

**CITY OF CARMEL-BY-THE-SEA
CITY COUNCIL**

RESOLUTION NO. 2022-003

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA
AMENDING POLICY C16-02, RECORDS MANAGEMENT PROGRAM**

WHEREAS, the City council adopted Resolution 2016-032 establishing Policy C16-02, Records Management Program; and

WHEREAS, policies should be reviewed and updated on a regular basis to reflect current practices and to be in compliance with current applicable laws; and

WHEREAS, Exhibit A reflects an update to Policy C16-02, which updates the retention schedule.

NOW THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA DOES HEREBY:

Amend Policy C16-02, Records Management Program as provided in Exhibit A.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA this 4th day of January, 2022, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTEST:

Dave Potter
Mayor

Ashlee Wright
Acting City Clerk

Exhibit "A"

<div>AC = While Active CU = Current Year CL = Closed D = Day FR = Final Resolution LA = Limitation on Action LI = Life (of program, asset) M = Month MA = Maturity MAINT = Maintain Records PR = Permanent S = Superseded T = Termination Y = Year</div> <div>ACRONYMS USED IN LEGAL CITATIONS</div>					
Record No.	Record Name and Description	Example Records	Responsible Department(s)	Retention	Legal Citations and Comments
001	Economic Development Programs and Services Records and information documenting the City's economic development programs including marketing, events and customer relationships management.	Business Incentive Programs (<i>grants, funding</i>) Business Recruitment Programs Demographics Economic Development Programs Economic Development Strategy Marketing (<i>website</i>) Newsletter (<i>electronic</i>)	Administration	While Active+4Y	CA - CCP 337 - (LA4) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 8546.7 - (CL+3Y) CA - GOV 34090 - (2Y) US - 2 CFR 200.333 - (CL+3Y)
002	Business Continuity and Emergency Management All documentation for dealing with preparation for and responses to emergencies, disasters and/or system failures for City facilities and computing systems. Includes the Emergency Operations Center.	After-Hours Binder Business Continuity Plans Disaster Recovery Plan Drill Records Emergency Contact Lists, Employee Lists, Roster of Workers Emergency Evacuation Procedures Emergency Operations Center Emergency Preparedness Emergency Response Evacuation Plans	Administration Information Technology Police	2Y	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y)
003	Agreements, Contracts and Leases - Goods and Services Executed agreements and contracts for goods and services (which includes all types of contracts, such as an agreement, franchise, lease, MOA, MOU and associated ancillary documents, between the City and other parties. (NOTE: For agreements and contracts for construction and/or improvements to real property and facilities, see #016.)	Addendums and Amendments Attachments / Exhibits Bids, Awards Bonds Certificates of Insurance Change Orders Concessions Disclosures Exhibits Letters of Intent Notices of Intent Proposals, Quotations Proof of Insurance Certificates Receiving Reports Requests for Proposal (RFP) Specifications Statements of Work (SOWs) Warranties	All Departments	While Active+4Y	CA - CCP 337 - (LA4Y) CA - GOV 8546.7 - (CL+3Y) CA - GOV 34090 - (2Y) US - 26 CFR 31.6001-1 - (4Y) US - 29 CFR 516.5 - (3Y)
004	Department Administration General internal administrative records of City departments, including emails that do not pertain to another category.	City Generated Routine Studies / Reports Department Administrative Documents (<i>staff committees, goals, objectives, staff meeting agendas, staff meeting minutes, meeting tapes/recording, plans not related to a legislative body</i>) Employee Communication Letters (<i>announcements, new programs, notices</i>) In-House Committees / Employee Committees Logs (<i>booking number, case number, daily DR#, subpoenas received</i>) Organization Charts Supplies Management	All Departments	2Y	CA - GOV 34090 - (2Y)

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Record No.	Record Name and Description	Example Records	Responsible Department(s)	Retention	Legal Citations and Comments
005	Employee Training Materials, Courses, Scheduling Documentation regarding the content of courses and schedules for training offered to employees, officials and volunteers.	Attendance Lists Employee Development Presentation Materials PowerPoint Slide Decks* Rosters Sign-in Sheets Testing/Qualifications Training Bulletins	All Departments	5Y	CA - 8 CCR 3203(b)(2) - (AC+1) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) CA - GOV 53235.2(b) - (5Y) CA - GOV 53237.2(b) - (5Y) * PowerPoint slide decks are the originals, only. Copies distributed to training attendees are for their convenience, only, and are not considered official City records.
006	Financial, Strategic Planning Records and information relating to financial planning.	Business Plans Financial Plans Forecasts	All Departments	2Y	CA - GOV 34090 - (2Y)
007	Grants and External Funding Sources Documents the application, evaluation, awarding, administration, monitoring, reporting, and status of grants and other funding sources in which a local government entity is the recipient, grantor, allocator, or administrator. Includes: - Community Development Block Grant (CDBG) (State Funded Program) - Combined Federal, State, Local Grants - Discretionary Grant Program – for community services and cultural activities - Federal Grants - Local Grants - State Grants - Transportation Agency Funding	Applications (<i>including project proposals</i>) Audits Award Notification Funding Requests (<i>State Funded</i>) Grant Administration Grant Funding Grant Evaluations Payroll (<i>certified, Davis Bacon</i>) Program Rules, Regulations, Procedures Reports to Funding Agencies Semi-annual Labor Reports	All Departments	While Active+7Y	CA - GOV 8546.7 - (CL+3Y) CA - GOV 34090 - (2Y) CA - Office of Emergency Services 2019 Subrecipient Handbook §11210 - (AC+7Y) US - 2 CFR 200.334 - (CL+3Y) US - 24 CFR 570.502(a)(7)(i)(A) - (AC+4Y) Unsuccessful applications are retained for 2 years. NOTE: If a grant requires longer retention, its specific requirements will take precedence.
008	Outreach, Media and Public Relations Records and information regarding internal and external-facing communications, advertising and press relations materials, including documentation of outreach activities/events held in cooperation or for the benefit of City staff and for the local community.	Advertising Artwork Brochures, Flyers City Hall Display Sign-up Sheets Event Operational Plans Events (<i>sign-in sheets</i>) FAQs Flyers Health Fairs Mailers Media Packets Press Releases Public / Media Inquiries Public Information / Outreach / Education Publications Produced by the City (<i>newsletter, visitors guide</i>) Publicity Files Social Media Documentation Speeches Videos Waivers of Liability	All Departments	4Y	CA - CCP 337 - (LA4Y) CA - GOV 8546.7 - (CL+3Y) CA - GOV 34090 - (2Y)

