

AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: November 17, 2021

Final Decision Date Deadline: November 17, 2021

STATEMENT OF THE ISSUE: Records are a basic tool of government administration. They provide information for planning and decision making, serve as the foundation for government accountability, and are subject to direct legal requirements. It is essential that records be retained as long as needed to meet legal and informational needs, and then be disposed appropriately. Currently, the City of Richmond has a Record Retention Schedule that contains numerous requirements of how Records must be maintained. These requirements vary from department to department. As the City's Records Retention Schedule was adopted prior to the existence of the Rent Board, requirements governing how the Rent Board must maintain its Records are absent from the City's Schedule. This item requests that the Board adopt its own Record Retention Schedule and direct staff to work with the City Attorney's Office to integrate the Schedule into the City of Richmond's overall Record Retention Schedule.

INDICATE APPROPRIATE BODY

- | | | | | |
|---|---|--|--|---|
| <input type="checkbox"/> City Council | <input type="checkbox"/> Redevelopment Agency | <input type="checkbox"/> Housing Authority | <input type="checkbox"/> Surplus Property Authority | <input type="checkbox"/> Joint Powers Financing Authority |
| <input type="checkbox"/> Finance Standing Committee | <input type="checkbox"/> Public Safety Public Services Standing Committee | <input type="checkbox"/> Local Reuse Authority | <input checked="" type="checkbox"/> Other: <u>Rent Board</u> | |

ITEM

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|---|--|--|
| <input type="checkbox"/> Presentation/Proclamation/Commendation (3-Minute Time Limit) | | |
| <input type="checkbox"/> Public Hearing | <input type="checkbox"/> Regulation | <input checked="" type="checkbox"/> Other: <u>CONSENT CALENDAR</u> |
| <input type="checkbox"/> Contract/Agreement | <input type="checkbox"/> Rent Board As Whole | |
| <input type="checkbox"/> Grant Application/Acceptance | <input type="checkbox"/> Claims Filed Against City of Richmond | |
| <input type="checkbox"/> Resolution | <input type="checkbox"/> Video/PowerPoint Presentation (contact KCRT @ 620.6759) | |

RECOMMENDED ACTION: ADOPT a Records Retention Schedule and DIRECT staff to work with the City Attorney's Office to have the Rent Board's Retention Schedule integrated into the City of Richmond' overall Record Retention Schedule - Rent Program (Charles Oshinuga 621-1202).

AGENDA ITEM NO:

G-4.

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AGENDA REPORT

DATE: November 17, 2021

TO: Chair Finlay and Members of the Rent Board

FROM: Charles Oshinuga, Staff Attorney

SUBJECT: Retention Schedule

STATEMENT OF THE ISSUE:

Records are a basic tool of government administration. They provide information for planning and decision making, serve as the foundation for government accountability, and are subject to direct legal requirements. It is essential that records be retained as long as needed to meet legal and informational needs, and then be disposed appropriately. Currently, the City of Richmond has a Record Retention Schedule that contains numerous requirements of how Records must be maintained. These requirements vary from department to department. As the City's Records Retention Schedule was adopted prior to the existence of the Rent Board, requirements governing how the Rent Board must maintain its Records are absent from the City's Schedule. This item requests that the Board adopt its own Record Retention Schedule and direct staff to work with the City Attorney's Office to integrate the Schedule into the City of Richmond's overall Record Retention Schedule.

RECOMMENDED ACTION:

ADOPT a Records Retention Schedule and DIRECT staff to work with the City Attorney's Office to have the Rent Board's Retention Schedule integrated into the City of Richmond' overall Record Retention Schedule.

FISCAL IMPACT:

There is no fiscal impact.

DISCUSSION:

Background

The City of Richmond has a Record Retention Schedule that governs the maintenance and destruction of records held by various departments. Currently, the Rent Board is not included in the City's Record Retention Schedule. This absence has led the Rent Program to hold on to its documents for an inordinate amount of time as the City's Retention policy explains that all City records are the property of the City and may not be destroyed, given away, sold, retained by officials and employees leaving City service, or otherwise disposed of in any way except in a manner consistent with a retention schedule approved by the City Attorney or other written documentation of approval by the City Attorney. To ensure compliance with the City's overall goal of Record maintenance and destruction, staff is seeking to establish its own Record Retention Schedule and integrate it into the City's overall policy framework.

Discussion

With the lack of a Retention Schedule governing how documents may be destroyed, Rent Program staff members have simply not destroyed any documents. As imagined this has had an impact on staff members' ability to efficiently locate, organize, and store documents. The Rent Board has the ability to adopt its own Retention Schedule to address these issues.

The Rent Board is a local governmental body that was established as an independent agency and vested with broad powers of administering and executing the provisions of the Fair Rent, Just Cause, and Homeowner Protection Ordinance. Pursuant to Richmond Municipal Code Section 11.100.060(m), to ensure the integrity and autonomy of the Rent Board, Measure L mandates the Rent Board "be an integral part of the government of the City [of Richmond]", and establishes that the Rent Board "shall exercise its powers and duties under [Chapter 11.100] independent from the City Council, City Manager, and City Attorney, except by request of the [Rent] Board". Consequently, the Rent Board functions as an independent agency, which operates independent from and is not subject to the City of Richmond City Council's Resolutions and policies governing boards, commissions, and other local policy bodies. As such, the Rent Board may adopt its own Retention Schedule consistent with the principles espoused in California's Government Code.

Despite being able to have its Retention Schedule stand alone, to avoid potential conflicts with existing schedules and to promote consistency within the City, it would be prudent for the Rent Board to exercise its power parallel to that of the City writ large and integrate its Retention Schedule within the City's overall Retention Schedule. Consequently, staff members seek to work with the City Attorney's Office to achieve full integration of any adopted Rent Board Retention Schedule with the City of Richmond's overall Retention Schedule and Policy framework.

Recommended Action

ADOPT a Records Retention Schedule and DIRECT staff to work with the City Attorney's Office to have the Rent Board's Retention Schedule be integrated into the City of Richmond' overall Record Retention Schedule.

