

# **LOCAL GOVERNMENT RECORDS RETENTION GUIDELINES**

**August 1999**

**City Clerks' Association of California**  
Prepublication Edition - First Printing

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# Local Government Records Retention Guidelines

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## Preface to the Prepublication Edition

March 15, 2000

Steve Gilheany  
Archive Builders  
SteveGilheany@ArchiveBuilders.com

Dear Steve:

Thank you for your offer of assistance to the City Clerks Association of California with respect to the Local Government Records Retention Guidelines developed by a Committee of our organization and endorsed by the Secretary of State. As you know the Guidelines were approved by the state legislature as Senate Bill 742 in the 1998-99 Session.

The Guidelines will be published by the State Archivist and maintained by a member of their staff as required by SB 742. However, they are not prepared to publish it as a paper document or online until late Spring or early Summer, 2000. It will significantly assist our membership if the Guidelines can be converted to a PDF format Prepublication Edition and made available through the City Clerks Association of California (CCAC) and the League of California Cities (LCC) web sites as soon as possible. Once the PDF format Guidelines are on the Internet at these sites, the Guidelines can be downloaded with a single mouse click and then printed in their entirety with just one more mouse click. The Guidelines are already in use by a number of cities throughout California.

When received, I will attach them to an email to the CCAC's webmaster and LCC's webmaster and include your directions as to how to download and print the Guidelines for free, as well as a method to order a printed version at cost. When the State does come online, we will discontinue publication on our web site and point to the state's page since they will be updating and maintaining the Guidelines.

This is your authorization to proceed with the conversion and to maintain the Prepublication Edition of the Guidelines at <http://www.ArchiveBuilders.com>, available for free downloading and printing or for ordering a printed copy at cost when the instructions appear at the site, for six (6) months subject to availability through the State of California. After six (6) month the Prepublication Edition can only be made available for archival purposes, and then only with a reference to the most current version of the Guidelines. In this way, we can assure that our membership receives and has access to the most recent version.

Thank you again for your generous offer of assistance.

Sincerely,



Mary E. Wirtes, CMC/AE  
Chair, CCAC Committee on Records Guidelines  
President, CCAC Southern Division

## Disclaimer

### Local Government Retention Schedule Guidelines

The guidelines as enclosed have been endorsed by resolution of the General Assembly of the League of California Cities, and by the City Clerks Association of California. They represent extensive research as to the *minimum legal requirements* for the retention of local government records and do not reflect the administrative, operational, financial or historical needs of the jurisdiction. It is strongly recommended that cities consult with legal counsel when formulating their retention schedules so as to best meet their particular needs.

The committee's research was as complete as possible and reviewed by many legal officers but may not include every record series pertinent to local government. The guidelines are just that and are fluid, very much subject to additions and updates which will be coordinated through the office of the State Archivist under the Secretary of State.

Reference to retention periods, unless otherwise indicated, refers to the current year plus the years shown. For example, Cu + 2 refers to the Current year plus two, or 1998 plus years 1997 and 1996.

**CALIFORNIA STATE RECORDS RETENTION CLASSIFICATIONS  
LOCAL GOVERNMENT AGENCIES  
August 1999**

**ADMINISTRATION**

Audit  
Community Services  
Elections  
General Subject  
Grants  
Human Resources  
Information Services  
Legal/Legislative  
Municipal Clerk  
Policies & Procedures  
Public Information  
Public Financing Authority  
Risk Management

**DEVELOPMENT**

Administration  
Building  
Code Enforcement  
Engineering  
Environmental Quality  
Housing  
Municipal Facilities  
Planning  
Property  
Redevelopment

**FINANCE**

Accounting  
Administrative Services  
Fixed Assets  
License  
Payroll  
Purchasing  
Reports  
Treasurer

**\*Anticipate will be addressed by County Officials**

**PUBLIC SAFETY**

Animal Control\*  
Emergency Management  
Fire Safety  
    Administration  
    Personnel  
    Property  
    Reports  
Hazardous Materials  
Health & Welfare  
Law Enforcement  
    Administration  
    Investigations  
    Patrol  
    Services

**PUBLIC WORKS**

Parks  
Sanitation/Solid Waste/  
    Wastewater  
Streets/Alleys  
Utilities  
Water

**TRANSPORTATION**

Administration  
Airport  
Ground Transportation  
Harbor

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Vehicle - Down Reports	Administration	7
Vehicle Mileage Reimbursement Rates	Public Safety	14
Vehicle - Repossession/Private Impounds	Public Safety	14
Vehicle - Service Schedules	Finance	3
Vendor Register	Public Safety	14
Vests, Bulletproof Letters	Public Works	9
Violations, Drinking Water	Development	5
Violations, Building, Property & Zoning	Public Safety	16
Volunteer Card Files	Administration	3
Voter Affidavits	Administration	3
Voter Registration Signature Copy	Finance	1
Warrant Register	Public Safety	12
Warrants - Felony	Public Safety	12
Warrants - Misdemeanor Criminal	Public Safety	14
Warrants - Parking	Public Safety	13
Warrants - Served	Public Safety	14
Warrants - Traffic	Public Safety	13
Warrants - Unserved (Local)	Public Safety	14
Weapons, Database	Public Safety	3
Weed Abatement	Public Works	5
Weigh Scales	Administration	11
Workers Compensation		

# **LEGEND**

## **Records Retention**

**AC = Active**

**AD = Adoption**

**AU = Audit**

**CL = Closed/Completion**

**CU = Current Year**

**D.O.B. = Date of Birth**

**E = Election**

**L = Life**

**P = Permanent**

**S = Supersede**

**T = Termination**

# CITATIONS

**B&P – Business and Professions**

**H&S – Health & Safety**

**CAC – California Administrative Code**

**HUD – Housing and Urban  
Development**

**CCP – Code of Civil Procedure**

**OSHA – Occupational Safety &  
Health Act**

**CCR – Code of California Regulations**

**PC – Penal Code**

**CEQA – California Environmental  
Quality Act**

**POST – Police Officers Standards  
Training**

**CFR – Code of Federal Regulations**

**UFC – Uniform Fire Code**

**EC – Election Code**

**USC – United States Code**

**FMLA – Family & Medical Leave Act,  
1993**

**WIC – Welfare & Institutions Code**

**GC – Government Code**

# CALIFORNIA RECORDS RETENTION GUIDELINES

## Administration

### Final, August 1999

### California City Clerk's Association

Record Series Title	Retention	Citation	Descriptor
<b>AUDIT</b>			
Annual Financial Report	CL + 2	GC34090	Independent auditor analysis
Bonds	CL + 10	GC34090; CCP 337.5	Final bond documentation
Budget	P	GC34090	Annual operating budget approved by Legislative Body
Budget Operating (copies)	S	GC34090	Departmental Reference
Hearing or Review	AU + 2	GC34090; OMB A-128	Documentation created and or received in connection with an audit hearing or review
Reports	AU + 4	GC34090; OMB A-128	Internal and/or external
Reviews, Internal/External Periodic	CU	GC34090; GC6250	Daily, weekly, monthly, quarterly or other summary, review, evaluation, log, list, statistics, except a report
<b>COMMUNITY SERVICES</b>			
Libraries	CU + 2	GC 34090	Books, art, gifts, donations, exhibits, theatre, music, special events, etc.
Plaques	P		Historic value
Sports Organization	S + 2		
<b>ELECTIONS</b>			
Affidavit Index	CL + 5	EC 17001	
Applications, Absentee Ballots and Envelopes	E + .5	EC 17505; EC 17302	From date of election
Assisted, Challenged Voters List	E + .5	EC 17304	From date of election
Ballots	E + .5	EC 17302	From date of election; ballots submitted to precincts/City Clerk that were not used - unless contested (EC 17302(c)) retention by court order
Ballots Prop. 218 (Assessment Districts)	P	California Constitution Art. XIII	Property related fees (Assessment Ballot proceeding)

# CALIFORNIA RECORDS RETENTION GUIDELINES

## Administration

### Final, August 1999

### California City Clerk's Association

Record Series Title	Retention	Citation	Descriptor
<b>Calendar</b>	<b>E + 2</b>	<b>GC 34090</b>	
<b>Canvass</b>	<b>P</b>	<b>GC 22932; EC 17130; EC 2653</b>	<b>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</b>
<b>Certificates of Election</b>	<b>T + 4</b>	<b>GC 81009(a) (d)</b>	<b>Certificates of election; Original reports and statements</b>
<b>Charter Amendments/ Measures</b>	<b>P</b>	<b>GC34458- 60; GC34090</b>	<b>Chapter designations by Secretary of State following adoption of voters</b>
<b>Fair Political Practices</b>			
<b>Administration/ Campaign Statements and Conflict of Interest</b>	<b>CU + 5</b>		<b>FPPC Opinions</b>
<b>Campaign disclosure, Elected</b>	<b>P</b>	<b>GC81009(b) (g)</b>	<b>FPPC Filings</b>
<b>Campaign disclosure, Not Elected</b>	<b>E + 5</b>	<b>GC81009(b)</b>	<b>FPPC Filings</b>
<b>Campaign disclosure - Unsuccessful (all other committees)</b>	<b>E + 7</b>	<b>GC81009</b>	<b>FPPC Filings</b>
<b>Candidate Statements</b>	<b>E + 4</b>		<b>Sample ballot retained permanently.</b>
<b>History</b>	<b>P</b>	<b>GC 34090</b>	<b>History of elections, sample ballots, certificates of destruction, other resolutions re: elections</b>
<b>Statement of economic interest - Elected Officials</b>	<b>T + 7</b>	<b>GC 81009(e)</b>	<b>FPPC Filings</b>