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Record No.	Record Name and Description	Example Records	Responsible Department(s)	Retention	Legal Citations and Comments
009	Permits Issued by the City Documentation of permits issued by the City, other than building permits.	Applications Beach Permits Field Use Permits Filming Permits High-Heel Permits Home Security Alarm Systems (<i>registrations, permits</i>) Live Entertainment Permits Parade Permits Parking Stall Permits Political Sign Registration Sign/Banner Permits Special Event Permits Street Permits Tent Permits Temporary Open Air Activities Permits Transportation Permits (<i>oversize, overweight, wide load</i>)	All Departments	Permanent	CA - CCP 337 - (LA4Y) While Active+4Y CA - GOV 34090 - (2Y)
010	Policies and Procedures All administrative documentation of City policies and procedures.	Administrative Policies Directives General Orders Guidelines Handbooks Policies Procedure Manuals Procedures Program / Initiative Plans SOPs Standards	All Departments	While Active+4Y	CA - GOV 34090 - (2Y) US - 26 CFR 301.6501 - (CU+3Y) US - 29 CFR 1602.14 - (AC+1Y) US - 29 CFR 1627.3 - (T+1Y)
011	Procurement - RFP, RFQ, RFI, Bids <u>Not</u> Awarded Records and information received in response to the City's requisitioning of goods services, or real property, but where the purchase order, contract, or agreement was not awarded.	Bids (<i>unaccepted, rejected</i>) Exhibits Price Lists Quotations Requisitions Requests for Information (<i>RFI</i>) Requests for Proposal (<i>RFP</i>) Requests for Quote (<i>RFQ</i>) Scorecards Specifications	All Departments	2Y	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y)
012	Public Notices Records documenting compliance with laws requiring public notice of government activities. Subjects include assessments, elections, land use changes, public meetings and hearings, sale of property, and others.	Affidavits of Mailing Affidavits of Posting Affidavits of Publication/Legal Notices Public Hearing Notices Public Meeting Notices	All Departments	2Y	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y)
013	Records, Information Management Documentation of the compliance with Records and Information Management policy and procedures.	Certificates of Destruction Document Hold Notices, Updates Inactive Records Storage Information (<i>inventories, transmittals</i>) Lists of Stored / Destroyed Records Records Transfers (<i>to storage, to other depts.</i>)	All Departments	10Y	CA - CCP 315 - (LA10Y) CA - CCP 337 - (LA4Y) CA - CCP 337.15 - (LA10Y) CA - GOV 34090 - (2Y) US - 26 CFR 31.6001-1 - (4Y) US - 26 CFR 301.6501(a)-1 - (4Y)

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Record No.	Record Name and Description	Example Records	Responsible Department(s)	Retention	Legal Citations and Comments
014	Service Requests Documentation regarding general requests for City services, as well as any issues associated with those requests.	Actions Taken Complaints Home Mail Delivery Requests Issues Log Related Correspondence Service Requests Trouble Reports	All Departments	2Y	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y)
015	Vendor, Supplier Files Records and information of suppliers and vendors who provide goods and services to City departments.	Contractors - Vendor List Vendor Packets Vendor Applications, Profiles	All Departments	2Y	CA - GOV 34090 - (2Y)
016	Agreements, Contracts and Leases - Construction, Improvements to Real Property and Facilities Executed agreements and contracts for construction and/or improvements to the City's real property and facilities . (NOTE: For agreements and contracts for goods and services, see Agreements, Contracts and Leases - Goods and Services, #003)	Addendums and Amendments Attachments / Exhibits Disclosures Letters of Intent Memoranda of Agreement (MOAs) Professional Services Agreements Statements of Work (SOWs) Warranties	All Departments	Permanent	CA - CCP 315 - (LA10Y) CA - CCP 337.1 - (LA4Y) CA - CCP 337.15 - (LA10Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 8546.7 - (CL+3Y) CA - GOV 34090(a) - (PR) US - 29 CFR 516.5 - (3Y)
017	Internal Legal Advice and Opinions Memoranda containing legal advice prepared by the City Attorney's for City departments.	Memos Opinions	City Attorney	10Y	CA - GOV 34090 - (2Y)
018	Litigation Records generated for or related to any case or action before a judicial, arbitral, or administrative officer or body.	Claims Complaints Court Orders Discovery Exhibits Judgments Pleadings Related Correspondence Releases Settlement Agreements Subpoenas (<i>for records, civil subpoenas, criminal subpoenas</i>)	City Attorney	Final Resolution+10Y	CA - 2 CCR 11013 - (AC+2Y) CA - 22 CCR 1085-2(c) - (4Y) CA - CCP 315 - (LA10Y) CA - CCP 337 - (LA4Y) CA - CCP 337.15 - (LA10Y) CA - CCP 338.1 - (LA5Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 8546.7 - (CL+3Y) CA - GOV 34090 - (2Y) CA - LAB 5410 - (LA5Y) CA - RTC 19704 - (LA6Y) CA - UIC 1132 - (LA3Y) US - 26 CFR 31.6001-1 - (4Y) US - 26 CFR 301.6501(a)-1 - (4Y) US - 26 CFR 301.6532-1 - (LA2Y) US - 26 CFR 301.6532-2 - (LA5Y) US - 26 USC 6531 - (LA6Y) US - 26 USC 6532 - (LA2Y) US - 29 USC 255 - (LA2Y) US - 29 USC 626(d) - (LA300D) US - 42 USC 2000e-5(e) - (LA180D) US - 42 USC 2000e-5(f) - (LA180D)
019	Appointments to Boards, Commissions and Committees Staff records related to appointments made by authorized elected officials to councils, committees, boards, and commissions.	Applications Interview Notes Letters of Appointment Letters of Recommendation Oaths of Office Recruitment Documents Resumes Submitted Documents	City Clerk	Term of Office*+2Y	CA - GOV 34090 - (2Y) * Where a candidate is not appointed, the records are retained for 2 years.

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Record No.	Record Name and Description	Example Records	Responsible Department(s)	Retention	Legal Citations and Comments	
020	Claims Against the City Records detailing claims lodged against the City.	Accident/Incident Reports Actuarial Reports Annual Audit of Open Claims Appraisals Claims By/Against the City Closing Letters Damage Estimate Reports Supporting Documentation Insurance Claims, Appraisals, Reports Investigations	City Clerk	Final Resolution+5Y	CA - CCP 337 - (LA4Y) CA - CCP 338.1 - (LA5Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y)	
021	Election Records - Administrative Files Documentation of the administration of City elections, including those for: - Officials - Measures - Initiatives - Recalls - Referendums	Ballot Measure (<i>Arguments For / Against, Full Text, Rebuttals, Impartial Opinion</i>) City Attorney Opinions Correspondence Non-municipal election files Petition Administration	City Clerk	5Y	CA - ELEC 17300 - (5Y) CA - GOV 34090 - (2Y) CA - GOV 81009(f)(g) - (4Y; 2Y)	
022	Election Records - Candidates Elected Records and information related to the filing of campaign and election documentation by candidates who are elected to City offices, as well as committees supporting those candidates.	Campaign Disclosures Campaign Statements	City Clerk	Permanent	CA - ELEC 17100(a) - (T+4Y) CA - GOV 34090 - (2Y) CA - GOV 81009(b) - (PR)	
023	Election Records - Candidates Not Elected Records and information related to the filing of campaign and election documentation by candidates, but who are not elected, as well as committees supporting those candidates.	Campaign Disclosures Campaign Statements	City Clerk	5Y	CA - GOV 34090 - (2Y) CA - GOV 81009(b) - (5Y)	
024	Election Records - Committees Not Related to Candidates Records and information related to the filing of FPPC forms for Political Action Committees and General Purpose Committees.	FPPC Series 400 Forms	City Clerk	7Y	CA - GOV 34090 - (2Y) CA - GOV 81009(e) - (7Y)	
025	Election Records - Initiative, Recall, or Referendum Petitions Petitions for initiative, referendum, recall, or ballot measures, whether successful or not.	Petitions	City Clerk	8M	CA - ELEC 17200 - (8 Months) CA - ELEC 17400 - (8 Months)	
026	Election Records - Nomination Documents Records and information related to the filing of nomination papers and petitions in lieu of filing fee.	Candidate Statements (<i>for sample ballot</i>) Nomination Papers Petitions in Lieu of Filing Fee Signatures in Lieu of Filing Fee Petitions Supplemental Nomination Papers	City Clerk	Term of Office*+4Y	CA - ELEC 17100(a) - (T+4Y) CA - GOV 34090 - (2Y) * Where a candidate is nominated but not elected, the records are retained for 4 years.	
027	FPPC Forms - Mandated Reporting Forms mandated by state law related to receipt and redistribution of gifts and honoraria, ceremonial roles, and holding of multiple positions for certain employees, elected or appointed officials, or consultants.	Form 801 Form 802 Form 806	City Clerk	7Y	CA - GOV 34090 - (2Y) CA - GOV 81009(e) - (7Y)	