DOCUMENTS ATTACHED:

Attachment 1 – Proposed Rent Board Retention Schedule

Attachment 2 – City of Richmond Retention Schedule

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City of Richmond Rent Board Retention Schedule

Rent Board	Section	Title and Description	Retention	Basis of Retention
Rent Board	Relocation	Permanent Relocation	Final Payment + 3 years	GC 34090; GC 34090.5; Rent Program Policy
Rent Board	Relocation	Temporary Relocation	Final Payment + 3 years	GC 34090; GC 34090.5; Rent Program Policy
Rent Board	Rent Program Hearings Unit	Hearing Petitions, Objections, Tapes, and Related Evidence	Case Closed + 5 years	GC 34090; GC 34090.5
Rent Board	Rent Program Hearings Unit	Settlements and Decisions	PERMANENT	GC 34090; GC 34090.5
Rent Board	Rent Program Hearings Unit	Non-email correspondence and Notification with Landlords and Tenants	Completion of the Matter + 2 Years	GC 34090; Rent Program Policy
Rent Board	Rent Program Public Information Unit	Notice of Termination of Tenancy (excluding Owner Move In Notices and Ellis Notices), Rent Increase Notices, Records documenting the notification of Tenants and/or Landlords compliance, termination of tenancies, and any other related documentations.	2 Years	GC 34090
Rent Board	Rent Program Public Information Unit	Invoices, Check Copies, Supporting Documents, and other Financial Related Documents	Audit + 4 Years	GC 34090, Finance Policy

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Rent Board	Rent Program Public Information Unit	Owner Move-In Notice of Termination of Tenancy	5 Years	GC 34090; Rent Board Regulation 1010
Rent Board	Rent Program Public Information Unit	First Right of Refusal, Request to Return, Contact information related to First Right of Refusal	The vesting of the Right to Return + 2 years	GC 34090; Rent Board Regulation 1010
Rent Board	Rent Program Public Information Unit	Ellis Act Notice of Termination of Tenancy	10 Years	GC 34090; Rent Board Regulation Chapter 5
Rent Board	Rent Program Legal Unit	Request for Qualifications, Request for Bids	Audit + 4 Years	GC 34090; CCP 337; Finance Department Policy
Rent Board	Rent Program Legal Unit	Contracts, Resolution, Confidential Memorandum, Legal Opinion, & Official Board Action	Permanent	GC 34090; GC 34090(d)
Rent Board	Rent Program Legal Unit	Official Minutes, Appeals Recommendation, and Appeal Proceedings of the Rent Board	Permanent	GC 34090(d); GC 36814; GC 40801; City Clerk Policy
Rent Board	Rent Program Legal Unit	Original Agendas and Special Meeting Notices, Public Records Request for Information and Documentation received, created and/or Submitted to Council	Completion + 2 Years	GC 34090; GC 34090(d)



RECORDS RETENTION SCHEDULE

Prepared by the City Clerk's Office
March 25, 2008

RECORDS RETENTION CLASSIFICATIONS

ADMINISTRATION	PUBLIC SAFETY
Audit Community Services Elections General Subject Grants Human Resources Information Services Legal/Legislative Municipal clerk Policies & Procedures Public Information Public Financing Authority Risk Management	Emergency Management Fire Safety Administration Personnel Property Reports Hazardous Materials Health & Welfare Law Enforcement Administration Investigations Patrol Services
DEVELOPMENT	PUBLIC WORKS
Administration Building Code Enforcement Engineering Environmental quality Housing Municipal Facilities Planning Property Redevelopment	Parks Sanitation/Solid Waste/Wastewater Water
FINANCE	TRANSPORTATION
Accounting Administrative Services Fixed Assets License Payroll Purchasing Reports Treasurer	Administration Ground Transportation

LEGEND

Record Retention

AC = Active
AU = Audit
CU = Current Year
E = Election
P = Permanent
T = Termination

AD = Adoption
CL = Closed/Completion
DOB= Date of Birth
L = Life
S = Supersede

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

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ATTACHMENT 2**

ADMINISTRATION

Document	Retention	Citation	Description	Department/Division Of Record
AUDIT				
Annual Financial Report	CL + 5 years	GC34090	Independent auditor analysis	Finance
Bonds	CL + 10	GC34090; CCP 337.5	Final bond documentation	Finance
Budget	P	GC34090	Annual operating budget approved by Legislative Body	Finance City Clerk
Budget Operating (copies)	S	GC34090	Departmental Reference	
Hearing or Review	AU + 5	GC34090; OMB A-128	Documentation created and or received in connection with an audit hearing or review	Finance City Clerk
Reports	AU + 5	GC34090; OMB A-128	Internal and/or external	Finance
Reviews, Internal/External Periodic	CU	GC34090; GC6250	Daily, weekly, monthly, quarterly or other summary, review, evaluation, log, list, statistics, except a report	Finance
COMMUNITY SERVICES				
Libraries	CU + 2	GC 34090	Books, art, gifts, donations, exhibits, theatre, music, special events, etc.	Library Services
Plaques	P		Historic value	City Clerk
Sports Organization	S + 2			Recreation and Parks
ELECTIONS				
Ballots Prop. 218 (Assessment Districts)	P	California Constitution Art. XIII	Property related fees (Assessment Ballot proceeding)	Finance City Clerk