# CALIFORNIA RECORDS RETENTION GUIDELINES

## Administration

### Final, August 1999

### California City Clerk's Association

Record Series Title	Retention	Citation	Descriptor
Statement of economic interest - Not Elected	E + 5	GC 81009(b)	FPPC Filings
Lobbyist Registration	P	EC 81009(b)	Statements
Maps, Precincts/Voter Information	E + 2	GC 34090; EC 17501; EC 17301	
Nomination Papers Successful Unsuccessful	E + 4 E + 2	EC 17100 GC 81009(b)	
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
Oaths of Office	T + 6	GC34090; 29 USC 1113	Elected Officials
Petitions	.75	EC 17200, 17400; GC 7253.5; EC 14700 + GC 3756:8	From date of filing or election; Initiative, referendum, recall, Charter Amendments
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
Roster (Of Voters)	E + 5	EC 17300	From date of election; Initiative, referendum recall, general municipal election, Charter Amendments
Voter Affidavits	CL + 5	EC 17000	
Voter Registration Signature Copy	CU + 5	EC 17000	Fire, special or school district

# CALIFORNIA RECORDS RETENTION GUIDELINES

## Administration

### Final, August 1999

### California City Clerk's Association

Record Series Title	Retention	Citation	Descriptor
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<b>GENERAL SUBJECT</b>			
<b>Administration</b>	<b>P</b>	<b>GC 34090</b>	
<b>Biographies</b>	<b>CU + 2</b>	<b>GC34090</b>	
<b>Classifications and Appointments</b>	<b>P</b>	<b>GC 34090; GC 12946; 29 CFR 516.6(2); 29 CFR 1602.4</b>	<b>Includes supplemental Personnel records. Wage rate tables 2 years.</b>
<b>Correspondence/ Originating Department</b>	<b>CU + 2</b>	<b>GC34090(d)</b>	<b>If not attached to agreement or project file</b>
<b>Goals &amp; Objectives</b>	<b>CU + 2</b>	<b>GC34090</b>	<b>Departmental goals &amp; objectives</b>
<b>Policies &amp; Procedures, Departmental</b>	<b>S + 5</b>	<b>GC34090(d)</b>	<b>Retain while current</b>
<b>Promotional Marketing</b>			
<b>External</b>	<b>CU + 7</b>		
<b>Internal</b>	<b>2</b>		
<b>Reports</b>			
<b>Departmental</b>	<b>CU + 2</b>	<b>GC34090</b>	<b>Special/or final summary, review or evaluation</b>
<b>Staff</b>	<b>CU + 2</b>	<b>GC34090</b>	<b>Non-agenda related, includes supporting documentation</b>
<b>Special Projects</b>	<b>CU + 2</b>	<b>GC34090</b>	
<b>Support Services</b>	<b>CU + 2</b>	<b>GC34090</b>	<b>Reproduction; printing; postal/mailing services, other internal resources</b>
<b>Travel Records</b>	<b>CU + 2</b>	<b>GC34090</b>	
<b>GRANTS</b>			
<b>Community Development Block Grant and Urban Development</b>	<b>T + 4</b>	<b>GC34090; 24 CFR 570.502 24 CFR85.42*</b>	<b>Applications, reports, contracts, supporting documents; *OMB Cir. A-102, A-110, A-128</b>
<b>Federal and State</b>	<b>CL + 5</b>	<b>GC34090</b>	<b>Refer to grant application close-out procedure</b>
<b>Financial Records</b>	<b>CL + 5</b>	<b>GC34090</b>	<b>Refer to grant application close-out procedure</b>

**CALIFORNIA RECORDS RETENTION GUIDELINES**  
**Administration**  
**Final, August 1999**  
**California City Clerk's Association**

Record Series Title	Retention	Citation	Descriptor
Unsuccessful	CL + 2	GC34090	Applications not entitled
<b>HUMAN RESOURCES</b>			
Benefit Plan Claims	P	GC6250 et seq; OMB A-129 29 CFR 1602.30; 32; Lab Rel Sec 1174*	May include dental, disability, education, health, life and vision including dependent care and Employee Assistance *29 CFR 1637.3; 29 USC 1027; 29 CFR 1627.3; 29 USC 1113
Benefit Plan Enrollment, Denied	CL + 4	GC34090; OMB A-128	
Bond, Personnel Fidelity	T + 2	GC34090	Employee Fidelity Bonds
Employee Handbook	S + 2	GC 34090	General employee information including benefit plans
Employee Programs	CL + 2	GC 34090; GC 12946	Includes EAP and Recognitions
Employee Rights General Employees Safety (Police)	T + 2 T + 5	GC12946; 29 CFR 1602; 29 USC 211 (e); 203(m); 207(g)	May include Arbitration, grievances, union requests, sexual harassment and Civil Rights, complaints, disciplinary actions
Hourly Employees	T + 6	GC12946; GC34090*	*29 CFR 1627.3, Labor Relations Section 1174
Immigrant		Immigration Reform/Control Act 1986 Pub. L 99-603	I-9's
Medical Leave	CL + 30	FMLA 1993 US OSHA; 29 CFR ; 1910.20*	May include Family leave; certifications; tests; W-4's; *29 CFR 1602.30.32; 49 CFR 193-9;

# CALIFORNIA RECORDS RETENTION GUIDELINES

## Administration

### Final, August 1999

### California City Clerk's Association

Record Series Title	Retention	Citation	Descriptor
Motor Vehicle Pulls (DMV)	CL + 7	GC12946, *	*CA 91009; 8 USC 1324 (a)
Negotiation	P	29 USC Sections 211(c), 203(m), 207(g)	Notes, notebooks, correspondence, contracts, and Memorandums of Agreements
Non-Safety Employees	T + 3	Reference: 29 CFR 1627.3; CCR Sec 1174; 29 CFR 1602.30.32; GC6250 et seq; 29 CFR; GC 12946, 34090*	Non-safety employees may include: Release Authorizations; Certifications; Reassignments; outside employment; commendations disciplinary actions; terminations; Oaths of Office; evaluations-pre-employee medicals; fingerprints; identification cards (ID=s) *1607.4; 29 CFR 655.202; 29 CFR 516.6 et seq; 45 CFR 1068.6(a)
Personnel Records (copies)	CU + 2	GC34090; GC6250	Attendance; evaluations; drafts; worksheets; postings
PERS, Social Security, SSI	P	29 CFR 1627.3(2); GC 12946, 34090	EEOC/ADEA
Recruitment	CL + 3	Reference: GC12946; GC6250 et seq; 29 CFR 1602 et seq 29 CFR 1607; 29CFR 1627.3	Applications, resumes, alternate lists/logs, indices; ethnicity disclosures; examination materials; examination answer sheets, job bulletins; eligibility; electronic database
Reports	CU + 2	GC34090	Employee statistics, benefit activity; liability loss
Safety Employees	T + 5	Reference: 29 CFR 16273; CCR Sec 1174; 29 CFR 1607.4; *	Police, fire, emergency employees may include; Release Authorizations; Certifications Reassignments; outside employment; commendations disciplinary actions; terminations; Oaths of Office; evaluations-pre employee medicals *29 CFR 1602.30.32; 29 CFR 655.202; 29 CFR 516.6 et seq; 45 CFR 1068.6(a)

**CALIFORNIA RECORDS RETENTION GUIDELINES**  
**Administration**  
**Final, August 1999**  
**California City Clerk's Association**

Record Series Title	Retention	Citation	Descriptor
Surveys and Studies	CU + 2	GC 12946, 34090; 29 CFR 516.6(2); 29 CFR 1602.14	Includes classification, wage rates
Training Records Non-Safety	CU + 7	GC6250 et seq	Employee applications, volunteer program training, class training materials, internships;
Personnel (by name)	T + 7	GC34090	Paperwork documenting officers= internal and external training
Safety	CU + 2	GC34090	Certifications/designations
Vehicle Mileage Reimbursement Rates	S + 2	GC 34090	Annual mileage reimbursement rates
<b>INFORMATION SERVICES</b>			
Internet, World Wide Web	S + 2	GC34090	Management/Policies and supporting documentation
Inventory, Information Systems	S + 2	GC34090	Hardware/Software Inventory logs; systems manuals
Network Information Systems (LAN/WAN)	CU + 4	GC34090; CCP 337.2; 343	Configuration maps and plans
Program Files and Directories	CU + 2 CU + (2 mos.) CU + 1 CU + .5	GC34090; GC34090.7	Annual backup Daily backup  Monthly backup Weekly backup
Tapes Information Systems	CU + 2	GC34090	System Generation

# CALIFORNIA RECORDS RETENTION GUIDELINES

## Administration

### Final, August 1999

### California City Clerk's Association

Record Series Title	Retention	Citation	Descriptor
<b>LEGAL/ LEGISLATIVE</b>			
Agendas	CU + 2	GC34090	Original agendas and special meeting notices, including certificates of posting, original summaries, original communications and action agendas for Council, Boards and Commissions
Agenda Reports (Master, Subject Files)	CU + 2	GC34090 (d)	Documentation received, created and/or submitted to Council
Appeals, Civil	CU + 3	CCP 583.320(a)(3); GC 34090	
Applications, Boards, Commissions, Committees	CL + 2	GC34090	Not selected
Applications, Boards, Commissions, Committees	T + 5	GC34090; GC40801	Selected
Articles of Incorporation	P	GC34090; CCP 337.2	
Case Log	CL + 7	CCP 337.2; 343	From Close of cases listed; Chronological listing of cases
Case Records - (High Profile)	P	GC6254	Significant cases which have importance/or set legal precedence. Includes logs, complaints, police reports, court orders, motions, notes, briefs
Case Records	CO + 7	42 USC s1983	Includes logs, complaints, police reports, court orders, motions, notes, briefs, closing statements (unless minors - 3 years after attaining 18)
Contracts and Agreements Excl. Capital Improvement	T + 5	CCP 337.2, 343; B&P7042.5;*	Includes leases, equipment, services or supplies *PU7685; 48 CFR:2; GC53066
Incl. Capital Improvement	P	2.08.110;*	Construction *GC37090a; 4004; H&S 19850
Index, Attorney Case	L	GC6254	Including notations on activities related to case