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Record No.	Record Name and Description	Example Records	Responsible Department(s)	Retention	Legal Citations and Comments
028	FPPC Forms - Statements of Economic Interest Statements of economic interest mandated by state law for certain employees, elected or appointed officials, or consultants.	Form 700	City Clerk	7Y	CA - GOV 34090 - (2Y) CA - GOV 81009 - (4Y, 7Y)
029	Legislative Affairs Records of all action taken by City legislative and advisory bodies during public and closed session meeting, including: - Building Code Board of Appeals - City Council - Climate Committee - Community Activities Commission - Forest and Beach Commission - Harrison Memorial Library Board of Trustees - Historic Resources Board - Library Board of Trustees - Planning Commission - Traffic Safety Committee	Agendas Agenda Packets (<i>includes staff reports</i>) Agenda Summary Reports Appeals Bylaws City-wide Plans/Programs Adopted Commendations Formation Documents Legislative Packets Meeting Minutes Minute Books & Index Municipal Code Opinions on Pending Legislation Ordinances Petitions to Council Resolutions Summary of Actions, Statement of Actions (SOAs) Supplemental Communications Transcriptions of audio and video recordings of meetings	City Clerk	Permanent	CA - Carmel Municipal Code 17.52.160(C) - (MAINT) CA - GOV 34090(e) - (PR)
030	Meetings - Audio/Video Records Audio and Video Recordings of City Council, Commissions, City Committees, and their governing boards, including: - City Council - Climate Committee - Community Activities Commission - Forest and Beach Commission - Harrison Memorial Library Board of Trustees - Historic Resources Board - Library Board of Trustees - Planning Commission	Audio and Video Recordings	City Clerk	Permanent	CA - GOV 54953.5(b) - (30D)
031	Public Information Requests Records requested by the public, required for provision to the public.	Formal Public Records Requests Subpoenas for Records (other than for City legal actions)	City Clerk	2Y	CA - GOV 34090 - (2Y)

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Record No.	Record Name and Description	Example Records	Responsible Department(s)	Retention	Legal Citations and Comments
032	Real Estate Transactions Records and information related to the ownership, acquisition, disposition, transfer of, lease of, or improvement of real property, infrastructure and facilities including grant deeds, owned by or used by the City.	Acquisitions Attachments Buildings Capital Improvements Deeds of Trust Development Agreements Dispositions Housing Authority Owned Properties Land Mortgages Possessory Interest Property Transaction (<i>DDA, DA, etc.</i>) Right of Way Sales Subdivision Improvement Agreements (<i>SIAs</i>) Valuation Information	City Clerk Community Planning & Building Finance Public Works	Permanent	CA - CCP 315 - (LA10Y) CA - CCP 337 - (LA4Y) CA - CCP 337.1 - (LA4Y) CA - CCP 337.15 - (LA10Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 8546.7 - (CL+3Y) CA - GOV 34090(a) - (PR) US - 26 CFR 31.6001-1 - (4Y)
033	Recorded Documents - Vital Records and information pertaining to those original key documents recorded on behalf of the City.	Abandonments Address Records Annexations Certificate of Correction Conveyances from the City (<i>deeds, easements, abandonments/vacations</i>) Conveyances to the City (<i>deeds, easements, dedications</i>) Deeds Detachments Easements Grant Deeds Irrevocable Offers to Dedicate Permanent Encroachment Permits & Associated Insurance Rights-of-Way Vacations	City Clerk Community Planning & Building Public Works	Permanent	CA - GOV 34090(a) - (PR)
034	Recorded Documents - Liens Records of liens recorded on behalf of the City.	Liens	City Clerk Community Planning & Building Public Works	While Active+2Y	CA - GOV 34090 - (2Y)
035	Historical Documents, Events, Memorabilia, Collections, Artifacts Records and information documenting the history and significant milestones of the City as determined by the City Administrator, City Clerk, or Director of Libraries & Community Activities.	Biographies of City Officials Census Information City Seal City Generated Historical Studies / Reports City Incorporation City Publications (<i>historic, significant</i>) Demographics Elections (<i>historic, significant</i>) Executive, City Official Communications, Speeches, Videos (<i>historic, significant</i>) Local History Collection Memorial Programs News, Press Releases (<i>historic, significant</i>) Newspaper Clippings Picture Collections Publicity Photographs Registered Logos	City Clerk Library & Community Activities	Permanent	CA - GOV 34090 - (2Y)

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Record No.	Record Name and Description	Example Records	Responsible Department(s)	Retention	Legal Citations and Comments
036	Building, Property Management Records and information regarding the structure of City-occupied buildings.	As-Built Blueprints Construction Records Electrical Wiring Schematics Floor Plans Project Specifications Property Inventory Utility Consumption Tracking	Community Planning & Building Public Works	Life*+10Y	CA - CCP 337.1 - (LA4Y) CA - CCP 337.15 - (LA10Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) CA - HSC 19850 - (LI) * LI = Life of Building or Facility
037	CIP and Engineering Project Files Records and information related to the administration, analysis, design, development, planning, construction and maintenance of capital improvement projects (CIP) and other architectural and engineering projects for City facilities, streets and infrastructure. Includes projects funded from various sources including bonds, grants, capital improvement, and general fund.	Assessments Capacity (<i>water, wastewater</i>) Fees Daily Inspections and Progress Meetings Development Impact Fees and Reconciliations Easements EIR, Notice of Determination, Categorical Exemptions Encroachments Field Inspections, Closures Final Improvement Plans/As-Built Plans Geological Reports Land Development Permits Photos/Pictures Project Plans and Schedules, Insurance, Permits Real Estate Appraisals Specifications, Calculations, Change Orders Studies and Surveys Underground Utilities Maps	Community Planning & Building Public Works	Permanent	CA - CCP 337.1 - (LA4Y) CA - CCP 337.15 - (LA10Y) CA - 14 CCR 15095 - (Reasonable) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 8546.7 - (CL+3Y) CA - GOV 34090 - (2Y) CA - HSC 19850 - (LI)* US - 29 CFR 97.42(b) - (AC+3Y) * Life of Building, Asset or Facility
038	Building Plans, Building Permits, Appeals and Decisions Records and information documenting the building services provided by the City regulating commercial and residential property and developments.	Appeals Applications Building Board of Appeals Building Inspections Building Permits (<i>issued, active, expired, history, submissions</i>) Building Plans/Drawings - Commercial & Residential Certificates of Occupancy Construction Inspections Plan Checks Plan Sets Stop Work Notices	Community Planning & Building	Permanent	CA - CBC 107.5 - (180D) CA - CCP 337.1 - (LA4Y) CA - CCP 337.15 - (LA10Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) CA - HSC 19850 - (Life of Building)
039	Encroachments Records documenting encroachments upon City property.	Encroachment Permits, Certificates	Community Planning & Building	While Active+10Y	CA - CCP 337.1 - (LA4Y) CA - CCP 337.15 - (LA10Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y)