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Document	Retention	Citation	Description	Department/Division Of Record
ADMINISTRATION (CONTINUED)				
Calendar, Council Meetings	E + 2	GC 34090		City Clerk
Canvass	P	GC 22932; EC 17130; EC 2653	Notifications and Publication of Election; special election results	City Clerk
Certificates of Election	T + 4	GC 81009(a) (d)	Certificates of election;	City Clerk
Charter Amendments/Measures	P	GC34458-60; GC34090	Following adoption of voters	City Clerk
Fair Political Practices				
Administration/ Campaign Statements and Conflict of Interest	CU + 5		FPPC Opinions, Form 410 (copy), Form 460, Form 470, Form 700	City Clerk
Campaign disclosure, Elected	P	GC81009(b) (g)	Form 460	City Clerk
Campaign disclosure, Not Elected	E + 5	GC81009(b)	Form 460	City Clerk
Candidate Statements, elected	T + 4	GC81009	Includes Candidate's Statement filed With City Clerk	City Clerk
Candidate Statements, not elected	E + 4		Includes Candidate's Statement filed with City Clerk	
History	P	GC 34090	History of elections, sample ballots, certificates of election, canvass, resolutions re: elections	City Clerk
Statement of economic interest – Elected Officials	T + 7	GC 81009(e)	Form 700	City Clerk
Statement of economic interest – Not Elected	E + 5	GC 81009(b)	Form 700	City Clerk

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Document	Retention	Citation	Description	Department/Division Of Record
ADMINISTRATION (CONTINUED)				
Lobbyist Registration	P	EC 81009(b)	Statements, quarterly reports	City Clerk
Maps, Precincts/Voter Information	E + 2	GC 34090; EC 17501; EC 17301		City Clerk
Nomination Papers Successful Unsuccessful	E + 4 E + 2	EC 17100 GC 81009(b)	Signature petitions, ballot designations	City Clerk
Notification 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	Clerk
Oaths of Office	T + 6	GC34090; 29 USC 1113	Elected Officials	City Clerk
Petitions	E + 2	EC17200; 17400; GC 7253.5; EC 14700 + GC 3756:8	From date of filing or election; Initiative, referendum, recall, Chapter Amendments	City Clerk
Precinct Records	E + .5	EC 17503	From date of election	City Clerk
GENERAL SUBJECT				
Administration	P	GC 34090		
Biographies	CU + 2	GC34090	City Council, City Manager, City Attorney, City Clerk, Department/Division Heads	City Clerk

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Document	Retention	Citation	Description	Department/Division Of Record
ADMINISTRATION (CONTINUED)				
Classifications and Appointments	P	GC 34090; GC 12946; 29 CFR 516.6(2); 29 CFR 1602.4	Includes supplemental Personnel records. Wage rate tables 2 years.	Human Resources
Correspondence/Originating Department	CU + 2	GC34090(d)	If not attached to agreement or project file	Originating Department
Goals & Objectives	CU + 2	GC34090	Departmental goals & objectives	Originating Department
Policies & Procedures, Departmental	S + 5	GC34090(d)	Retain while current	Originating Department
Promotional Marketing				Originating Department
External	CU + 7			Originating Department
Internal	2			Originating Department
Reports				
Departmental	CU + 4	GC34090	Special/or final summary, review or evaluation	Originating Department
Staff	CU + 4	GC34090	Non-agenda related, includes supporting documentation	Originating Department
Special Projects	CU + 2	GC34090	All departments	Originating Department
Support Services	CU + 2	GC34090	Reproduction; printing; postal/mailing services, other internal resources	
Travel Records	CU + 2	GC34090		Originating Department

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Document	Retention	Citation	Description	Department/Division Of Record
ADMINISTRATION (CONTINUED)				
GRANTS				
Community Development Block Grant and Urban Development	T + 4	GC34090; 24 CFR 570.502 24 CFR85.42*	Applications, reports, contracts, supporting documents; *OMB Cir. A- 102, A-110, A-128	Redevelopment
Federal and State	CL + 5	GC34090	Refer to grant application close-out procedure	Originating Department
Financial Records	CL + 5	GC34090	Refer to grant application close-out procedure	Finance, Originating Department
Unsuccessful	CL + 2	GC34090	Applications not entitled	Originating Department
HUMAN RESOURCES				
Benefit Plan Claims	P	GC6250 et seq; OMB A- 129 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	Human Resources
Benefit Plan Enrollment, Denied	CL + 4	GC34090; OMB A-128		Human Resources
Bond, Personnel Fidelity	T+2	GC34090	Employee Fidelity Bonds	Human Resources
Employee Handbook	S + 2	GC 34090	General employee information including benefit plans	Human Resources
Employee Programs	CL + 2	GC 34090; GC 12946	Includes EAP and Recognition	Human Resources

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Document	Retention	Citation	Description	Department/Division Of Record
ADMINISTRATION (CONTINUED)				
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	Human Resources
Hourly Employees	T + 6	GC12946; GC34090*	*29 CFR 1627.3, Labor Relations Section 1174	Human Resources
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; CL + 7	Human Resources
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	Human Resources

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Document	Retention	Citation	Description	Department/Division Of Record
ADMINISTRATION (CONTINUED)				
Non-Safety Employees	T + 3	Reference: 29 CFR 1627.3; CCR Sec 1174; 29 CFR 1602.30.32; GC6250 et seq; 29 CFR; GC12946, 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)	Human Resources
Personnel Records (copies)	CU + 2	GC34090; GC6250	Attendance; evaluations; drafts; worksheets; postings	Human Resources
PERS, Social Security, SSI	P	29 CFR 1627.3(2); GC12946; 34090	EEOC/ADEA	Human Resources
Recruitment	CL + 3	Reference: GC12946; GC6250 et seq; 29 CFR 1602 et seq 29 CFR 1607; 29 CFR 1627.3	Applications, resumes, alternate lists/logs, indices; ethnicity disclosures; examination materials; examination answer sheets, job bulletins; eligibility; electronic database	Human Resources
Reports	CU + 2	GC34090	Employee statistics, benefit activity; liability loss	Human Resources

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Document	Retention	Citation	Description	Department/Division Of Record
ADMINISTRATION (CONTINUED)				
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)	Human Resources
Surveys and Studies	CU + 2	GC 12946, 34090; 29 CFR 516.6(2); 29 CFR 1602.14	Includes classification, wage rates	Human Resources
Training Records Non-Safety	CU + 7	GC6250 et seq	Employee applications, volunteer program training, class training materials, internships;	Human Resources
Personnel (by name)	T + 7	GC34090	Paperwork documenting officers internal and external training	Human Resources
Safety	CU + 2	GC34090	Certifications/designations	
Vehicle Mileage Reimbursement Rates	S + 2	GC34090	Annual mileage reimbursement rates	
INFORMATION SERVICES				
Internet, World Wide Web	S + 2	GC34090	Management/Policies and supporting documentation	Information Technology