# CALIFORNIA RECORDS RETENTION GUIDELINES

## Administration

### Final, August 1999

### California City Clerk's Association

Record Series Title	Retention	Citation	Descriptor
Legal Advertising	CU + 4	CCP 343, 349 et seq.; GC 911.2; GC 34090	Includes public notices, legal publications
Logs, Attorney Service Request	CU + 2	GC34090	Service request, summaries of monthly requests
Minutes	P	GC34090(d); GC36814; GC40801	Official minutes and hearing proceedings of governing body or board, commission or committee
Notices, Meeting	CU + 2	GC 34090.7, 54960.1(c)(1)	Special meetings
Opinions	S + 2	GC34090; GC6254	Confidential
Ordinances	P	GC34090(d)4 0806	Charter amendments; municipal code
Petitions	CU + 1	GC50115; GC6253	Submitted to legislative bodies
Resolutions	P	GC34090(d) 40801	Legislative actions
Tapes, Audio/Video	CU + 3 mos.	GC 34090.7	When used for minute preparation and may have historical value.
<b>MUNICIPAL CLERK</b>			
Assessment Districts	P	GC 34090	Original documentation
Inventory, Records	CU + 2	GC34090; 80 OPS Atty. Gen. 106	Inventory of non-current or inactive records holdings and location, indices. Tapes may be recycled.
Municipal Code	P	GC 34090	Supplements included
Public Records Request	CL + 2	GC 34090	
Records Management	CL + 2	GC34090	Document includes retrieval, transfers - inactive
Records Management Disposition Certification	P	GC34090	Documentation of final disposition or records
Records Retention Schedules	S + 4	CCP 343	

# CALIFORNIA RECORDS RETENTION GUIDELINES

## Administration

### Final, August 1999

### California City Clerk's Association

Record Series Title	Retention	Citation	Descriptor
<b>POLICIES/ PROCEDURES</b>			
General Administrative	S + 2	GC34090; 40801	All city policies and procedures
Policy, Council/ Proclamations	S + 2	GC34090	Policies, directives rendered by Council not assigned a resolution or ordinance number
<b>PUBLIC FINANCING AUTHORITY</b>			
Administration	P	GC 34090	
Financial Records	P	GC 34090, 40802, 53901	
Management Reports	2	GC 34090	
<b>PUBLIC INFORMATION</b>			
Brochures, publications, newsletter, bulletins	S + 2	GC 34090	
Calendar, City	CU + 2	GC 34090	
Media Relations	CU + 2	GC 34090	Includes cable, newspaper, radio, message boards, presentations.
<b>RISK MANAGEMENT</b>			
Accident Reports - City Assets	CL + 7	29 CFR 1904.2; 29;* * CFR 1904.6	Reports and related records * CFR 1904.6
Bonds, Insurance	P	CCP 337.2; 343	Bonds and insurance policies insuring city property and other assets
Claims, Damage	CL + 5	GC34090; GC25105.5	Paid/Denied
Incident Reports	CL + 7	29 CFR 1904.2; 29 CFR 1904.6	Theft, arson, vandalism, property damage or similar occurrence (excluding fire/law enforcement)

**CALIFORNIA RECORDS RETENTION GUIDELINES**  
**Administration**  
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Record Series Title	Retention	Citation	Descriptor
Insurance, ACCEL JT Powers Agreement	P	GC34090	(Authority California Cities Excess Liability Insurance) B Accreditation/ MOU=s/agreement/agendas
Insurance, Certificates	P	GC34090	Insurance certificates filed separately from contracts, includes insurance filed by licensees
Insurance, Liability/Property	P	GC34090	May include liability, property, Certificates of Participation, deferred, use of facilities
Insurance, Workers Compensation	P	GC6410; 29 CFR 1910.20	Indemnity; PERS - working files - originals with Administrator
Photographs, Negatives, Film	CL + 2	GC34090	
Risk Management Reports	CL + 5	OMB 1220-0029; 29 CFR1904.4; GC 34090	Federal OSHA Forms; Loss Analysis Report; Safety Reports ; Actuarial Studies
Workers Compensation	P	CCR 14311; 15400.2; CA Labor Code 110-139.6	Claim Files, Reports, Incidents (working files) originals filed with Administrator

# CALIFORNIA RECORDS RETENTION GUIDELINES

## Development

### Final, August 1999

### California City Clerks' Association

Record Series Title	Retention	Citation	Descriptor
<b>ADMINISTRATION</b>			
Benchmark Data	CU + 2	GC34090d	Horizontal, vertical & control
Bids & Proposals (Unsuccessful)	CL + 2	GC34090d	
Bonds Development	CL + 10	CCP 337.5	Housing; Industrial Development
Security	CL + 2	GC34090	Documentation created and or received in connection with the performance of work/services for the city, or for parcel maps and subdivision work
Code Books	P	GC34090e	National Electrical Code, Uniform Building, Fire, Mechanical, Plumbing & Supplements
Contractor	CU + 2	GC34090d	Current listing
Correspondence	CU + 2	GC34090d	Working documentation
Development Conditions	L	GC34090	Mitigation measures; filed with case files
Development Agreements	P	CCP337, 337.1(a), 337.15; GC34090;4 8 CFR 4.703	Infrastructure contracts, franchises. Original maintained for 7 years.
Development Standards	P	GC34090a	Landscape mediums, parkway landscape development, public works construction
Drawings, Project Plan	CU + 2	GC34090d	Does not include those usually filed with case or project
Franchises	P	GC65864, 65869.5, 34090*	Including subdivision agreements, contracts for sale or purchase of property, cable, grant of easements and/pr involving construction of improvements *CCP 337.2, 343; AC16023
General Subject Files	CU + 2	GC34090d	Internal working files including correspondence

# CALIFORNIA RECORDS RETENTION GUIDELINES

## Development

### Final, August 1999

### California City Clerks' Association

Record Series Title	Retention	Citation	Descriptor
Grants, Community/Urban Development (includes CDBG)	CL + 4	24CFR 570.502(b) (3); 241CFR 85.42 & OMB Cir. A-110, Attach. C; *	Project files, contracts, proposals, statements, reports, sub-recipient dockets, Environmental review, grant documents, applications, inventory, consolidated plan, etc. Includes Section 108 loan guarantee *OMB Cir. A-102 & 128, HUD regulations
Historic Preservation Inventory	2	GC34090d	Historic structures & landmarks
Incident Files	2	GC34090d	Emergency Call Outs
Land Uses, nonconforming	P	GC34090a	Building or site usage which does not conform to current standards
Logs	CU + 5		Logs, registers or similar records listing permits, certificates of occupancy issued; may include inspection, building activity, daily, plan check, utility
Maps & Plats	P	GC34090a	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.
Master Plans, Annual	S + 2	GC34090	Special or long range program plan for municipalities – coordination of services; strategic planning
Permits, Construction	P	GC34090a; H&S19850; 4003; 4004	Plans, building, signs, grading, encroachment, including blueprints and specifications
Permits, Other	CL + 2	GC34090d	Alterations, encroachment, excavations, road, street sidewalks & curb alterations, transportation, swimming pool drainage, temporary uses, etc.
Photographs	S + 2	GC34090d	Aerial photographs

**CALIFORNIA RECORDS RETENTION GUIDELINES**  
**Development**  
**Final, August 1999**  
**California City Clerks' Association**

Record Series Title	Retention	Citation	Descriptor
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<b>Projects, Not Completed or Denied</b>	<b>CL + 2</b>	<b>GC34090d</b>	<b>Building, engineering, planning</b>
<b>Reports</b>	<b>CU + 2</b>	<b>GC34090</b>	<b>Activity, periodic</b>
<b>Seismic Retrofit Program</b>	<b>P</b>	<b>GC34090a</b>	<b>Includes Certificates of Compliance</b>
<b>Street Names and House Numbers</b>	<b>P</b>	<b>GC34090a</b>	<b>Street dedications, closings, address assignment/changes</b>
<b>Studies, Special Projects &amp; Areas</b>	<b>CL + 2</b>	<b>GC34090d</b>	<b>Engineering, joint powers, noise, transportation</b>
<b>Surveys</b>	<b>P</b>	<b>GC34090a</b>	<b>Recording data and maps</b>

**CALIFORNIA RECORDS RETENTION GUIDELINES**  
**Development**  
**Final, August 1999**  
**California City Clerks' Association**

Record Series Title	Retention	Citation	Descriptor
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<b>BUILDING</b>			
Blueprints, Specifications	CL + 2	GC34090d	Submitted by contractors with application for permit and builds for Certificate of Occupancy
Certificates	L	GC34090a	Compliance, elevation, occupancy which affect real property
Construction (Approved)	P	GC34090a; 4003; 4004; H&S 19850, 19853	New commercial and residential construction, tenant improvements room additions, spa, signs, block wall, remodel including security bonds
Inspection	CL + 2	GC34090d	Correspondence, fees, appeal requests, reports
Permits	P	GC34909a; H&S 19850; 4003;4004	Plans, building, signs, grading, encroachment permits
Signs (Temporary)	S + 2	GC34090d	Home occupations, off-premise signs
<b>CODE ENFORCEMENT</b>			
Abandoned Vehicles	CL + 2	GC34090d	
Case Files	CL + 2	GC34090d	Building, housing and mobile home code violation records including inspections; public nuisance rubbish and weed abatement, vehicle abatement, citations, massage parlor permits, general
Liens & Releases, Supporting Recorded	CL + 2 P	GC34090	Utilities, abatement, licenses