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040	Planning and Zoning Services Records and information pertaining to the City's oversight and management of building, planning and zoning activities.	ABC Notifications for Liquor Licenses Administrative Meeting Minutes, Decisions Appeals Applications CEQA Documents Coastal Development Records (<i>including exemptions from Coastal Development Permits</i>) Conditional Use Permits Design Review Entitlements (<i>administrative, planning</i>) General Plan Home Occupancy Permits Land Use Permits, Studies Master Plans and Specific Plans Master Sign Programs Parking Requirements Planned Development Planning Review Case Files (<i>notices, neighbor letters, plans, blueprints</i>) Public Hearings Use Permits Zoning, Rezoning and Map Amendments	Community Planning & Building	Permanent	CA - Carmel Municipal Code 17.52.100(J) - (MAINT) CA - CCP 337.1 - (LA4Y) CA - CCP 337.15 - (LA10Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 12981 - (FR+1Y) CA - GOV 34090 - (2Y) CA - HSC 19850 - (Life of Building)
041	City Forestry Records Records and information of the establishment and maintenance of trees within the City limits, whether owned by the City or by a commercial or residential entity.	Forestry Permits Tree Inspections Tree Maintenance Tree Service / Tree Requests	Community Planning & Building Public Works	4Y	CA - CCP 337 - (LA4Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y)
042	Code Compliance Records and information documenting compliance with City codes, including such issues as: - Vehicle related, e.g., abandoned, parking - Yard/garage sales - Graffiti - Illegal dumping and discharge - Vacant/abandoned buildings - Property maintenance - Abandoned shopping carts - Construction without permits - Prohibited signage - Home occupations and business license inspections - Outdoor Dining - Short-term rental enforcement - Environmental compliance and enforcement - Noncompliance at construction sites - Illicit discharges	Certificates of Nuisance and Abatement Citations Compliance with Conditions of Approval Hearings Inspection Log Inspections / Enforcement (<i>business, residential</i>) Investigations Notices of Noncompliance Notices of Violation Photographs Stop Work Orders	Community Planning & Building Public Works	While Active+2Y	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) CA - PEN 802 - (2Y) CA - Law Enforcement Evidence and Property Management Guide NOTE: Records for repeat offenders may be retained longer to document a history of violations

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043	Property, Infrastructure Maps, Plans and Drawings Final maps, plans and drawings pertaining to City properties and infrastructure.	Aerial Photos Assessor Parcel Maps Annexations Building Site Determination Drainage Functional Classification Maps Geographic Information System (<i>GIS</i>) Improvement Plans, Drawings Lot Line Adjustments Lot Numbers Master Maps (<i>CIP, historic, drainage</i>) Major Subdivisions (<i>SD</i>) Minor Subdivisions (<i>MS</i>) Mylars Parcel Mergers Parcels, Plats Rights of Way Signal Plans Signing and Striping Plans Sphere of Influence Street Address Files Subdivisions Tracts Traffic Signal Plans, Interconnect Plans	Community Planning & Building Public Works	Permanent	CA - CCP 337.15 - (LA10Y) CA - GOV 34090 - (2Y) CA - HSC 19850 - (LI)* US - 44 CFR 60.3 - (MAINT) * Life of Building, Asset or Facility
044	Audits - Internal, External and Administration Records and information related to both internal and external audits of City activities and administration of auditing activities, including reviewing and documenting operational, compliance, or financial information created as a part of an audit.	Annual Audit Reports Audit Files, Plans Audit Schedules Audit Workpapers Auditors Reports General Purpose Financial Audits, Single Audits Management Responses Responses Results	Finance	6Y	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 8546.7 - (CL+3Y) CA - GOV 34090 - (2Y) US - 26 CFR 1.1461-2 - (CU+1Y) US - 26 CFR 31.6001-1(e)(2) - (CU+4Y) US - 26 USC 6531 - (LA6Y)
045	Business Licenses Records and information documenting the issuance of City business licenses.	Annual Licenses Applications Fixed Location Business Licenses (<i>applications, fees, financial history, renewals, rate worksheet, reports</i>) In-and-About Business Licenses (<i>applications, fees, financial history, renewals, rate worksheet, reports</i>) Home Occupation Licenses Street Vending	Finance	While Active+4Y	CA - CCP 337 - (LA4Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y)

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Record No.	Record Name and Description	Example Records	Responsible Department(s)	Retention	Legal Citations and Comments
046	Debt, Investments Records and information relating to City financing and debt activities.	Annual Reports Arbitrage Reports Bond Insurance Transcripts Bonds (<i>CFD, continuing disclosures, bond rating reports, official statements</i>) Certificates of Deposit (<i>CDs</i>) Fiduciary Debt and Investments Financial Investment Planning Investment Statements, Reporting and Portfolio Management Loans (debt state loans) Local Agency Investment Fund (<i>LAIF</i>) Payment History/Schedules Promissory Notes Quarterly Investment Report Recognized Obligation Payment Schedules (<i>ROPS</i>) Reporting (<i>continuing disclosure, Mello-Roos, state reports</i>) Security Instruments Third Party Trustee Account Statements	Finance	Maturity*+10Y	CA - CCP 336 - (LA5Y) CA - CCP 337 - (LA4Y) CA - CCP 337.5 - (LA10Y) CA - CCP 338 - (LA3Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 8546.7 - (CL+3Y) CA - GOV 34090 - (2Y) US - 26 CFR 301.6501(a)-1 - (4Y) *Maturity includes cancellation and redemption
047	Financial Reporting - Annual, Periodic Annual and periodic financial reports, whether required by regulations or generated to track financial transactions and achievements by the City.	Revenue/Expenditures Reports Treasurer's Report Workers Compensation Reports	Finance	LA + 6Y	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) US - 26 CFR 1.1461-2 - (CU+1Y) US - 26 USC 6531 - (LA6Y)
048	Financial Reporting - Official Official financial reports of the City.	American Rescue Plan Reporting Annual Budget Annual Financial Statement Annual Report of Financial Transactions To State Annual State Controller Filings Audited Financial Statements CARES Act Reporting Comprehensive Annual Financial Repot (<i>final</i>) Local Government Compensation Report Measure X Reporting for TAMC PERS Reports State Controller's Report	Finance	Permanent	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) US - 26 CFR 1.1461-2 - (CU+1Y) US - 26 CFR 31.6001-1(e)(2) - (CU+4Y) US - 26 USC 6531 - (LA6Y)
049	Fixed Assets Records and information related to the ownership, transfer, acquisition, disposition, capital leased, or capital improvement of fixed assets owned by or used by the City.	Acquisitions Amortization Asset Retirement Records Dispositions DMV Paperwork Capital Asset Records Capital Improvements Depreciation Schedules Equipment Rental/Usage Reports Fixed Asset Reports Fixed Asset Ledger Fixed/Capital Asset Accounting Possessory Interest Sales Valuation Information	Finance	Life*+10Y	CA - CCP 337.15 - (LA10Y) CA - GOV 34090 - (2Y) US - 26 USC 6531 - (LA6Y) * Life of Asset