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Document	Retention	Citation	Description	Department/Division Of Record
ADMINISTRATION (CONTINUED)				
Inventory, Information Systems	S + 2	GC34090	Hardware/Software Inventory logs; systems manuals	Information Technology
Network Information Systems (LAN/WAN)	CU + 4	GC34090; CCP 337.2; 343	Configurations maps and plans	Information Technology
Program Files and Directories	CU + 2 CU + 2 (2 mos.) CU + 1 CU + .5	GC34090; GC34090.7	Annual backup Daily backup Monthly backup Weekly backup	Information Technology
Tapes Information Systems	CU + 2	GC34090	System Generation	Information Technology
LEGAL/LEGISLATIVE				
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	City Clerk
Agenda Reports (Master, Subject Files)	CU + 2	GC34090 (d)	Documentation received, created and/or submitted to Council	City Clerk
Appeals, Civil	CU + 3	CCP 583.320(a) (3); GC34090		City Clerk
Applications, Boards, Commissions, Committees	CU + 2	GC34090	Not selected	City Clerk
Applications, Boards, Commissions, Committees	T + 5	GC34090; GC40801	Selected	City Clerk

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Document	Retention	Citation	Description	Department/Division Of Record
ADMINISTRATION (CONTINUED)				
Articles of Incorporation	P	GC34090; CCP 337.2		City Clerk
Case Log	CL + 7	CCP 337.2; 343	From Close of cases listed; Chronological listing of cases	City Attorney
Case Records – (High Profile)	P	GC6254	Significant cases which have important/or set legal precedence. Includes logs, complaints, police reports, court orders, motions, notes, briefs	City Attorney
Case records	CO + 7	42 USC S1983	Includes logs, complaints, police Reports, court orders, motions, notes, Briefs, closing statements (unless Minors – 3yers after attaining 18)	City Attorney
Contracts and Agreements Excl. Capital Improvements	T + 5	CCP 337.2, 343; B&P7042.5;*	Includes leases, equipment, services or supplies *PU7685; 48 CFR:2; GC53066	City Clerk, Originating Department
Incl. Capital Improvements	P	2.08.110;*	Construction *GC37090a; 4004; H&S 19850	City Clerk, Engineering
Index, Attorney Case	L	GC6254	Including notations on activities related to case	City Attorney
Legal Advertising	CU + 4	CCP 343, 349 et seq.; GC 911.2; GC 34090	Includes public notices, legal publications	City Clerk
Logs, Attorney Service Request	CU + 2	GC34090	Service request, summaries of monthly requests	City Attorney

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Document	Retention	Citation	Description	Department/Division Of Record
ADMINISTRATION (CONTINUED)				
Minutes	P	GC34090(d); GC36814; GC40801	Official minutes and hearing proceedings of governing body or board, commission or committee	City Clerk
Notices, Meeting	CU + 2	GC 34090.7, 54960.1 (1)	Special meetings	City Clerk
Opinions	S + 2	GC34090; GC6254	Confidential	City Attorney
Ordinances	P	GC34090(d) 40806	Charter amendments; municipal code	City Clerk
Petitions	CU + 1	GC50115; GC6253	Submitted to legislative bodies	City Clerk
Resolutions	P	GC34090(d) 40801	Legislative actions	City Clerk
Tapes, Audio/Video	CU + 3 mos.	GC34090.7	When used for minute preparation and may have historical value	City Clerk
CITY CLERK				
Assessment Districts	P	GC34090	Original documentation	City Clerk
Inventory, Records	CU + 2	GC34090; 80 OPS Atty. Gen. 106	Inventory of non-current inactive records holding and location, indices. Tapes may be recycled	City Clerk
Municipal Code	P	GC34090	Supplements included	City Clerk
Public Records Request	CL + 2	GC34090		City Clerk
Records Management	CL + 2	GC34090	Document includes retrieval, transfers – inactive	City Clerk Originating Department
Records Management Disposition Certification	P	GC34090	Documentation of final disposition or records	City Clerk

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Document	Retention	Citation	Description	Department/Division Of Record
ADMINISTRATION (CONTINUED)				
Records Retention Schedules	S + 4	CCP 343		City Clerk
POLICIES/ PROCEDURES				
General Administrative	S + 2	GC34090; 40801	All city policies and procedures	City Manager
Policy, Council/Proclamations	S + 2	GC34090	Policies, directives rendered by Council not assigned a resolution or ordinance number	City Manager City Clerk
JOINT POWER FINANCING AUTHORITY				
Administration	P	GC34090		Finance
Financial Records	P	GC34090, 40802, 53901		Finance
Management Reports	5	GC34090		Finance
PUBLIC INFORMATION				
Brochures, publications, newsletter, bulletins	S + 2	GC34090		Originating Department

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Document	Retention	Citation	Description	Department/Division Of Record
ADMINISTRATION (CONTINUED)				
RISK MANAGEMENT				
Accident Reports – City Assets	CL + 7	29 CFR 1904.2; 29;*	Reports and related records *CFR 1904.6	Risk Management
Bonds, Insurance	P	CCP 337.2; 343	Bonds and insurance policies insuring city property and other assets	City Clerk
Claims, Damage	CL + 5	GC34090; GC25105.5	Paid/Denied	Risk Management City Clerk
Incident Reports	CL + 7	29 CFR .2; 29 CFR 1904.6	Theft, arson, vandalism, property damage or similar occurrence (excluding fire/law enforcement)	Police Department
Insurance, ACCEL JT Powers Agreement	P	GC34090	(Authority California Cities Excess Liability Insurance) B Accreditation/MOU=s/agreement/ agendas	City Clerk
Insurance, Certificates	P	GC34090	Insurance certifications filed separately from contracts, includes insurance filed by licensees	City Clerk
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	Human Resources
Photographs, Negatives, Film	CL + 2	GC34090		