**CALIFORNIA RECORDS RETENTION GUIDELINES**  
**Development**  
**Final, August 1999**  
**California City Clerks' Association**

Record Series Title	Retention	Citation	Descriptor
Logs	CU + 2	GC34090d	Lien Recovery, citations, complaints
Regulations	S + 2	GC34090d	Includes rules
Reports, Federal and State	P	GC34090a	Code enforcement statistics; may contain records affecting title to real property or liens thereon
Violations, Building, Property & Zoning	CL + 2	GC34090d	Supporting code enforcement activity
<b>ENGINEERING</b>			
Capital Improvement Projects	CL + 10	CC337.15	Supporting documents including bidders list, specifications, reports, plans, work orders, schedules, etc.
Construction Tracking, Daily	P	CC337.15	Assesses value of real property
Drawings, Traffic Control Plan	P	GC34090a	Signs, signing & striping, road construction
Flood Control	CL + 2	GC34090d	Storm Drains
Special Districts	P	GC34090a	Supporting documents re: improvement, lighting, underground utility; bonds, taxes & construction
Street/Alley (Abandonment/Vacation)	CL + 2	GC34090d	Relinquishment of rights and fee title
Traffic Signals	CL + 2	GC34090d	Counts, collisions, accidents
<b>ENVIRONMENTAL QUALITY</b>			
Air Quality (AQMD)	CU + 7	CCP 338(k); GC34090	Participants/voucher logs, Total Daily Mileage Survey (TDM); various local authorities; Commute Alternative
Asbestos	P	GC34090a	Documents abatement projects, public buildings

# CALIFORNIA RECORDS RETENTION GUIDELINES

## Development

### Final, August 1999

### California City Clerks' Association

Record Series Title	Retention	Citation	Descriptor
California Environmental Quality Act (CEQA)	P	GC34090a + CEQA Guidelines	Exemptions, Environmental Impact Report, Mitigation monitoring, negative declaration, notices of completion and determination, comments, statements of overriding considerations
Congestion Management	CU + 2	GC34090d	Ride sharing, trip reduction
Environmental Review	CL + 2	GC34090d	Correspondence, consultants, issues, conservation
Pest Control	CU + 2	GC34090d	Pesticide applications, inspections & sampling, documents
Soil	CL + 2	GC34090d	Analysis, construction recommendations
Soil Reports	P	GC34090d	Final Reports
<b>HOUSING</b>			
Bonds	CL + 4	CCP 337	Revenue Bond Documentation
Programs	CL + 3	24 CFR 570.502(b)(3); 24 CFR 85.42 & OMB Cir. A-110, #C	Includes comprehensive Housing Authority Strategy, Meeting Credit Certificate, Housing bond advisory, HOME, In-Lieu Housing Mitigation, Low/Moderate Housing, Rental Housing Assistance
Redevelopment Budgets	P	GC 34090, 40802, 53901	Includes annual audit
Bond Issues	P	GC43900 et seq.	

# CALIFORNIA RECORDS RETENTION GUIDELINES

## Development

### Final, August 1999

### California City Clerks' Association

Record Series Title	Retention	Citation	Descriptor
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<b>MUNICIPAL FACILITIES</b>			
Capital Improvements, Construction	P	2.083110; GC34090a; 4004; H&S 19850; GC34090a	Contains records re: Planning, design, construction, conversion or modification of local government-owned facilities, structures & systems
Facility Rentals/Use	CU + 2	GC34090	Permits, contracts, diagrams, schedules, insurance binders
Maintenance & Operations	CU + 2	GC34090d	Service requests, invoices, supporting documentation; buildings, equipment, field engineering, public facilities including work orders and graffiti removal
<b>PLANNING</b>			
Case files, Planning and Zoning	P	GC34909a; 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
Certificates	L	GC34090	Retain during life of structure
Flood Records	CU + 2	GC34090	
General Plan and Elements	P	GC34090	Includes sphere of influence
General Plan Amendments			
Approved	CL + 2	GC34090	
Denied	CU + 3	GC65103; *	* GC50110
Interpretations	CU + 2	GC34090	

**CALIFORNIA RECORDS RETENTION GUIDELINES**  
**Development**  
**Final, August 1999**  
**California City Clerks' Association**

Record Series Title	Retention	Citation	Descriptor
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Maps, Plans, Drawings, Exhibits, Photos	P	GC34090; H&S 19850; GC34090.7	Zoning, tentative subdivision, parcel, land use map, aerial photos, specific plans
<b>PROPERTY</b>			
Abandonment	P	GC34090a	Buildings, Condemnation, Demolition
Acquisition/Disposition	CL + 10	GC34090a; GC6254	Supporting documents re: sale, purchase, exchange, lease or rental of property by City
Annexation Case Files	P	GC34090a	Reports, agreements, public notices
Appraisals	CL + 2	GC34090; GC6254(h)	Exempt until final acquisition or contract agreement obtained
Deeds & Promissory Notes	P	GC34090a *	* 24 CFR 570.502(b)(3); 24 CFR 8.42 & OMB Circ. SA-110
Maps, City Boundary	P	GC34090d	Recorded maps, surveys, monuments
Lot Split Cases	P	GC34090	
Relocation Files	CL + 2	GC34090	e.g., Redevelopment

# CALIFORNIA RECORDS RETENTION GUIDELINES

## Finance

Final, August 1999

California City Clerks' Association

Record Series Title	Retention	Citation	Descriptor
<b>ACCOUNTING</b>			
Accounts Payable	AU + 4	GC34090	Invoices, check copies, supporting documents
Accounts Receivable	AU + 4	GC 34090	
Applications	CL + 2	GC34090	Utility connections, disconnects, registers, service
Assessment Districts	P	GC 34090	Collection information; Original documentation files with municipal clerk
Bank Reconciliations	AU + 5	GC34090; 26 CFR 16001-1	Statements, summaries for receipts, disbursements & reconciliations
Billing Records	AU + 2	GC34090	Customer name, service address, meter reading, usage, payments, applications/cancellations
Budget	AU + 2	GC 34090	
Budget adjustments, journal entries	AU + 2	GC34090	Account transfers
Checks	AU + 5	GC34090; CCP 337	Includes payroll, canceled & voided checks
Deposits, Receipts	AU + 4	GC 34090; CCP 337	Checks, coins, currency
Invoices	AU + 2	GC34090	Copies sent for fees owed, billing, related documents
Journals			
Utility Billing	CU + 2	GC34090	Billing including monthly activity
Ledger, General	P	GC34090; *	* CCP 337
Voucher	AU + 4	GC34090; CCP 337	Account postings with supporting documents
Taxes, Receivable	AU + 3	CCP338	
Warrant Register	AU + 2	GC 34090.7	
<b>ADMINISTRATIVE SERVICES</b>			
Budget Operating (copies)	S	GC34090	Departmental Reference

# CALIFORNIA RECORDS RETENTION GUIDELINES

## Finance

Final, August 1999

California City Clerks' Association

Record Series Title	Retention	Citation	Descriptor
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Budget, Proposed	CU + 2	GC34090	Presented to Council
Adopted	P	GC 34090	
<b>FIXED ASSETS</b>			
Inventory	AU + 4	GC34090; 26 CFR 301 65-1(F)	Reflects purchase date, cost, account number
Surplus Property			
Auction	AU + 2	GC34090	Listing of property
Disposal	AU + 4	GC34090; CCP 337	Sealed bid sales of equipment
Vehicle Ownership & Title	L	VC 9900 et seq.	Title transfers when vehicle sold
<b>LICENSE</b>			
Business	T + 4	GC34090; CCP 337	Paid & reports
<b>PAYROLL</b>			
Adjustments	AU + 4	GC 34090 29 CFR 516.5 – 516.6	Audit purposes
Employee Time Sheets	AU + 6	GC34090; 29 CFR 516.2*	Signed by employee for audit & FEMA Reports *20 CFR 516.6(1); IRS Reg. 31.6001-1(e)(z); R&T 19530; LC 1174(d)
PERS Employee Deduction Reports	T + 4	GC34090; CAC 22- 1085-2	Record of deductions ( <i>PERS Public Employee Retirement System</i> ) *26CFR 31.6001-1;29 CFR 516.5, 516.6, LC 1174(d)
Register	P	GC34090; GC37207	Labor costs by employee & program
Salary Records	T + 3	GC34090; 29 CFR 516.2	Deduction authorization, beneficiary designations, unemployment claims, garnishments

# CALIFORNIA RECORDS RETENTION GUIDELINES

## Finance

Final, August 1999

California City Clerks' Association

Record Series Title	Retention	Citation	Descriptor
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<b>PURCHASING</b>			
Bids, RFQ's, RFP's Successful Unsuccessful	AU + 4 AU + 5 CU + 2	GC34090; CCP 337; *	Requests for Qualifications; Requests for Proposals regarding goods and services * GC 25105-1; GC 34090
<b>Requisitions</b>			
Purchase Orders	AU + 4	GC34090; CCP 337	Original documents
Stores	CU + 2	GC34090	Completed forms for ordering
Vendor Register	P	GC34090	Alpha vendor listing of purchase orders, invoices, account numbers and check date
<b>REPORTS</b>			
Audits	P	GC 34090	
Deferred Compensation	T + 5	GC34090; 26 CFR 16001-1*	Records of employee contributions and city payments *29 CFR 1627.3(2)
Federal and State Tax	AU + 4	GC34090; 29USC 436 *	Forms 1096, 1099, W-4's and W-2's *26 CFR 31.6001.1-4; IRS REG 31.6001-1(e)(2);R&T 19530;29 CFR 516.5-516.6
Financial, Annual	AU + 7	GC 34090.7	
Investment Transactions	P	GC34090; CCP 337; GC 53607	Summary of transactions, inventory & earnings report
Labor Distribution	AU + 2	GC34090	Costs by employee & program
Meter Reading	CU + 2	GC34090	
State Controller	P	GC34090	Controller may destroy after 5 years
Utility Rebates	CU + 2	GC34090	
<b>TREASURER</b>			
Bank Statements	AU + 2	FC 3368, 30210; GC 43900 et seq.	Financing authority
Bonds			

