facility Use Requests / Permits - (including certificate of insurance and alcohol permits)	4 years		4 years	Yes (until completion)	Ppr			CCP §337 et seq.; GC §34090	Department preference (statute of limitations states any "...liability founded upon an instrument in writing" or not specifically provided for is 4 years)

**RECORDS RETENTION SCHEDULE: RECREATION and HUMAN SERVICES**

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Recreation & Human Services / Recreation	R&HS-009	FLEX Shuttle Program	2 years	After Funding Agency Audit, if required (minimum 3 years)	After Funding Agency Audit, if required (minimum 5 years)			Mag, Mfr, OD, Ppr	S / I	Yes (when inactive)	21 CFR 1403.36 and 1403.42(b); 24 CFR 85.42, 91.105(h), and 570.502(b); 29 CFR 97.42; GC §34090	Mixed funding (grant and general); grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is Final Payment of Grantee / Subgrantee + 3 years; HUD requires 3 years; statewide guidelines propose 4 years
Human Resources	R&HS-010	Personnel Files -- Employee (including seasonal / temporary and part-time employees)	Copies - When No Longer Required		Copies - When No Longer Required	Yes (before separation)		Mag, Mfr, OD, Ppr	S	Yes (after separation)	GC §34090.7	Department preference (copies)
Recreation & Human Services / Recreation	R&HS-011	Recreation Database -- CLASS	Indefinite		Indefinite			Mag			GC §34090 et seq.	Department preference (records and data are interrelated)
Recreation & Human Services / Recreation	R&HS-012	School District Facility Use Forms	2 years		2 years			Mag, Ppr			CCP §337, 338 et seq., GC §34090	Department preference (statute of limitations for personal property is 3 - 5 years)
Recreation & Human Services / Recreation	R&HS-013	Score Sheets	When No Longer Required		When No Longer Required			Mag, Ppr			GC §34090	Department preference (transitory record not pertaining to the conduct of City business); GC §34090 et seq.

**RECORDS RETENTION SCHEDULE: RECREATION and HUMAN SERVICES**

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Recreation & Human Services / Recreation	R&HS-014	Volunteers -- Sign-ins / Summary of Hours	3 years		3 years			Mag, Ppr		GC §34090	Department preference (matches retention periods for other volunteer records)
Recreation & Human Services / Recreation	R&HS-015	Volunteer / Unpaid Interns -- Applications and Agreements <b>(unsuccessful)</b>	3 years		3 years			Ppr		29 CFR 1602.31 & 1627.3(b)(1)(i) &(ii), GC §§12946, 34090	Department preference (Courts treat volunteers as employees); EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge;
Recreation & Human Services / Recreation	R&HS-016	Volunteer / Unpaid Interns -- Applications and Agreements <b>(successful)</b>	Inactive / Separation + 3 years		Inactive / Separation + 3 years			Mag, Mfr, OD, Ppr	S	Yes (after 1 year) 29 CFR 1602.31 & 1627.3(b)(1)(i) &(ii), GC §§12946, 34090	Department preference (Courts treat volunteers as employees); EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge

**RECORDS RETENTION SCHEDULE: RECREATION and HUMAN SERVICES**

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<b>HUMAN SERVICES</b>												
Recreation & Human Services / Human Services	R&HS-017	Agreements and Contracts -- Community Assistance Programs (CDBG)	P		P			Mag, Mfr, OD, Ppr	S / I	Yes (when inactive)	21 CFR 1403.36 & 1403.42(b); 24 CFR 85.42, 91.105(h) and 570.502(b), 29 CFR 97.42; GC §34090	Department preference; Uniform Admin. Requirements for Grants to Local Governments is Expenditure Report or Final Payment of Grantee / Subgrantee + 3 years; HUD requires 3 years; statewide guidelines propose 4 years;
Staffing Dept.	R&HS-018	Boards, Commissions and Committees / Citizens Advisory (formed by City Council) -- <b>Minutes and Bylaws</b>	P		P	Yes		Mag, Mfr, OD, Ppr	S	Yes (after 2 years)	GC §34090	Notes taken to facilitate the writing of the minutes can be destroyed after minutes have been adopted
Staffing Dept.	R&HS-019	Boards, Commissions and Committees / Citizens Advisory (formed by City Council) -- <b>Other than Minutes and Bylaws</b>	2 years		2 years			Mag, Ppr			GC §§34090, 54960.1(c)(1)	Brown Act challenges must be filed within 30 or 90 days of action