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Document	Retention	Citation	Description	Department/Division Of Record
ADMINISTRATION (CONTINUED)				
Risk Management Reports	CL + 5	OMB 1200 – 0029; 29 CFR1904.4; GC34090	Federal OSHA Forms; Loss Analysis Report; Safety Reports; Actuarial Studies	Risk Management
Workers Compensation	P	CCR 14311; 154000.2; CA Labor Code 110-139.6	Claim Files, Reports, Incidents (working files) originals filed with Administrator	Human Resources Risk Management

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DEVELOPMENT

Document	Retention	Citation	Description	Department/Division Of Record
ADMINISTRATION				
Bids & Proposals (Unsuccessful)	CL + 2	GC34090d		Originating Department City Clerk
Bonds Development	CL + 10	CCP 337.5	Housing; Industrial Development	Finance Originating Department
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	Originating Department
Code Books	P	GC34090e	National Electrical Code, Uniform Building, Fire, Mechanical, Plumbing & Supplements	Department City Clerk
Contractor	CU + 2	GC34090d	Current listing	Department
Correspondence	CU + 2	GC34090d	Working documentation	Originating Department
Development Conditions	L	GC34090	Mitigation measures; filed with case files	Originating Department
Development Agreements	P	CCP337, 337.1(a), 337.15; GC34090; 4 8 CFR 4.703	Infrastructure contracts, franchises. Original maintained for 7 years	Originating Department City Clerk
Development Standards	P	GC34090a	Landscape mediums, parkway landscape development, public works construction	Originating Department
Drawings, Project Plan	CU + 2	GC34090d	Does not include those usually filed with case or project	Originating Department

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DEVELOPMENT (CONTINUED)				
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; AC 16023	City Clerk
General Subject Files	CU + 2	GC34090d	Internal working files including correspondence	Department
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 docket, Environmental review, grant documents, applications, inventory, consolidated plan, etc. Includes Section 108 loan guarantee *OMB Cir. A-102 & 128, HUD regulations	Originating Department, Redevelopment for CDBG
Historic Preservation Inventory	2	GC34090d	Historic structures & landmarks	Planning City Clerk
Incident Files	2	GC34090d	Emergency Call Outs	Police Department
Land Uses, nonconforming	P	GC34090a	Building or site usage which does not conform to current standards	Planning
Logs	CU + 5		Logs, registers or similar records listing permits, certificates of occupancy issued; may include inspection, building activity, daily, plan check, utility	Planning

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Document	Retention	Citation	Description	Department/Division Of Record
DEVELOPMENT (CONTINUED)				
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.	Engineering
Master Plans, Annual	S + 2	GC34090	Special or long range program plan for municipalities – coordination of services; strategic planning	Planning
Permits, Construction	P	GC34090a; H&S19850; 4003; 4004	Plans, building, signs, grading, encroachment, including blueprints and specifications	Planning
Permits, Other	CL + 2	GC34090d	Alterations, encroachment, excavations, road, street sidewalks & curb alterations, transportation, swimming pool drainage, temporary uses, etc.	Planning, Engineering
Photographs	S + 2	GC34090d	Aerial photographs	Police Department, Planning, Engineering
Projects, Not Completed or Denied	CL + 2	GC34090d	Building, engineering, planning	Originating Department
Reports	CU + 2	GC34090	Activity, periodic	Originating Department
Seismic Retrofit Program	P	GC34090a	Includes Certificates of Compliance	Planning
Street Names and House Numbers	P	GC34090a	Street dedications, closing, address assignment/changes	Building Regulations
Surveys	P	GC34090a	Recording data and maps	Planning, Engineering

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Document	Retention	Citation	Description	Department/Division Of Record
DEVELOPMENT (CONTINUED)				
BUILDING				
Blueprints, Specifications	CL + 2	GC34090d	Submitted by contractors with application for permit and builds for Certificate of Occupancy	Planning, Building Regulations
Certificates	L	GC34090a	Compliance, elevation, occupancy which affect real property	Planning
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	Planning
Inspection	CL + 2	GC34090d	Correspondence, fees, appeal requests, reports	Building Regulations
Permits	P	GC34909a; H&S 19850; 4003; 4004	Plans, building, signs, grading, encroachment permits	Planning
Signs (Temporary)	S + 2	GC34090d	Home occupations, off-premise signs	Public Works
CODE ENFORCEMENT				
Abandoned Vehicles	CL + 2	GC34090d		Police Department/Code Enforcement
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	Code Enforcement
Liens & Releases, Supporting Recorded	CL + 2 P	GC34090	Utilities, abatement, licenses	Finance, Code Enforcement

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Document	Retention	Citation	Description	Department/Division Of Record
DEVELOPMENT (CONTINUED)				
Logs	CU + 2	GC34090d	Lien Recovery, citations, complaints	Finance, Code Enforcement
Regulations	S + 2	GC34090d	Includes rules	Originating Department
Reports, Federal and State	P	GC34090a	Code enforcement statistics; may contain records affecting title to real property or liens thereon	Originating Department
Violations, Building, Property & Zoning	CL + 2	GC34090d	Supporting code enforcement activity	Planning
ENGINEERING				
Capital Improvement Projects	CL + 10	CC337.15	Supporting documents including bidders list, specifications, reports, plans, work orders, schedules, etc.	Engineering
Construction Tracking, Daily	P	CC337.15	Assesses value of real property	Engineering
Drawings, Traffic Control Plan	P	GC34090a	Signs, signing & striping, road construction	Engineering, Public Works
Flood Control	CL + 2	GC34090d	Storm Drains	Engineering, Public Works
Special Districts	P	GC34090a	Supporting documents re: improvement, lighting, underground utility; bonds, taxes & construction	Finance Engineering
Street/Alley (Abandonment/Vacation)	CL + 2	GC34090d	Relinquishment of rights and fee title	Planning
Traffic Signals	CL + 2	GC34090d	Counts, collisions, accidents	Public Works