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Record No.	Record Name and Description	Example Records	Responsible Department(s)	Retention	Legal Citations and Comments
050	Funding/Assessment/Improvement Districts Records and information documenting the formation and operations of funding, assessment, and improvement districts, including: - Hospitality - Restaurant improvement - County tourism - Transient occupancy	Collection of Funds for Districts District Formation Documents	Finance	Permanent	CA - CCP 337.1 - (LA4Y) CA - CCP 337.15 - (LA10Y) CA - GOV 34090 - (2Y) CA - GOV 60201 - (PR)
051	General Ledger, Journal Entries, Budget Adjustments Records and information related to the transfer of charges between accounts and summaries of account information, including year end summaries of general ledger transactions.	Account Ledgers Balance Sheets Budget Adjustments Cash Journal Entries Chart of Accounts Downloads / Data Exports Expenditure Reports General Ledger Journal Entries and Backup Documentation Revenue Sub-Ledgers Summary Reports Trial Balance Year -End / Account Detail History Report	Finance	6Y	CA - GOV 34090 - (2Y) US - 26 CFR 31.6001-1 - (4Y) US - 26 USC 6531 - (LA6Y)
052	Insurance Coverage Records detailing the City's general coverage against property damage and liability, including renewal submission information, insurance quotes, & broker correspondence.	Binding Information Binders Broker Correspondence California Joint Powers Insurance Authority (CSAC/PRISM) Certificates of Insurance Completed Applications Flood Insurance Insurance Policies Insurance Quotes Insurance Submissions Liability Insurance Renewal Strategy	Finance	While Active+4Y	CA - 22 CCR 3267-2 - (MAINT) CA - CCP 337 - (LA4Y) CA - GOV 8546.7 - (CL+3Y) CA - GOV 34090 - (2Y)
053	Payroll Records and information related to the accounting of payroll earnings, deductions, and issuance. This also includes records and information reflecting all earnings and benefits paid to each employee, including: - Name, address, SSN - Total amount and date of payments - Period of service covered for each - Withholding - Tax collected	Benefit Payments Deduction Authorizations, Registers, Reports Deferred Compensation Educational Reimbursements Employee Master File Federal and State Tax Payables Payroll Checks, Copies, Stub Reports Payroll Certifications, Controls, Earnings Payroll Taxes PERS Reporting Processing Reports, Reports to Government Salary Schedules Timekeeping Records (<i>timecards, out of class forms/reports, extra help requests</i>) W-2, W-4	Finance	6Y	CA - 2 CCR 570.5 - (5Y) CA - 2 CCR 571(b)(1)(E) - (5Y) CA - 22 CCR 1085-2(c) - (4Y) CA - GOV 12946 - (2Y) CA - GOV 34090 - (2Y) CA - LAB 226a - (3Y) CA - LAB 1174 - (3Y) CA - LAB 1197.5 - (LA2Y, LA3Y) CA - UIC 1132 - (LA3Y) US - 26 CFR 31.6001-1 - (4Y) US - 26 USC 6531 - (LA6Y) US - 29 CFR 516.5 - (3Y) US - 29 CFR 516.6 - (2Y) US - 29 CFR 1620.32 - (2Y) US - 29 CFR 1627.3 - (3Y) US - 48 CFR 4.705-2 - (4Y; 2Y)

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Record No.	Record Name and Description	Example Records	Responsible Department(s)	Retention	Legal Citations and Comments
054	Unclaimed Funds Records and information pertaining to periodic publication of outstanding checks that are 3 years or older. After the City goes through its due diligence of trying to find the rightful owner, Finance returns any unclaimed funds to the City.	Uncashed Checks Unclaimed Funds	Finance	10Y	CA - CCP 1513 - (3Y) CA - GOV 34090 - (2Y) US - Uniform Unclaimed Property Act (2016), Section 404 - (10Y)
055	Accounts Payable and Receivable Records and information related to the accounting of monies paid by the City including payment for financial obligation.	Aging Reports Bequests Cash Records (<i>cash disbursement, cash register receipts, cash receipts</i>) County Tax Payments Credit Memos Donations Expense Reports, Reimbursements for Employees and Officials Fees and Taxes FEMA Reimbursements Form 1099 Records and Form W-9 Records Invoices and Vouchers Payables Public Safety Tax Purchasing Card Expense Reconciliation/Allocations Receivables Reconciliations Refunds Sales and Use Taxes Paid Tax Revenue (<i>gas taxes, property taxes, transient occupancy taxes</i>) Tuition Reimbursements Warrant Register	Finance Library & Community Activities	6Y	CA - CCP 337 - (LA4Y) CA - CCP 338 - (LA3Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 8546.7 - (CL+3Y) CA - GOV 34090 - (2Y) US - 26 CFR 31.6001-1 - (4Y) US - 26 USC 6531 - (LA6Y) US - 48 CFR 4.705-1 - (4Y; 2Y)
056	Bank Account Information Records and information related to banking authorities, activities, transactions and correspondence. This category includes reconciliations.	Bank Account Administration Bank Statements (<i>all agencies</i>) Checks, Canceled Check Copies Check Registers, Journals Corrections / Returns / Adjustments Deposit Slips/Receipts Electronic Banking Transactions Purchasing Card Statements Reconciliations Signature Cards Transfers/Wires Treasurer Receipts Trustee Account Statements (<i>CFD, RDA</i>)	Finance Library & Community Activities	6Y	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) US - 26 CFR 31.6001-1 - (4Y) US - 26 USC 6531 - (LA6Y)
057	Fire Station Activity Records Records and information created and maintained by City Fire staff for their activities at the fire station.	Station Logs Medical Inspections (by County) Narcotics Inventories	Fire	4Y	CA - 17 CCR 1469(a)(11) - (AC+4Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) US - 21 CFR 1304.04 - (2Y)

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Record No.	Record Name and Description	Example Records	Responsible Department(s)	Retention	Legal Citations and Comments
058	Incident Reports Records and information associated with department responses to emergency incidents, including medical emergencies. NOTE: This category does not pertain to incident reports that become part of a Police case file.	Ambulance Call Records Emergency Medical Services Forms Emergency Services False Alarm Reports Hazardous Waste Spills Incident Reports Investigation Reports Mandated Reporting: Child Abuse, Elder Abuse Patient Care Reports (PCRs)* Suspicious Activity Reports (SARs)	Fire Police Public Works	7Y*	CA - California Fire Code, 104.6 - (5Y) CA - 13 CCR 1100.7 - (3Y) CA - 17 CCR 1469(a)(11) - (CL+4Y) CA - 22 CCR 70751(c) - (7Y)* CA - 22 CCR 100170 - (MAINT) CA - 22 CCR 100171 - (MAINT) CA - CCP 340.5 - (3Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) CA - HSC 11191 - (3Y) * PCRs for minors must be retained for 7Y or until the minor reaches the Age of Majority Status (18Y), whichever is longer.
059	Benefit Plans Plans established to provide employee benefits and associated administrative documents. Types of plans include: - CalPERS - Flexible Spending - Life Insurance - Accidental Death & Dismemberment (ADD) - Deferred Compensation	Employee Benefit Plans Group Insurance Cost Data CalPERS Actuarial Reports CalPERS Retirement Plan ICMA-RC 457 Deferred Compensation Plan Summary Plan Descriptions	Human Resources	Life*+6Y	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) US - 29 USC 1027 - (6Y) US - 29 USC 1451 - (LA6Y) *Life of Plan or Benefit
060	Employee Benefit Files Employee election (selection), enrollment or termination forms and related correspondence, including transmissions to carriers of additions, changes, claims and deletions (includes employee medical records subject to HIPAA requirements).	Benefits Files, Contract Copies, Enrollments, Appeals Beneficiary Designations Death Claims, Life Event Documents Disability Claims Educational Reimbursements Employee Cost-Sharing Amounts Employment Status, Changes (<i>authorizations, enrollments, terminations, confirmations, status changes, coverage changes</i>) Premium Information Required Benefits Reporting Retirement Loans / Retirement Supplemental Forms	Human Resources	While Active+6Y	CA - 22 CCR 1085-2(b) - (4Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) US - 29 USC 1027 - (6Y) US - 29 USC 1451 - (LA6Y)
061	Employee Hazardous Exposure Medical Records Documents pertaining to medical records of hazardous exposure of City employees, including exposure to hazardous substances (includes employee records subject to HIPAA requirements).	Employee Hazardous Chemical Exposure Exposure Monitoring Field Exposure Hazardous Exposure Toxic Substance Exposure Records	Human Resources	Termination+30Y	CA - 8 CCR 3204 - (T+30Y) CA - 8 CCR 14300.33 - (6Y) CA - CCP 338.1 - (LA5Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 12946 - (AC+2Y) CA - GOV 34090 - (2Y) CA - 29 CFR 1904.33 - (6Y) US - 29 CFR 1910.95 - (2Y) US - 29 CFR 1910.1020 - (T+30Y)
062	Labor Relations Documentation related to the negotiations between labor unions for collective bargaining purposes.	Confidential Memos Costing Ground Rules Handouts Information Requests Miscellaneous Information Notes Proposals - City Proposals - Union	Human Resources	While Active+4Y	CA - CCP 337 - (LA4Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 12946 - (2Y) CA - GOV 34090 - (2Y) US - 29 CFR 516.5 - (3Y)