# CALIFORNIA RECORDS RETENTION GUIDELINES

## Finance

Final, August 1999

### California City Clerks' Association

Record Series Title	Retention	Citation	Descriptor
Account Statements	CL + 10	GC34090; CCP 337.5	Monthly statement of transactions.
Administration	CL + 10	GC34090; CCP 337.5	Supporting documents
Bonds and Coupons	CL + 2	GC34090; 53921	Paid/canceled

**CALIFORNIA RECORDS RETENTION GUIDELINES**  
**Public Safety: Emergency Management**  
**Final, August 1999**  
**California City Clerks' Association**

Record Series Title	Retention	Citation	Descriptor
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Mutual Aid, Strategic Plans	S + 2	GC34090	
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**CALIFORNIA RECORDS RETENTION GUIDELINES**  
**Public Safety: Fire Safety**  
 Final, August 1999  
 California City Clerks' Association

Record Series Title	Retention	Citation	Descriptor
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<b>ADMINISTRATION</b>			
Books, Fire Code	S + 3	GC34090.7 CCP 340.5	Include OPS manuals
General Orders, Policies/Procedures	S + 2		
Inspections, Fire Prevention	CL + 3	UFC 103.34	Alarm/sprinkler systems, prevention efforts
Investigations, Evidence Arson	P	PC 799	Support prosecution resulting in homicide
Investigations, Evidence Arson	CL + 6	PC 800	Great bodily harm, inhabited structure or property
Journals, Fire Station	CU + 2	GC34090	Activities, personnel, engine company
Permits, Uniform Fire Code	CL + 2	GC34090	
<b>PERSONNEL</b>			
Exposure	T + 30	29 CFR 1910.1020	Sampling results, collection methodology, background
Exposure	T + 1	29 CFR 1910.1020	Laboratory reports and worksheets
Medical	T + 30	29 CFR 1910.1020	
Medical	T + 2	29 CFR 1910.1020; *	Employees less than one year *GC34090
Training	T + 2	GC34090	Certifications/designations
<b>PROPERTY</b>			
Apparatus/Vehicle	CU + 2	GC34090 CCP 340.5 *	Repair and Maintenance *8 CAL Code Reg. 3203 (b) (1)
Inventory, Equipment & Supplies	CU + 2	GC34090	
Logs, Fire Equipment/Gear	CU + 2	GC34090	
<b>REPORTS</b>			
Incident	CL + 3	GC34090 CCP338 *	Dispatch and daily logs *CCP 340.5

**CALIFORNIA RECORDS RETENTION GUIDELINES**  
**Public Safety: Fire Safety**  
**Final, August 1999**  
**California City Clerks' Association**

Record Series Title	Retention	Citation	Descriptor
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Field, Non-fire and Logs	CU + 2	GC34090	
Fire, Non-arson and Logs	CU + 2	GC34090	
Investigations, Evidence Arson	CL + 3	PC 801; UFC 104.32	Structure
Weed Abatement	CL + 2	GC34090	Reports, assessments, resolutions, documentation

**CALIFORNIA RECORDS RETENTION GUIDELINES**  
**Public Safety: Hazardous Materials**  
**Final, August 1999**  
**California City Clerks' Association**

Record Series Title	Retention	Citation	Descriptor
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Hazardous Waste Disposal	CU + 10	CAL OSHA; 40 CFR 122.21	Documentation re handling and disposal of hazardous waste
Permits, Hazardous Materials Storage	CU + 2	GC34090	Departments consistently recommend permanent retention of environmentally sensitive materials.
Programs, Household Hazardous Waste	S + 2	GC34090	
Training Materials	S + 2	Cal Code *	Standards and Administration *Reg. 3204(d), et seq.
Underground Storage Tank Compliance Maintenance & Oper.	P CU + 2	GC34090a GC34090	Documents re: storage Location, installation, removal, remediation

**CALIFORNIA RECORDS RETENTION GUIDELINES**  
**Public Safety: Law Enforcement**  
 Final, August 1999  
 California City Clerks' Association

Record Series Title	Retention	Citation	Descriptor
<b>ADMINISTRATION</b>			
Accounting/Cash Reconciliations	CU + 2	GC34090	
Alarm Records	CU + 2	GC34090	
Claim Files	CL + 6	PC 832.5	Claim copy, correspondence, photographs, supporting documents relative to incidents involving the Police Department filed by citizens
Department Manual	S		Changes to manual are recorded in the General Orders (permanent)
Equipment Communication	T + 2	GC34090	Retained until termination of equipment use; Manuals, instructions, procedures
Inventory	S + 2	GC34090	Listing of equipment assigned to division, to whom it is assigned
Reports Activity	CU + 2	GC34090	Weekly/monthly/quarterly/annual activity/statistical reports by division. Retain only one form for retention period
Chemical Emissions	CU + 2	GC34090	
Survey Response Files	CU + 2	GC34090	Surveys, responses, correspondence with other agencies requesting statistical data
<b>INVESTIGATIONS</b>			
Administrative/Internal	CL + 5	PC 832.5 EVC 1045 GC 12946 PC 801.5; 803(c) VC 2547	Initiated by citizens complaints or internally initiated; includes complaint, reports, findings
Asset Forfeiture Investigations/ Proceedings Case File	CL + 2	GC34090	

**CALIFORNIA RECORDS RETENTION GUIDELINES**  
**Public Safety: Law Enforcement**  
**Final, August 1999**  
**California City Clerks' Association**

Record Series Title	Retention	Citation	Descriptor
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<b>Notifications</b>	<b>CU + 2</b>	<b>GC34090</b>	<b>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.</b>
<b>Case Books, Investigative</b>	<b>CL + 2</b>	<b>GC34090</b>	<b>Retained by division until a case is suspended/closed; transfer to Records Division to be filed with associated Daily Report (DR) file</b>
<b>Case Files Homicide Investigator's File</b>	<b>P</b>	<b>PC 799</b>	
<b>Narcotics (No arrest, Narcotics Cases)</b>	<b>CL + 2</b>	<b>GC34090</b>	<b>Retained by division until no longer useful for investigative purposes</b>
<b>Officer Involved Shootings</b>	<b>CL + 25</b>	<b>GC34090</b>	
<b>Court Daily Schedule</b>	<b>CU + 1</b>	<b>GC34090. 7</b>	<b>Printouts of daily court scheduling</b>
<b>Sign-In Logs</b>	<b>CU + 2</b>	<b>GC34090</b>	<b>Logs officers' names, time in/out for court appearances</b>
<b>Tracking System Records</b>	<b>CU + 2</b>	<b>GC34090</b>	<b>Database records subpoena number, officer name, case number, defendant name, district attorney name, court information disposition</b>
<b>Evidence, Disposition Forms</b>			<b>Attach to duplicate Property Report, file w/DR in Records Division</b>
<b>Fingerprint Applicants Files</b>	<b>T + 2</b>	<b>GC34090</b>	<b>Paperwork authorizing fingerprinting and background checks for city employment applicants and business license applicants</b>
<b>Inked/Palm Cards</b>	<b>AC + 20</b>		<b>Persons booked into detention facility; (Copies distributed to county, state, federal agencies)</b>

**CALIFORNIA RECORDS RETENTION GUIDELINES**  
**Public Safety: Law Enforcement**  
**Final, August 1999**  
**California City Clerks' Association**

Record Series Title	Retention	Citation	Descriptor
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<b>Records Latents</b>		<b>Approp. PC Section</b>	<b>1) Retain for applicable case statute of limitation; 2) or until evidence in case is destroyed; Hard copy and digitized</b>
<b>Suspect, Adult/Juvenile</b>	<b>CL</b>	<b>Law Enforcement Management Guide by POST</b>	<b>Adults/juveniles suspected of a crime, taken for comparison. Destroy after original purpose achieved</b>
<b>Guns, Dealers Record of Sale</b>	<b>CU + 6</b>	<b>PC 12070</b>	<b>Applicants, Monthly Gun Audits, Applications Denied, Stolen (DOJ File)</b>
<b>Informant Files</b>	<b>T + 10</b>		<b>Legal notifications, identification information, payment information, activities information</b>
<b>Jail Daily Logs</b>	<b>CU + 6</b>	<b>GC34090</b>	<b>Daily report of staffing, bookings/releases, transfers, transportation</b>
<b>Inmate Record</b>			<b>Dependent on facility's classification; see Laws and Guidelines for Local Detention Facilities by Board of Corrections (State of California)</b>
<b>Inspection Files</b>	<b>CL + 6</b>		<b>Inspections by various agencies</b>
<b>Surveys</b>	<b>CL + 2</b>	<b>GC34090</b>	<b>Prepared quarterly, forwarded to State Board of Corrections</b>
<b>Licenses Bicycle</b>	<b>CU + 2</b>	<b>GC34090</b>	
<b>Bingo, Mace</b>	<b>CU + 2</b>	<b>GC34090</b>	
<b>Business License Review Board Administrative Files</b>	<b>T + 1</b>	<b>GC34090</b>	

**CALIFORNIA RECORDS RETENTION GUIDELINES**  
**Public Safety: Law Enforcement**  
**Final, August 1999**  
**California City Clerks' Association**