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Document	Retention	Citation	Description	Department/Division Of Record
DEVELOPMENT (CONTINUED)				
ENVIRONMENTAL QUALITY				
Asbestos	P	GC34090a	Documents abatement projects, public buildings	City Manager's Office
California Environmental Quality Act (CEQA)	P	GC34090a	Exemptions, Environmental Impact Report, Mitigation monitoring, negative declaration, notices of completion and determination, comments, statements of overriding considerations	Planning, Redevelopment
Environmental Review	CL + 2	GC34090d	Correspondence, consultants, issues, conservation	City Manager's Office
Pest Control	CU + 2	GC34090d	Pesticide applications, inspections & sampling, documents	City Manager's Office
Soil	CL + 2	GC34090d	Analysis, construction recommendations	Planning
Soil Reports	P	GC34090d	Final Reports	Planning
HOUSING				
Bonds	CL + 4	CCP 337	Revenue Bond Documentation	Finance

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Document	Retention	Citation	Description	Department/Division Of Record
DEVELOPMENT (CONTINUED)				
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	Housing Authority Redevelopment
Development Budgets	P	GC34090, 40802, 53901	Includes annual audit	Originating Department
Bond Issues	P	GC43900 et seq.		Finance
MUNICIPAL FACILITY				
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 & system	Planning
Facility Rentals/Use	CU + 2	GC34090	Permits, contracts, diagrams, schedules, insurance binders	Community Services
Maintenance & Operations	CU + 2	GC34090d	Service requests, invoices, supporting documentation; buildings, equipment, field engineering, public facilities including work orders and graffiti removal	Public Works

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Document	Retention	Citation	Description	Department/Division Of Record
DEVELOPMENT (CONTINUED)				
PLANNING				
Case fields, Planning and Zoning	P	GC34909a	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	Planning
Certificates	L	GC34090	Retain during life of structure	Planning
Flood Records	CU + 2	GC34090		Engineering
General Plan and Elements	P	GC34090	Includes sphere of influence	Planning
General Plan Amendments Approved Denied	CL + 2 CU + 3	GC34090 GC65103;*	*GC50110	Planning
Interpretations	CU + 2	GC34090		
Maps, Plans, Drawings, Exhibits, Photos	P	GC34090; H&S 19850; GC34090.7	Zoning, tentative subdivision, parcel, land use map, aerial photos, specific plans	Planning, City Clerk
PROPERTY				
Abandonment	P	GC34090a	Buildings, Condemnation, Demolition	Code Enforcement
Acquisition/Disposition Disposition	CL + 10	GC34090a; GC6254	Supporting documents re: sale, purchase, exchange, lease or rental of property by City	Originating Department
Annexation Case Files	P	GC34090a	Reports, agreements, public notices	Planning

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Document	Retention	Citation	Description	Department/Division Of Record
DEVELOPMENT (CONTINUED)				
Appraisals	CL + 2	GC34090; GC6254(h)	Exempt until final acquisition or contract agreement obtained	Planning, Redevelopment
Deeds & Promissory Notes	P	GC34090a*	*24 CFR 570.502(b)(3); 24 CFR 8.42 & OMB Circ. SA -110	Originating Department City Clerk
Maps, City Boundary	P	GC34090d	Recorded maps, surveys, monuments	Planning, Engineering
Lot Split Cases	P	GC34090		Planning
Relocation Files	CL + 2	GC34090	e.g., Redevelopment	Redevelopment

FINANCE

**ITEM G-4
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Document	Retention	Citation	Description	Department/Division Of Record
ACCOUNTING				
Accounts Payable	AU + 4	GC34090	Invoices, check copies, supporting documents	Finance
Accounts Receivable	AU + 4	GC34090		Finance
Assessment Districts	P	GC34090	Collection information; Original documentation files with municipal clerk	Finance
Bank Reconciliation	AU + 5	GC34090; 26 CFR 16001-1	Statements, summaries for receipts, disbursements & reconciliation	Finance
Billing Records	AU + 2	GC34090	Customer name, service address, meter reading, usage, payments, applications/cancellations	Finance
Budget	AU + 2	GC34090		Finance
Budget adjustments, journal entries	AU + 2	GC34090	Account transfers	Finance
Checks	AU + 5	GC34090; CCP337	Includes payroll, canceled & voided checks	Finance, Payroll
Deposits, Receipts	AU + 4	GC34090; CCP337	Checks, coins, currency	Finance
Invoices	AU + 2	GC34090	Copies sent for fees owed, billing, related documents	Finance
Journals				Finance
Ledger, General	P	GC34090; *	*CCP 337	
Voucher	AU + 4	GC34090; CCP337	Account postings with supporting documents	Finance
Taxes, Receivable	AU + 3	CCP338		Finance
Warrant Register	AU + 2	GC34090.7		Finance

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Document	Retention	Citation	Description	Department/Division Of Record
FINANCE (CONTINUED)				
ADMINISTRATIVE SERVICES				
Budget Operating (copies)	S	GC34090	Departmental Reference	Department
Budget, Proposed	CU + 2	GC34090	Presented to Council	Finance, City Clerk
Adopted	P	GC34090		Finance, City Clerk
FIXED ASSETS				
Inventory	AU + 4	GC34090; 26 CFR 301 65- 1(F)	Reflects purchase date, cost, account number	Finance
Surplus Property				
Disposal	AU + 4	GC34090; CCP337	Sealed bid sales of equipment	Public Works
Vehicle Ownership & Title	L	VC9900 et seq.	Title transfer when vehicle sold	Finance
LICENSE				
Business	T + 4	GC34090; CCP 337	Paid & reports	Finance