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Record No.	Record Name and Description	Example Records	Responsible Department(s)	Retention	Legal Citations and Comments
063	Labor Relations Grievances Documentation related to labor grievances filed under current collective bargaining agreements.	Grievance Files/Commission Hearing Grievance/Hearing Logs Union Grievances	Human Resources	Final Resolution+4Y	CA - CCP 337 - (LA4Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 12946 - (AC+2Y) CA - GOV 34090 - (2Y) US - 29 CFR 1602.31 - (CL+2Y) US - 29 USC 255 - (LA2Y)
064	Occupational Health Records Documents pertaining to worker health and safety, including workers compensation and drug screening records of City employees (includes employee records subject to HIPAA requirements).	Drug Screening Ergonomic Evaluations Safety Committees Worker Compensation Workplace Safety Records	Human Resources	While Active+5Y	CA - 8 CCR 3203(b) - (1Y) CA - 8 CCR 5157 - (1Y) CA - 8 CCR 10102 - (Injury+5Y or Closed+1Y) CA - 8 CCR 14300.33 - (CU+5Y) CA - CCP 338 - (LA3Y) CA - CCP 338.1 - (LA5Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) CA - LAB 5406 - (LA1Y; LA240W) CA - LAB 5410 - (LA5Y) CA - LAB 6401.7 - (MAINT) CA - LAB 6409.6 - (3Y) CA - 29 CFR 1904.33 - (5Y) US - 49 CFR 382.401(b)(1) - (5Y)
065	Personnel Files All documents related to paid employees (full and part-time), unpaid volunteers, and interns including but not limited to: - selection/hiring - assignments - promotion - demotion - transfer - layoff / recall / out-placement - termination / discharge / resignation - pay rates / other terms of compensation - work authorizations	Applications, Applicant Reference Verifications (<i>candidates hired</i>) Awards, Rewards, Commendations, Certificates Background Checks, Investigations, LiveScan Forms (<i>candidates hired</i>) Complaints and Disciplinary Actions Drivers License Data - Class B Employee Policy Acknowledgements I-9 Documents Immigration Supporting Documentation Individual Employee Agreements, Contracts (<i>copies</i>) Individual Education, Development, Training Records Investigations Job Offer Letters, Conditional Offers of Employment Leave of Absence Documentation, FMLA Oaths of Office Performance Evaluations, Reviews or PIPs Recognition Volunteer Acknowledgements, Waivers, Executed Policy Receipts	Human Resources	Termination+3Y	CA - 2 CCR 11013 - (AC+2Y) CA - GOV 12946 - (T+2Y) CA - GOV 34090 - (2Y) CA - LAB 1198.5 - (T+3Y) CA - LAB 2810.8 - (3Y) CA - VEH 1808.1(c) - (1Y) US - 8 CFR 274a(2) - (3Y or T+1Y, whichever is longer) US - 20 CFR 655.760 - (T+1Y) US - 29 CFR 825.500 - (3Y) US - 29 CFR 1602.14 - (AC+1Y) US - 29 CFR 1602.31 - (AC+2Y) US - 29 CFR 1627.3 - (T+1Y) US - 41 CFR 60-1.12(a) - (2Y) US - 41 CFR 60-741.80 - (2Y)
066	Regulatory Reporting for Human Resources Official non-financial Human Resources reports issued by City organizations to comply with regulatory requirements.	EEOC Reports Labor Reports Office of Self-Insurance Plans (OSIP) Reports OSHA 300 Reports	Human Resources	5Y	CA - 2 CCR 11013(c)(1) - (2Y) CA - 8 CCR 14300.33(a) - (5Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) US - 29 CFR 405.9 - (5Y) US - 29 CFR 1602.14 - (AC+1Y) US - 29 CFR 1602.30 - (3Y) US - 29 CFR 1602.32 - (3Y)
067	Salary, Compensation Documentation of job classification compensation.	Classification Studies Compensation Plans, Planning, Analysis Cost of Living Adjustments Job Descriptions Job Evaluation Documentation Salary Range History Salary Surveys	Human Resources	2Y	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) US - 29 CFR 516.6 - (2Y) US - 29 CFR 1602.14 - (AC+1Y)

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Record No.	Record Name and Description	Example Records	Responsible Department(s)	Retention	Legal Citations and Comments
068	Staffing and Recruitment Records and information related to recruitment of qualified persons for both paid and unpaid position with the City, whether full time or temporary, including: - Applications and related records of candidates interviewed but not hired or accepted - Applications received but not acted upon	Applications, CVs, Resumes (<i>rejected, unsolicited</i>) Applicant Tracking Records (<i>hired, rejected</i>) Background Checks, Investigations - candidates not hired/accepted Civil Service Examination Results and Rankings Drug Testing, Pre-Hire Screening - candidates not hired/accepted Interview Notes Job Descriptions Job Postings, Announcements Job Requisition Requests Job Specifications Miscellaneous Hiring Process Notes Position Information Recruitment of Commission/Committee Candidates Temporary Intern Staffing Test Results (<i>non-hires</i>) Test and Examination Materials Unpaid Interns (<i>rejected</i>) Volunteers (<i>rejected</i>)	Human Resources	3Y	CA - 2 CCR 11013(c)(2) - (2Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 12946 - (2Y) CA - GOV 34090 - (2Y) US - 29 CFR 1602.31 (2Y) US - 29 CFR 1627.3(b)(1) - (1Y) US - 41 CFR 60-741.44(f)(4) - (3Y) US - 41 CFR 60-741.44(k) - (3Y)
069	Employee Training All documents related to general and specialized technical education and training taken by officials, paid employees and unpaid volunteers, including: - Ethics - Fire Extinguisher - First Aid/CPR - Harassment/Prevention Policy - Privacy - Safety - Specialized Equipment - Child Protective Services & Boundaries	Attendance Briefing/Unit Training Certification Records Compliance Training Individual Education, Development Tailgates	Human Resources Police	5Y	CA - 8 CCR 3203 - (1Y) CA - GOV 34090 - (2Y) CA - GOV 53235.2b - (5Y) CA - GOV 53237.2b - (5Y) US - 29 CFR 1602.14 - (AC+1Y) US - 29 CFR 1602.31 - (2Y)
070	Application, System Development and Maintenance Technical documentation related to acquisition or development of City technology processes, applications, or systems, as well as conversions, changes or modifications to existing applications or systems.	Business, Functional Requirements Change Requests Data Migration Documentation Database Dictionary / Schema End User Documentation, User Manuals Hardware Configurations Intranet Network Circuits Inventories Network/Equipment Control Support Documentation Source Code System Documentation (<i>codebooks, record layouts, reference guides, schematics, specifications</i>) System, Application Maintenance Documentation (<i>hardware/operating system requirements, monitoring logs, operating manuals</i>) Telecommunications System (<i>telephones, voicemail</i>) Websites	Information Technology	Life*+2Y	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) *Life of Application.