Record Series Title	Retention	Citation	Descriptor
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Duplicate (Pink), Secondhand Dealer, Pawn Brokers	CU + 2	GC34090	Original to licensee, Blue duplicate to DOJ; Pink duplicate retained by agency; renewals issued annually by local agency
<b>Logs</b>	<b>S</b>		
Auto Theft			
Case Assignment	CU + 1		
Daily Activity	CU + 2	GC34090	
Officer	CU + 2	GC34090	Daily activity of incidents not reported by use of official report
Report Summary	CU + 2	GC34090	Report numbers, type, names, dates retained for research value
Investigative (Pre-Arrest)	CL + 10	GC34090	Retained by division until cases are suspended and closed
Juvenile Detention	CU + 2	GC34090	Logs document juvenile processing per CYA
Property Control	CU + 2	GC34090	Logs items coming into and going out of property room
Rap Sheet	CL + 2	GC34090	Requests for criminal history
Subpoena	CU + 2	GC34090	Subpoenas received/served daily
Pawn Slips/Tickets	CU + 3	B & P 21628	
Photographs			Crime Scene, Registrant/Applicant, Photo file, Accident. Retain according to practical and functional association.
Daily Report (Negatives)	T	GC34090	Assigned DR number, retained as form of evidence, destroyed at same time evidence for associated case is destroyed
Inmates (Negatives)	CU + 20		By Prisoner number

**CALIFORNIA RECORDS RETENTION GUIDELINES**  
**Public Safety: Law Enforcement**  
**Final, August 1999**  
**California City Clerks' Association**

Record Series Title	Retention	Citation	Descriptor
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<b>Registration Files, Arson, Sex and Narcotics</b>	<b>Life of registrant within jurisdiction</b>		<b>Fingerprint Card, photo, information also forwarded to DOJ</b>
<b>Arrest/Conviction H&amp;S Section 11357 (b), (c), (d), (e) or H&amp;S Section 11360 (b) violations (Occurring after January 1, 1996)</b>	<b>2 (Mandatory destruction from date of conviction or date of arrest with no conviction)</b>	<b>H&amp;S 11361.5</b>	<b>Applicable to convictions occurring after January 1, 1996 or arrests not followed by a conviction occurring after January 1, 1996; Exception: H&amp;S 11357(e), the record shall be retained until a juvenile offender attains the age of 18 years, then destroyed pursuant to 11361.5</b>
<b>Arrest/Conviction H&amp;S Section 11357(b), (c), (d), (e) or H&amp;S Section 11360 (b) violations (Occurring before January 1, 1996)</b>	<b>Mandatory Destruction (Upon notice from Department of Justice)</b>	<b>H&amp;S 11361.5 (c)</b>	<b>Applicable to convictions occurring prior to January 1, 1996 or arrests not followed by a conviction occurring prior to January 1, 1996 for violations of H&amp;S Code 11357, 11364, 11365 and 11550</b>
<b>Crime Felony Crimes With Or Without Arrests</b>	<b>See descriptor</b>	<b>PC 800 PC 801</b>	<b>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.</b>

**CALIFORNIA RECORDS RETENTION GUIDELINES**  
**Public Safety: Law Enforcement**  
**Final, August 1999**  
**California City Clerks' Association**

Record Series Title	Retention	Citation	Descriptor
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<b>Misdemeanor/ Infractions</b>	<b>CL + 2</b>	<b>GC34090</b>	<b>No arrests, identifiable property or missing persons (See: Note 1)</b>
<b>Supplemental, Felony Capital Crimes, Crimes Punishable by Death, Life Imprisonment</b>	<b>P</b>	<b>PC 799</b>	<b>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</b>
<b>Destruction Guns</b>	<b>P</b>		
<b>Narcotics</b>	<b>P</b>		
<b>Disposition of Arrest/Court Action</b>			<b>Retention determined by action taken; i.e., recordable arrest or detention (released no arrest)</b>
<b>False Alarm (Duplicate)</b>	<b>CU + 2</b>	<b>GC34090</b>	
<b>Non-Criminal Occurrences</b>	<b>CU + 2</b>	<b>GC34090</b>	<b>Injured or sick persons; missing persons where person has been returned; traffic collision reports not used as the basis for criminal charges</b>
<b>Property Original</b>	<b>Until case is adjudi- cated/ disposi- tion deter- mined</b>		<b>Copy retained in records case file; Refer to Managing Property in Law Enforcement Agencies (By POST)</b>
<b>Range Inventory</b>	<b>S + 2</b>	<b>GC34090</b>	<b>Quarterly reports of inventories of weapons and ammunition held by Department Range</b>

**CALIFORNIA RECORDS RETENTION GUIDELINES**  
**Public Safety: Law Enforcement**  
**Final, August 1999**  
**California City Clerks' Association**

Record Series Title	Retention	Citation	Descriptor
<b>Reports</b>	<b>CU + 2</b>	<b>GC34090</b>	<b>Arrest &amp; Citation Register; Arson Offenses; Crimes Against Senior Citizens; Death in Custody; Domestic Violence; FBI Include Return A/Supp; Hate Crime Incidents; Homicide Reports, Supp.; Officers Killed or Assaulted; Original to FBI - DOJ; Uniform Crime Reports</b>
<b>Statistical (Crime Analysis)</b>	<b>CU + 2</b>	<b>GC34090</b>	<b>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</b>
<b>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 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.</b>	<b>CU + 2</b>	<b>GC34090</b>	<b>Originals sent to FBI, DOJ</b>
<b>Research Project Files</b>	<b>CL + 2</b>	<b>GC34090</b>	<b>May include request forms, background materials, staff reports, final project reports and supporting data</b>

# CALIFORNIA RECORDS RETENTION GUIDELINES

## Public Safety: Law Enforcement

Final, August 1999  
California City Clerks' Association

Record Series Title	Retention	Citation	Descriptor
<b>Sealed Adult Found Factually Innocent</b>	<b>Manda- tory Destruc- tion Upon and Pursu-ant to Court Order</b>	<b>PC 851.8</b>	<b>General provision: Upon petition, records of agency must be sealed and destroyed in accordance with the provisions set by court record; exceptions.</b>
<b>Juvenile</b>	<b>Manda- tory Destruc- tion upon and pursu-ant to court order</b>	<b>WIC 826 (a) &amp; (b) WIC 781 (a)</b>	<b>Upon petition, local laws 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 probation officer. Records involving arrests, detention and/or petitioning juvenile before juvenile court</b>
<b>Subpoenas (Duplicate)</b>	<b>CU + 2</b>	<b>GC34090</b>	
<b>Tapes Audio, Telephone and Radio Communications</b>	<b>CU + 180 days</b>	<b>GC34090. 6</b>	<b>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</b>
<b>Surveillance/Security Video (Jail)</b>	<b>CU + 13 mos.</b>	<b>GC34090. 6</b>	
<b>Use of Force Supervisory Review Files</b>	<b>CU + 2</b>	<b>GC34090</b>	<b>Includes review forms, arrest report copies, logs</b>
<b>Warrants Felony</b>	<b>Recall after 10 years. Excep- tion: Murder/ Escape</b>		<b>Recommended by the California Law Enforcement Warrant Officer's Association</b>
<b>Misdemeanor Criminal</b>	<b>Recall after 5 years</b>		<b>Recommended by the California Law Enforcement Warrant Officer's Association</b>

# CALIFORNIA RECORDS RETENTION GUIDELINES

## Public Safety: Law Enforcement

Final, August 1999  
California City Clerks' Association

Record Series Title	Retention	Citation	Descriptor
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<b>Served</b>	CU		Includes Warrant Service Information Card, alpha index card
<b>Unserved (Local)</b>	Until served, recalled or purged		
<b>PATROL</b>			
<b>Cards</b>	CU + 2	GC34090	
Dispatch			
Field Interview	CL + 2	GC34090	
<b>Citations</b>	CL + 2	11361.5	
11357(e), Juvenile		H&S	
11357b H&S, 11357c H&S, 11360b H&S Violations	CL + 2	11361.5 H&S*	*CA Admin Code, Chapter 1, Title II, Sec. 708
Cite and Release	CL + 2	GC34090	
California Vehicle Code Infractions (Duplicates)	CU + 90 days	GC34090	Original is forwarded to court.
Parking/Traffic, Duplicates	CU + 2	GC34090.7	Originals are forwarded to court after agency processing; includes citations electronically created
Transmittals	CU + 2	GC34090	Listing of citations forwarded to court, filed for reference
<b>Equipment</b>	CU + 2	GC34090	Documents problems, malfunctions, resolution to provide equipment performance history
Radio Logs (Communication)			
<b>General Orders</b>	P		
<b>Patrol Requests (Correspondence)</b>	CU + 2	GC34090	From citizens for patrol presence
<b>Radar Calibration Records</b>	T + 2	GC34090	Documentation of Radar instruments retained during use/ownership
<b>Reports</b>	CL + 2	GC34090	Non-Jury
Accident			

**CALIFORNIA RECORDS RETENTION GUIDELINES**  
**Public Safety: Law Enforcement**  
 Final, August 1999  
 California City Clerks' Association

Record Series Title	Retention	Citation	Descriptor
Traffic Collision Fatalities	P		
Uniform Vouchers (by name)	CU + 2	GC34090	Authorize purchase
Vehicle Assignment Reports	S		Record of assignments
Down Reports	CU + 1		Printouts reporting which vehicles are down for repair, maintenance, etc.
Repossession/Private Impounds	CU + 2	GC34090	
Service Schedules	S	GC34090	
Vests, Bulletproof Letters	CU + 2	GC34090	Authorization to purchase
Warrants Parking	Recall after 1 year		Recommended by the California Law Enforcement Warrant Officer's Association
Traffic	Recall after 5 years		Recommended by the California Law Enforcement Warrant Officer's Association
Weapons, Database	P		Departmentally-owned weapons, personal weapons, alternate weapons, secondary handguns; produces inventory reports
<b>SERVICES</b>			
Chemicals/Film Inventories	S		
Equipment Inventory/Sign-out Cards- Photo Lab	T		
Operations Files - Photo Lab	T		Retain until equipment no longer owned/used by department; Manuals, instructions, procedures for use/operations of photographic equipment
Grievance Files	CL + 2	GC34090	Grievance filed by employees, supporting documentation