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Document	Retention	Citation	Description	Department/Division Of Record
FINANCE (CONTINUED)				
PAYROLL				
Adjustments	AU + 4	GC34090 29 CFR 516.5 – 516.6	Audit purposes	Payroll
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)	Department Payroll
PERS Employee Deduction Reports	T + 4	GC34090; CAC 22- 1085-2	Record of deductions (PERS Public Employee Retirement System) *26CFR 31.6001-1;29 CFR 516.5, 516.6, LC 1174(d)	Payroll
Register	P	GC34090; GC37207	Labor costs by employee & program	Finance
Salary Records	T + 3	GC34090; 29 CFR 516.2	Deduction authorization, beneficiary designations, unemployment claims, garnishments	Payroll
PURCHASING				
Bids, RFQ's, RFP's Successful Unsuccessful	AU + 4	GC34090; CCP337;*	Requests for Qualifications; Requests for Proposals regarding goods and services * GC 25105-1; GC34090	Originating Department
Requisitions				
Purchase Orders	AU + 4	GC34090; CCP337	Original documents	Purchasing
Stores	CU + 2	GC34090	Completed forms for ordering	Purchasing

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Document	Retention	Citation	Description	Department/Division Of Record
FINANCE (CONTINUED)				
Vendor Register	P	GC34090	Alpha vendor listing of purchase orders, invoices, account numbers and check date	Purchasing
REPORTS				
Audits	P	GC34090		Department
Deferred Compensation	T + 5	GC34090; 26 CFR 16001-1*	Records of employee contributions and city payments *29 CFR 1627.3(2)	Finance
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	Payroll
Financial, Annual	AU + 7	GC34090.7		Finance
Investment Transactions	P	GC34090; CCP337; GC53607	Summary of transactions, inventory & earnings reports	Finance
Labor Distribution	AU + 2	GC34090	Costs by employee & program	Finance
TREASURER				
Bank Statements	AU + 2	FC 3368, 30210; GC 43900 et seq.	Financing authority	Finance

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Document	Retention	Citation	Description	Department/Division Of Record
FINANCE (CONTINUED)				
Bonds				
Account Statements	CL + 10	GC34090; CCP 337.5	Monthly statement of transactions	Finance
Administration	CL + 10	GC34090; CCP 337.5	Supporting documents	Finance
Bonds and Coupons	CL + 2	GC34090; 53921	Paid/canceled	Finance

PUBLIC SAFETY

**ITEM G-4
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Document	Retention	Citation	Description	Department/Division Of Record
EMERGENCY MANAGEMENT				
Mutual Aid, Strategic Plans	S + 2	GC34090		Fire
FIRE SAFETY				
ADMINISTRATION				
Books, Fire Code	S + 3	GC34090.7	Include OPS manuals	Fire
General Orders, Policies/Procedures	S + 2			Fire
Inspections, Fire Prevention	CL + 3	UFC 103.34	Alarm/sprinkler systems, prevention efforts	Fire
Investigations, Evidence Arson	P	PC 799	Support prosecution resulting in homicide	Fire
Investigations, Evidence Arson	CL + 6	PC 800	Great bodily harm, inhabited structure or property	Fire
Journals, Fire Station	CU + 2	GC34090	Activities, personnel, engine company	Fire
Permits, Uniform Fire Code	CL + 2	GC34090		Fire
PERSONNEL				
Exposure	T + 30	29 CFR	Sampling results, collection methodology, background	Fire
Exposure	T + 1	29 CFR 1910.1020	Laboratory reports and worksheets	Fire
Medical	T + 30	29 CFR 1910.1020		Fire, Human Resources
Medical	T + 2	29 CFR 1910.1020;*	Employees less than one year *GC34090	Fire, Human Resources
Training	T + 2	GC34090	Certifications/designations	Fire

**ITEM G-4
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Document	Retention	Citation	Description	Department/Division Of Record
PUBLIC SAFETY (CONTINUED)				
PROPERTY				
Apparatus/Vehicle	CU + 2	GC34090 CFP 340.5*	Repair and Maintenance *8 CAL Code Reg. 3203 (b) (1)	Fire
Inventory, Equipment & Supplies	CU + 2	GC34090		Fire
Logs, Fire Equipment/Gear	CU + 2	GC34090		Fire
REPORTS				
Incident	CL + 3	GC34090 CCP338 *	Dispatch and daily logs *CCP 340.5	Fire
Field, Non-fire and Logs	CU + 2	GC34090		Fire
Fire, Non-arson and Logs	CU + 2	GC34090		Fire
Investigations, Evidence Arson	CL + 3	PC 801; UFC 104.32	Structure	Fire
Weed Abatement	CL + 2	GC34090	Reports, assessments, resolutions, documentation	Fire Code Enforcement
HAZARDOUS MATERIALS				
Hazardous Waste Disposal	CU + 10	CAL OSHA; 40 CFR 122.21	Documentation re handling and disposal of hazardous waste	Fire
Permits, Hazardous Materials Storage	CU + 2	GC34090	Departments consistently recommend permanent retention of environmentally sensitive materials.	Fire
Programs, Household Hazardous Waste	S + 2	GC34090		Fire

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Document	Retention	Citation	Description	Department/Division Of Record
PUBLIC SAFETY(CONTINUED)				
Training Materials	S + 2	Cal Code *	Standards and Administration *Reg. 3204(d), et seq.	Fire
Underground Storage Tank Compliance Maintenance & Operation.	P CU + 2	GC34090a GC34090	Documents re: storage Location, installation, removal, remediation	Fire
LAW ENFORCEMENT				
ADMINISTRATION				
Accounting/Cash Reconciliation	CU + 2	GC34090		Police
Alarm Records	CU + 2	GC34090		Police
Claim Files	CL + 6	PC 832.5	Claim copy, correspondence, photographs supporting documents relative to incidents involving the Police Department filed by citizens	City Clerk
Department Manual	S		Changes to manual are recorded in the General Orders (permanent)	Police
Equipment Communication	T + 2	GC34090	Retained until termination of equipment use; Manuals, instructions, procedures	Police
Inventory	S + 2	GC34090	Listing of equipment assigned to division, to whom it is assigned	Police, Public Works
Reports Activity	CU + 2	GC34090	Weekly/monthly/quarterly/annual activity/statistical reports by division. Retain only one form for retention period	Police