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Record No.	Record Name and Description	Example Records	Responsible Department(s)	Retention	Legal Citations and Comments
071	Technology Help Desk, Access and Security Records and technical documentation of internal controls and system security. Includes data / information security breaches, notifications, and supporting documentation.	Audit Trail Files Automated Logs Computer Usage Files Data Breaches (<i>notifications, reports, responses</i>) Data Sets, Extracted Data Summaries Firewall Special Access Approvals Trouble Tickets Usage Reports (<i>summary, system</i>) User Access Records (<i>passwords, security logs, user accounts, log-in files, data entry logs, accounts</i>) User Incident, Response Files	Information Technology	3Y	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) CA - CIV 1798.27 - (3Y)
072	Artworks Records of the art collections and exhibits administered by the Library.	Collection Inventories Donations and Gifts Exhibit Records Loans to Other Venues	Library & Community Activities	Permanent	CA - CCP 337 - (LA4Y) CA - CCP 338(c)(3)(A)- (LA6Y) CA - CIV 1899.3 - (25Y) CA - CIV 1899.8 - (LA3Y or Date of loss + 10Y; whichever occurs earlier) CA - CIV 1899.10(a) - (LA3Y) CA - CIV 1899.10(b) - (LA25Y) CA - CIV 1899.11 - (LA7Y) CA - GOV 8546.7 - (CL+3Y) CA - GOV 34090 - (2Y)
073	Community Activities Records pertaining to the oversight of community activities.	Farmers Market Forest Theater Special Events Beach Events Vista Lobos Community Room rentals	Library & Community Activities	While Active+4Y	CA - CCP 337 - (LA4Y) CA - FAC 47004(f) - (MAINT) CA - GOV 34090 - (2Y)
074	Library Records related to the operation and maintenance of the City's public Library.	Accession Records Correspondence and Communication with Patrons Outreach Patron Records Reports	Library & Community Activities	4Y	CA - CCP 337 - (LA4Y) CA - CCP 338 - (LA3Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y)
075	Animal Services Records and information documenting activities related to the City's animal services.	Bite Records Case Files Citations Excessive Noise Complaints Photos Quarantine Records	Police	3Y	CA - CCP 335.1 - (LA2Y) CA - CCP 340(c) - (LA1Y) CA - FAC 32003 - (3Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) CA - HSC 122331 - (MAINT) CA - PEN 597.1(d) - (3Y)
076	Arson Investigations Records and information associated with arson investigations.	Evidence Files Investigations	Police	Permanent	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) CA - PEN 799 (PR) CA - PEN 800 (LA6Y)

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Record No.	Record Name and Description	Example Records	Responsible Department(s)	Retention	Legal Citations and Comments
077	Case Files - Felonies, Excluding Murder Records, crime reports and evidence associated with felony violations of laws, excluding homicide and capital violations.	Case Files Reports	Police	While Active*+6Y	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) CA - PEN 799 - (MAINT) CA - PEN 800 - (LA6Y) CA - PEN 801 - (LA3Y) CA - Law Enforcement Evidence and Property Management Guide * Case becomes inactive when it has been adjudicated, all appeals exhausted or all time served.
078	Criminal Registrations - Gangs Records for those required to register as gang violence offenders.		Police	5Y	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) CA - PEN 186.32(c) - (5Y)
079	Criminal Registrations - Sex Offenders, Arsonists Records for those required to register as sex offenders or arsonists.		Police	75Y or Life of Arsonist, Whichever is Longer	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) CA - PEN 290.08 - (75Y) CA - PEN 457.1(b)(2) - (Life of Arsonist)
080	Parking Enforcement and Traffic Control Records and information of the Police Department's activities to enforce parking ordinances and control City traffic.	Parking Citations Residential Parking Permits Traffic Studies	Police	3Y	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) CA - PEN 802 - (LA1Y; LA2Y; LA3Y) CA - Law Enforcement Evidence and Property Management Guide
081	Police - General Support and Administrative Records Records of general community support activities and administrative reports received and/or generated in the routine course of law enforcement activities and not associated with a case number.	Activity Reports Citizen's Academy Crime Statistics Daily Bulletins Incident Logs LiveScan Research (<i>for non-City organizations</i>) Published Reports Ride-Along Program Records Uniform Crime Reporting	Police	2Y	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y)
082	Police - Personnel Complaints, Internal Investigations Documentation of personnel complaints received, formal inquiries, and investigations, including those by Professional Standards, involving Police department employees (excludes officer involved shootings), whether sustained or not sustained.	Actions Taken Citizen Complaints Personnel Complaint Packet	Police	Completion of Investigation+5Y	CA - EVID 1045 - (AC+5Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 12946 - (AC+2Y) CA - GOV 34090 - (2Y) CA - PEN 801.5 - (4Y) CA - PEN 832.5(b) - (5Y) CA - VEH 2547 - (LA3Y)
083	Police Case Files - Dead Bodies Records, crime reports and evidence associated with investigations of dead bodies, whether by natural causes or found.	Reports Statements	Police	While Active*+2Y	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) CA - PEN 799 - (PR) * Case is active until body has been identified and cause of death determined. If determination is made that the death was a homicide, records are recategorized as "Felony Murder/Homicide" case files (see "Police Case Files - Felony Murder/Homicide, Capital Offenses, Child Abuse, Elder Abuse, and Violations of Public Trust" below).

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Record No.	Record Name and Description	Example Records	Responsible Department(s)	Retention	Legal Citations and Comments
084	Police Case Files - Domestic Violence Records, crime reports and evidence associated with investigations and served protective orders for domestic violence.	Criminal Protective Orders Reports Restraining Orders Statements	Police	While Active+10Y	CA - CCP 337.5 - (LA10Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) CA - PEN 13710 - (MAINT)
085	Police Case Files - Felony Murder/Homicide, Capital Offenses, Child Abuse, Elder Abuse, and Violations of Public Trust Records, crime reports and evidence associated with capital felony violations of laws, including homicide, child abuse, elder abuse, embezzlement of public funds, or falsification of public documents.	Case Files Reports	Police	Permanent	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) CA - PEN 187-199 - (MAINT) CA - PEN 290.08 - (75Y) CA - PEN 799 - (PR) CA - Law Enforcement Evidence and Property Management Guide No limitation on commencement of action; PC §261, 286, 288, 288a, 288.5, 289, 289.5, and 799.
086	Police Case Files - Misdemeanors, Infractions Records, crime reports and evidence of misdemeanors and infractions, including traffic incidents and parking/moving citations and appeals.	Case Files Reports	Police	3Y	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) CA - PEN 802 - (LA1Y; LA2Y; LA3Y) CA - Law Enforcement Evidence and Property Management Guide
087	Police Case Files - Missing Persons, Protective Custody and Runaways Records, crime reports and evidence associated with missing persons and runaways.	Case Files Reports	Police	While Active*+2Y	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) CA - Law Enforcement Evidence and Property Management Guide * Case remains active until solved
088	Police Case Files - Officer Involved Shootings Records, crime reports and evidence associated with criminal cases dealing with officer involved shootings.	Case Files Personnel Complaint Packet Reports	Police	Permanent	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) CA - Law Enforcement Evidence and Property Management Guide CA - PEN 799 - (PR) CA - PEN 832.18 - (2Y) CA - PEN 832.5 - (5Y)
089	Police Case Files - Sealing of Records Records of court orders to seal the records of adults.	Case Files Reports	Police	SEAL*+3Y	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) CA - PEN 851.8 - (SEAL+3Y) CA - PEN 851.90 - (MAINT) CA - WIC 781.5(a) - (SEAL+3Y) *SEAL = Date Records Sealed
090	Police Case Files - Stolen Property Records, crime reports and evidence associated with stolen property.	Case Files Reports	Police	While Active*+3Y	CA - CCP 338(c)(2) - (LA3Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) CA - Law Enforcement Evidence and Property Management Guide * Case remains active until solved