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Record Series Title	Retention	Citation	Descriptor
Investigations, Background	CL + 2	GC34090	Non hired
Background Hired	P		Include original reports re: PC 832.5 investigations
Parades & Special Events File	CL + 2	GC34090	Reports, memos, correspondence, scripts, supplier information, assignments, deployments, supporting documentation
Permits Alcoholic Beverage Control License	L + 2	GC34090	Approval process
Concealed Weapons	CL + 2	GC34090	
Photographs Personnel	S + 2	GC34090	
Negative Log	CU + 2	GC34090	
Negatives, Misc.	CU + 2	GC34090	Not case-related (Public relations, promotions, events, ceremonies, staff photos)
Press Releases	CU + 2	GC34090	
Press, Video Programs (Community Relations)	CU + 2	GC34090	Collection of videos of programs and events; outside press coverage of department
Property Files	CU + 2	GC34090	Original reports and supplemental documentation (Lost, Found, Safekeeping)
Property, Pawn Broker/Secondhand	CU + 2	GC34090	Sales, slips. Dealer required to file duplicate with agency
Reports Dealer of Gun Sales, Duplicate	CU + 6 mos.	GC34090. 7	Original maintained by DOJ. Dealer required to file duplicate with agency
Restraining Orders, Emergency Protective Orders, Temporary Restraining Orders, Legal Stipulations, Orders After Hearing	CU (See descriptor)		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.

# CALIFORNIA RECORDS RETENTION GUIDELINES

## Public Safety: Law Enforcement

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Record Series Title	Retention	Citation	Descriptor
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<b>Rosters (Divisional)</b>	<b>S + 2</b>	<b>GC34090</b>	<b>Personnel assigned to division.</b>
<b>Schedules Daily</b>	<b>CU + 2</b>	<b>GC34090</b>	<b>Schedules of Officers on duty</b>
<b>Watch Assignment/ Timekeeping Records</b>	<b>CU + 2</b>	<b>GC34090</b>	
<b>Speaker Requests</b>	<b>CU + 2</b>	<b>GC34090</b>	<b>Community and business requests for public appearances, speakers</b>
<b>Tests, Densitometer Results (Photo Lab)</b>	<b>T + 2</b>	<b>GC34090</b>	<b>Daily tests of development chemicals/processes for quality control.</b>
<b>Training Bulletins</b>	<b>P</b>		
<b>Event Files</b>	<b>CU + 2</b>	<b>GC34090</b>	<b>Correspondence, brochures, promotional materials, info on speakers, guests, supporting documents</b>
<b>Lesson Plans, Range</b>	<b>CL + 15</b>		<b>Scope, content, time period of courses</b>
<b>Personnel (by name)</b>	<b>T + 7</b>	<b>GC34090</b>	<b>Paperwork documenting officers' internal and external training</b>
<b>Schedules, Range</b>	<b>CU + 2</b>	<b>GC34090</b>	<b>Daily, weekly, monthly schedules of training events at range</b>
<b>Volunteer Card Files</b>	<b>T + 2</b>	<b>GC34090</b>	<b>Volunteers' identification, contact information</b>

**Note 1: 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 unserved 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.

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Record Series Title	Retention	Citation	Descriptor
<b>PARKS</b>			
Agendas, Board	CU + 2	GC34090	
Grants ( <i>refer to Admin.</i> )			
Inventory, Equipment	AU + 2	GC34090	Warranties, purchase orders
Landscape	CU + 2	GC34090	Drawings, contracts, complaints, specifications, photos, reports
Maintenance/Operations	C + 2	GC34090	Includes work orders, inspection, repairs, cleaning, reports, complaints
Maps	P	GC34090	Irrigation, plot plans
Minutes, Board	P	GC34090	
Photographs	S + 2	GC34090	
Plans, Proposed	CU + 2	GC34090	Future plans, new sites, expansions
Policies and Procedures	S + 2	GC34090	Includes rules and regulations
Railroad Right-of-way	CL + 3	36 CFR 64.11	Land acquisitions, correspondence, improvements, statutory records
Reports			
Accident	CL + 2	GC34090	Patrons, employees
Others	CL + 2	GC34090	
Studies	CL + 2	GC34090	Future sites, expansions
Resolutions, Board	P	GC34090	
Schedules, Class & Events	CU + 2	GC34090	Enrollment, liability releases, evaluations, attendance, flyers

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Record Series Title	Retention	Citation	Descriptor
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Record Series Title	Retention	Citation	Descriptor
<b>SANITATION/ SOLID WASTE/ WASTEWATER</b>			
<b>Collections/Landfill</b>	<b>CU + 2</b>	<b>GC34090</b>	<b>Daily records, usage</b>
<b>Facilities</b>	<b>CU + 2</b>	<b>GC34090</b>	<b>Correspondence, maps, patron list</b>
<b>History, Sanitation</b>	<b>P</b>	<b>GC34090</b>	<b>Where City-owned</b>
<b>Incineration Plants, Sludge</b>	<b>CU + 2</b>	<b>40 CFR 61.54</b>	<b>Sludge, sampling, charging rate to measure mercury content</b>
<b>Incinerator Operations, Treatment Plant</b>	<b>CU + 2</b>	<b>40 CFR 60.153</b>	<b>Gas flow through wet scrubbing, oxygen content of exhaust gas, sludge rate, temperatures, fuel flow, total solids and volatile solids</b>
<b>Maintenance and Operations</b>	<b>CU + 2</b>	<b>GC34090</b>	<b>Includes work orders, inspection, repairs, cleaning, reports, complaints</b>
<b>Maps, Septic Tank</b>	<b>P</b>	<b>GC34090</b>	<b>Location maps</b>
<b>Rates</b>	<b>CU + 2</b>	<b>GC34090</b>	
<b>Recycling Programs</b>	<b>S + 2</b>	<b>GC34090</b>	
<b>Regulations</b>	<b>S + 2</b>	<b>GC34090</b>	<b>Includes legislation</b>

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Record Series Title	Retention	Citation	Descriptor
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<b>Reports</b>			
<b>Studies</b>	<b>CL + 2</b>	<b>GC34090</b>	
<b>Tonnage</b>	<b>CU + 2</b>	<b>GC34090</b>	
<b>STREETS/ALLEYS</b>			
<b>Abandonments/ Vacations</b>	<b>P</b>	<b>GC34090</b>	
<b>Closures</b>	<b>P</b>	<b>GC34090</b>	
<b>Easements, Dedications, Rights-of- Way</b>	<b>P</b>	<b>GC34090</b>	
<b>Field Books</b>	<b>P</b>	<b>GC34090</b>	
<b>Grants (see Admin.)</b>			
<b>Intersection Records</b>	<b>CU + 2</b>	<b>GC34090</b>	<b>Includes correspondence, volume counts, accident history</b>
<b>Inventory, Traffic Control Device</b>	<b>S + 2</b>	<b>GC34090</b>	<b>Signs, lights</b>
<b>Landscaping</b>	<b>CU + 2</b>	<b>GC34090</b>	<b>Plants, tree maintenance, work orders</b>
<b>Lighting</b>	<b>CU + 2</b>	<b>GC34090</b>	<b>Maintenance, work orders</b>
<b>Maintenance/ Operations</b>	<b>CU + 2</b>	<b>GC34090</b>	<b>Includes work orders, inspection, repairs, cleaning, reports, complaints, signals, striping</b>
<b>Maps</b>	<b>P</b>	<b>GC34090</b>	<b>Fire hydrants, lighting districts, wheel chair ramps, storm drains, streets, sidewalks, sewers</b>
<b>Master Plans</b>	<b>CU + 2</b>	<b>GC34090</b>	<b>Copies</b>

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Record Series Title	Retention	Citation	Descriptor
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<b>Parking</b>			
<b>Lots</b>	<b>CU + 2</b>	<b>GC34090</b>	
<b>Regulations</b>	<b>S + 2</b>	<b>GC34090</b>	
<b>Reports/Studies</b>	<b>CL + 2</b>	<b>GC34090</b>	
<b>Permits</b>			
<b>Encroachment</b>	<b>P</b>	<b>GC34090</b>	
<b>Improvement</b>	<b>CL + 2</b>	<b>GC34090</b>	<b>May include curbs, sidewalks; Applications for excavation, fill, alterations</b>
<b>Oversize Load</b>	<b>CL + 2</b>	<b>GC34090</b>	
<b>Parking</b>	<b>CL + 2</b>	<b>GC34090</b>	<b>Residential</b>
<b>Paving</b>	<b>CL + 2</b>	<b>GC34090</b>	
<b>Use (Temporary)</b>	<b>CU + 2</b>	<b>GC34090</b>	<b>Includes Special Events</b>
<b>Photographs</b>	<b>S + 2</b>	<b>GC34090</b>	<b>Includes aerials</b>
<b>Plans, Capital Improvement, Projects</b>	<b>P</b>	<b>GC34090</b>	<b>Streets, curbs, gutters, sidewalks, storm drains</b>
<b>Policies and Procedures</b>	<b>S + 2</b>	<b>GC34090</b>	<b>Includes rules, regulations, standards</b>
<b>Naming and numbering</b>	<b>P</b>	<b>GC34090</b>	
<b>Speed Limits</b>	<b>S + 2</b>	<b>GC34090</b>	