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Record No.	Record Name and Description	Example Records	Responsible Department(s)	Retention	Legal Citations and Comments
091	Police Case Files - Traffic Collisions - Fatal Records, crime reports and evidence associated with traffic collisions involving fatalities.	Case Files Reports	Police	Permanent	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) CA - PEN 799 - (PR) CA - Law Enforcement Evidence and Property Management Guide
092	Police Routine Body-Worn Camera Video Records Recordings of routine body-worn camera video monitoring, to include time and date of video, location of video and other related information.	Body-Worn Camera Recordings (<i>body cam</i>)	Police	60D*	CA - PEN 832.18 - (60D) * Exception: If recordings are evidence in any criminal prosecution, claims filed, potential claims or any pending litigation, they shall be preserved for 2 years after the conclusion of the court action. If recording is of an incident involving the use of force by a peace officer or an officer-involved shooting, it shall be preserved for 2 years.
093	Police Routine Dispatch Telephone and Radio Communications Records Routine daily recording of telephone communications and all radio communications relating to the operations of the department.	911 Emergency Call Logs Computer Aided Dispatch (<i>CAD</i>) Dispatch Activity Log Radio Dispatcher Logs	Police	100D*	CA - GOV 34090.6 - (Routine Audio: 100D) * 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.
094	Police Routine Video Records Recordings of routine video monitoring, other than body-worn camera recordings, to include time and date of video, location of video and other related information.	Department Camera Recordings In-Car Video Jail Observation/Monitoring Neighborhood Security Recordings	Police	1Y*	CA - GOV 34090.6 - (Routine Video: 1Y) * Exception: If recordings are evidence in any criminal prosecution, claims filed, potential claims or any pending litigation, they shall be preserved for 100 days after the conclusion of the court action.
095	Seized or Unclaimed Property Records Records documenting tracking and management of physical property seized by the Police department, or collected by the Police department but unclaimed, and not assigned to a case number or considered as evidence in a criminal investigation.	Asset Forfeiture Found Property	Police	2Y	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) CA - Law Enforcement Evidence and Property Management Guide
096	Fleet Management Records related to the management and maintenance of City vehicles, including automobiles, trucks, and forklifts.	Accident / Incident Reports Complaints, Service Requests Maintenance and Repair Work Orders Maintenance Reports Vehicles / Fleet (<i>automobiles, trucks, forklifts</i>)	Police Public Works	Life*+5Y	CA - CCP 337 - (LA4Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) * Life of Asset
097	Security, Access Operations Records and information regarding physical access controls and protection for City buildings and facilities.	Access Controls Access Reports Daily Activity Logs Facility Key Lists Key Cards Security Guards Transaction Logs	Police Public Works	2Y	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y)

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Record No.	Record Name and Description	Example Records	Responsible Department(s)	Retention	Legal Citations and Comments
098	Asset Management, Maintenance Records related to the installation, management, inspection, and maintenance of City assets, including equipment, parks, real property and infrastructure assets.	Accident / Incident Reports Air Quality Permits Beaches Composting Custodial Services Equipment Certifications Fire Pits Inspection Reports Irrigation Landscaping Maintenance and Repair Work Orders Maintenance Reports (<i>buildings, equipment, streets, sidewalks</i>) Parking Lots Parks Pesticide (<i>treatments, applications</i>) Security Cameras Sewers Sidewalks Signs, Signage Street Lights Streets (<i>alleys, highways, medians</i>) Traffic Signals Waste Wood Utilization	Public Works	4Y	CA - CCP 337 - (LA4Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 4216.2(f) - (3Y) CA - GOV 34090 - (2Y)
099	City Compliance With Licenses, Permits Records documenting City compliance records associated with licenses and permits issued to the City.	Operating Permits (<i>CalRecycle, Storm Water</i>) Permit Correspondence	Public Works	While Active+5Y	CA - 14 CCR 18104.3 - (2Y) CA - 14 CCR 18104.7 - (5Y) CA - CCP 338.1 - (LA5Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) US - 40 CFR 122.21(p) - (3Y)
100	Fuel Management Records related to the purchase, tracking and management of fuel for City vehicles.	Aboveground Diesel Storage Tanks California Air Resources Board Certificate Fuel Card Authorizations Fuel Reports, Billing Reports, Journals, Fuel Tickets Pump/Gas Tank Maintenance	Public Works	5Y	CA - CCP 338.1 - (LA5Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y)
101	Hazardous Waste - Monitoring and Remediation Planning, monitoring and contingency/emergency action plans for hazardous waste, emergency and spill response, natural and exposure emergencies, notifications and response; environmental action plans and supporting documentation; hazardous communications plans, including labeling, SDS controls, training programs and procedures.	Employee Hazardous Chemical Exposure Hazardous Material Incident Reports Hazardous Substances Shipping Manifests Hazardous Waste Proposition 65 Monitoring Response Plans, Programs Safety Data Sheets (SDS) Site Mitigation & Remediation Toxic Substance Inventory	Public Works	While Active+30Y	CA - 8 CCR 3204(d) - (CL+30Y) CA - CCP 338.1 - (LA5Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) CA - HSC 25160.8(c)(3)(D) - (AC+3Y) CA - HSC 25244.20 - (4Y) US - 29 CFR 1910.1020 - (CL+30Y)
102	Operational Maps Informal maps and geographical information pertaining to City operations and constituent services.	Road Closures Sewer TV Surveys Street Sweeping Tree Trimming Trash Pick-up	Public Works	2Y	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y)
103	Solid Waste Oversight Records Records and information associated with monitoring and administering the City's waste hauler franchise agreement.	Analysis of Amendments to Franchise Annual Rate Adjustments Quarterly Reporting	Public Works	3Y	CA - 14 CCR 18809.4(a)(4) - (3Y) CA - CCP 337 - (LA4Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y)

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Record No.	Record Name and Description	Example Records	Responsible Department(s)	Retention	Legal Citations and Comments
104	Water Drainage and Sewer Management Records and information documenting the operations, planning, and maintenance of the City's storm drains, pump stations and drainage ditches.	Conservation Drainage Ditches Flood Control (plans, SB5) Inspections Pump Stations Reclamation Reporting Storm Drains Underground Service Alerts (USA)	Public Works	While Active+5Y	CA - CCP 338 - (LA3Y) CA - CCP 338.1 - (LA5Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) CA - HSC 25244.19 - (4Y) CA - HSC 25244.20 - (4Y) US - 40 CFR 70.6 - (5Y) US - 40 CFR 122.21(p) - (3Y) US - 40 CFR 122.41(j) - (3Y) US - 40 CFR 122.44 - (3Y) US - 40 CFR 261.32 - (3Y)