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Record Series Title	Retention	Citation	Descriptor
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<b>Programs</b>			
<b>Federal Aid Urban</b>	<b>CL + 3</b>	<b>23 CFR 633 (a) &amp; (c)</b>	
<b>Traffic Safety</b>	<b>S + 2</b>	<b>GC34090</b>	<b>Drivers Education, Pedestrian Safety, Bicycle Lanes</b>
<b>Reports</b>			
<b>Bridges &amp; Overpasses</b>	<b>L</b>	<b>GC34090</b>	<b>Life of structure</b>
<b>Inspection</b>	<b>CU + 2</b>	<b>GC34090</b>	<b>Includes intersection, sidewalks. Bridges and Overpasses, keep life of structure</b>
<b>Studies</b>	<b>CL + 2</b>	<b>GC34090</b>	<b>Traffic volume, accident history, requests, statistics, drawings supporting traffic devices</b>
<b>Traffic Count</b>	<b>CL + 2</b>	<b>GC34090</b>	<b>Evaluation of traffic volume</b>
<b>Vehicle Accident</b>	<b>CL + 2</b>	<b>GC34090</b>	
<b>Routes, School Bus &amp; Truck</b>	<b>S + 2</b>	<b>GC34090</b>	<b>Truck routes, access ramps, rest areas</b>
<b>Signage</b>	<b>L + 2</b>	<b>GC34090</b>	<b>Log books, index register cards, inventory lists, records of traffic signs</b>
<b>Traffic Signals</b>	<b>L</b>		<b>Logs, drawings, wiring diagrams, codes, circuit numbers, installation records, testing and maintenance.</b>
<b>Weigh Scales</b>	<b>S + 2</b>	<b>GC34090</b>	

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Record Series Title	Retention	Citation	Descriptor
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<b>UTILITIES</b>			
Facilities	T + 2	GC34090	If city owned
Gas & Electric Rates	S + 2	GC34090	
Underground	P	GC34090	GC4003, GC4004; H&S 19850
<b>WATER</b>			
Billing/Customer Records	CU + 2	GC34090	Billings, correspondence, complaints
Connection Records	P	GC34090	Maps, water line connections
Flood Control			
Drainage Facilities	P	GC34090	Includes dams, lakes, basins, creeks
Flood Zones	P	GC34090	Includes flood maps
Insurance Programs	S + 2	GC34090	Includes copies of policies, rules, programs
Policies/Procedures	S + 2	GC34090	Rules and Regulations
Reports/Studies	CL + 2	GC34090	
Grants ( <i>see Admin.</i> )			
Inventory, Equipment	CU + 2	GC34090	
Locations	P	GC34090	Mains, valves, hydrants, wells
Maintenance and Operations	CU + 2	GC34090	Includes work orders, inspection, repairs, cleaning, reports, complaints

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Record Series Title	Retention	Citation	Descriptor
Service	CU + 2	GC34090	Includes work orders, entry cards, manholes, service to property owners
Well & Pumping	CU + 2	GC34090	Times operational, power used and quantity
Maps	P	GC34090	Line location; easements
Master Plans	CU + 2	GC34090	Copies
Meter Operations	CU + 2	GC34090	Reader reports, orders, tests Maintenance Reports
Permits			
National Pollutant Discharge Elimination System (NPDES)	P	40 CFR 122.28	Municipalities of 100,000/more, compliance with Clean Water Act re: pollutants
Others	CU + 2	GC34090	May depend on terms of state or federal agency
Policies and Procedures	S + 2	GC34090	Includes rules and regulations
Rates	S + 2	GC34090	
Reclamation	CU + 5	40 CFR 122.41	Daily operations including sewage flow, grit removal, chlorine usage, lab analysis results, etc.
Reports			
Conservation	CU + 2	GC34090	
Consumption	CU + 2	GC34090	

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<b>Corrosion Control</b>	<b>CU + 12</b>	<b>40 CFR 141.91</b>	<b>Compliance documentation</b>
<b>Discharge Monitoring</b>	<b>CU + 5</b>	<b>40 CFR 122.41</b>	<b>Average amount of pollution discharged into waters of municipality.</b>
<b>Drinking Water Corrections</b>	<b>CU + 10</b>	<b>40 CFR 141.33</b>	
<b>Hydrograph</b>	<b>P</b>	<b>GC34090</b>	<b>Daily flow of streams</b>
<b>Lead Service Line</b>	<b>CU + 12</b>	<b>40 CFR 141.91</b>	<b>Compliance documentation</b>
<b>Public Education</b>	<b>CU + 12</b>	<b>40 CFR 141.91</b>	<b>Compliance documentation</b>
<b>Quality Parameters</b>	<b>CU + 12</b>	<b>40 CFR 141.91</b>	<b>Compliance documentation</b>
<b>Sanitary Surveys</b>	<b>CU + 10</b>	<b>40 CFR 141.33</b>	<b>Statistics, reports, correspondence</b>
<b>Source Water</b>	<b>CU + 12</b>	<b>40 CFR 141.91</b>	<b>Compliance documentation, e.g. lead &amp; copper</b>
<b>State Certification</b>	<b>CU + 12</b>	<b>40 CFR 141.91</b>	<b>Compliance documentation</b>
<b>Variances, Water System</b>	<b>CU + 5</b>	<b>40 CFR 141.33</b>	
<b>Well Level</b>	<b>CU + 2</b>	<b>GC34090</b>	
<b>Sources</b>	<b>CU + 2</b>	<b>GC34090</b>	<b>May include wells, rivers, lakes, districts</b>
<b>Surveyor Field Notes</b>	<b>P</b>	<b>GC34090</b>	<b>Notes preparatory to maps of water installations</b>

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<b>Surveys, Water System Sanitary</b>	<b>CU + 10</b>	<b>40 CFR 141.33</b>	<b>Statistics, reports, correspondence</b>
<b>Tests</b>			
<b>Bacteriological Analysis</b>	<b>CU + 5</b>	<b>40 CFR 141.33</b>	<b>Compliance records include location, date, method and results; corrections, analysis of bacterial content</b>
<b>Chemical Analysis</b>	<b>CU + 10</b>	<b>40 CFR 141.33</b>	<b>Compliance records include location, date, method used and results; corrections, analysis of chemical content</b>
<b>Quality</b>	<b>CU + 12</b>	<b>40 CFR 141.91</b>	<b>Compliance documentation including sampling data, analysis, reports, surveys, documents, evaluation, schedules, valves, etc.</b>
<b>Valve Main Records</b>	<b>P</b>	<b>GC34090</b>	
<b>Violations, Drinking Water</b>	<b>CU + 3</b>	<b>40 CFR 141.33</b>	<b>Retention applies to each violation</b>

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## Transportation

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Record Series Title	Retention	Citation	Descriptor
<b>ADMINISTRATION</b>			
Agreements	T + 4	CCP 337	Including concessionaire, slip rental, facility storage
Applications Aircraft Storage Parking Slip Rentals	T + 2	GC34090	Payment invoices, inventory listings, billing correspondence and other related documents
Special Events	CU + 2	GC34090	Permits, correspondence, related documents re use of rights of way
Fueling*****	AU + 3	CCP 337	Meter readings, fuel consumption reports, invoices, receipts and records pertaining to refueling operations
Hazardous Waste Disposal	CU + 10	CAL OSHA; 40 CFR 122.21	Documentation re: the handling and disposal of hazardous waste
Inventory, Equipment Parts & Supplies	L + 2		Includes vehicles, aircraft, vessels and related documents re repairs
Inventory, Vehicle Ownership and Title	L + 2		Owner's manual, warranty documents, Department of Motor Vehicle title and registration, and related documents
Licenses, Permits	CU + 2		Forms, related documentation re: licenses and permits required by federal and state agencies
Maintenance/Operations	L + 2	GC34090	Related to requests for service and work orders for fuel, vehicle and equipment maintenance and repairs

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Record Series Title	Retention	Citation	Descriptor
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Report, Accident (Copies)	CU + 2	GC34090	Memos and working documents
Vehicle Assignment	CU + 2	GC34090	Log books, request forms, lists
<b>AIRPORT</b>			
Airport Certification	P	14 CFR 139.207b & 171.13- 171.213	Federal Aviation Administration (FAA) required manuals
Airport Noise Monitoring and Complaint	CU + 10		Correspondence, studies, memos, reports, log books, documents related to assessment of noise levels at airports and resolution of complaints
Inspection, Runway	CU + 10		Maintenance including Inspection reports, work orders and related records
Inspection, Safety Self	CU + 2	CFR 139.327	Safety inspection and related document include reviews and analysis of all aspects of airport operation
Maintenance, FAA	P	14 CFR 171.13 - 171.213	Forms and reports required by FAA including Forms FAA-198, -418, -6030-1, -6790-4
<b>Reports</b>			
Accident and Incident (Aircraft)	CL + 8		Accidents, injuries, property damages, general conditions re pilot and aircraft

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Record Series Title	Retention	Citation	Descriptor
<b>Airport Operational (Regulatory)</b>	<b>P</b>		<b>Annual and special reports to federal and state regulatory agencies.</b>
<b>Airport Operational (Administrative)</b>	<b>CU + 2</b>		<b>Logs, statistical summaries; administrative records</b>
<b>NOTAM (Notice to Airmen)</b>	<b>CU + 3</b>		<b>Reports re: conditions affecting airport maintenance/operations</b>
<b>GROUND TRANSPORTATION</b>			
<b>Auto for Hire</b>	<b>T + 4</b>	<b>GC34090</b>	<b>License, permits for Taxicabs, shuttles, etc</b>
<b>HARBOR</b>			
<b>Registers, Transient Vessel Reservation</b>	<b>AU + 3</b>		<b>Reservation applications, receipts, and index registers relating to boats in transit, temporarily moored</b>
<b>Slip Rental Index</b>	<b>CU + 5</b>		<b>Annual and periodic reports of slip renters</b>
<b>Slip Rental Permits</b>	<b>CL + 2</b>		<b>Applications, statement of rental conditions, vessel inspection check sheets, copy of DMV registration, boat owner information, and other documents re: dock slip spaces</b>
<b>Slip Rental Waiting List</b>	<b>CU + 2</b>		