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Document	Retention	Citation	Description	Department/Division Of Record
PUBLIC SAFETY (CONTINUED)				
Chemical Emmissions	CU + 2	GC34090		Fire
Survey Response Files	CU + 2	GC34090	Surveys, responses, correspondence with other agencies requesting statistical data	Fire
INVESTIGATIONS				
Administrative/Internal	CL + 5	PC 832.5 EVE 1045 GC 12946 PC 801.5; 803(c) VC 2547	Initiated by citizens complaints or internally initiated; includes complaints, reports, findings	Police Investigative Officer
Assest Forfieture Investigations/ Proceedings Case File	CL + 2	GC34090		Police
Notifications	CU + 2	GC34090	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.	Police City Attorney
Case Books, Investigative	CL + 2	GC34090	Retained by division until a case is suspended/closed; transfer to Records Division to be filed with associated Daily Report (DR) file	Police
Case Files Homicide Investigator's File	P	PC 799		Police

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Document	Retention	Citation	Description	Department/Division Of Record
PUBLIC SAFETY (CONTINUED)				
Narcotics (No arrest, Narcotics Cases)	CL + 2	GC34090	Retained by division until no longer useful for investigative purposes	Police
Officer Involved Shootings	CL + 25	GC34090		Police
Court Daily Schedule	CU + 1	GC34090.7	Printouts of daily court scheduling	Police
Sign-In Logs	CU + 2	GC34090	Logs officers' names, time in/out for court appearances	Police
Tracking System Records	CU + 2	GC34090	Database records subpoena number, officer name, case number, defendant name, district attorney name, court information disposition	Police
Evidence, Disposition Forms			Attach to duplicate Property Report, file w/DR in Records Division	Police
Fingerprint Applicants Files	T + 2	GC34090	Paperwork authorizing fingerprinting and background checks for city employment applicants and business license applicants	Police
Inked/Palm Cards	AC + 20		Persons booked into detention facility; (Copies distributed to county, state, federal agencies)	Police
Records Latents		Approp. PC Section	1) Retain for applicable case statute of limitation; 2) or until evidence in case is destroyed; Hard copy and digitized	Police

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Document	Retention	Citation	Description	Department/Division Of Record
PUBLIC SAFETY(CONTINUED)				
Suspect, Adult/Juvenile	CL	Law Enforcement Management Guide by POST	Adults/juveniles suspected of a crime, taken for comparison, Destroy after original purpose achieved	Police
Guns, Dealers Record of Sale	CU + 6	PC 12070	Applicants, Monthly Gun Audits, Applications Denied, Stolen (DOJ File)	Police
Informant Files	T + 10		Legal notifications, identification information, payment information, activities information	Police
Jail Daily Logs	CU + 6	GC34090	Daily report of staffing, bookings/releases, transfers, transportation	Police
Inmate Record			Dependent on facility's classification; see Laws and Guidelines for Local Detention Facilities by Board of Corrections (State of California)	Police
Inspection Files	CL + 6		Inspections by various agencies	Police
Surveys	CL + 2	GC34090	Prepared quarterly, forwarded to State Board of Corrections	Police
Licenses Bicycle	CU + 2	GC34090		Police
Mace	CU + 2	GC34090		Police

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Document	Retention	Citation	Description	Department/Division Of Record
PUBLIC SAFETY (CONTINUED)				
Logs Auto Theft	S			Police
Case Assignment	CU + 1			Police
Daily Activity	CU + 2	GC34090		Police
Officer	CU + 2	GC34090	Daily activity of incidents not reported by use of official report	Police
Report Summary	CU + 2	GC34090	Report numbers, type, names, dates retained for research value	Police
Investigative (Pre-Arrest)	CL + 10	GC34090	Retained by division until cases are suspended and closed	Police
Juvenile Detention	CU + 2	GC34090	Logs document juvenile processing per CYA	Police
Property Control	CU + 2	GC34090	Logs items coming into and going out of property room	Police
Rap Sheet	CL + 2	GC34090	Requests for criminal history	Police
Subpoena	CU + 2	GC34090	Subpoenas received/served daily	City Clerk, City Attorney, Police
Photographs			Crime Scene, Registrant/Applicant, Photo file, Accident. Retain according to practical and functional association.	Police

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Document	Retention	Citation	Description	Department/Division Of Record
PUBLIC SAFETY (CONTINUED)				
Daily Report (Negatives)	T	GC34090	Assigned DR number, retained as form of evidence, destroyed at same time evidence for associated case is destroyed	Police
Inmates (Negatives)	CU + 20		By Prisoner number	Police
Registration Files, Arson, Sex Narcotics	Life of registrant within jurisdiction		Fingerprint Card, photo, information also forwarded to DOJ	Police
Arrest/Conviction H&S Section 11357 (b), (c), (d), (e) or H&S Section 11360 (b) violations (Occurring after January 1, 1996)	2 (Mandatory destruction from date of conviction or date of arrest with no conviction)	H&S 11361.5	Applicable to convictions occurring after January 1, 1996 or arrests not followed by a conviction occurring after January 1, 1996; Exception: H&S 11357(e), the record shall be retained until a juvenile offender attains the age of 18 years, then destroyed pursuant to 11361.5	Police
Arrest/Conviction H&S Section 11357(b), (c), (d), (e) or H&S Section 11360 (b) violations (Occurring before January 1, 1996)	Mandatory Destruction (Upon notice from Depart of Justice)	H&S 11361.5 (c)	Applicable to convictions occurring prior to January 1, 1996 or arrests not followed be a conviction occurring prior to January 1, 1996 for violations of H&S Code 11357, 11364, 11365, and 11550	Police

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Document	Retention	Citation	Description	Department/Division Of Record
PUBLIC SAFETY (CONTINUED)				
Crime Felony Crimes With Or Without Arrests	See descriptor	PC 800 PC 801	Prosecution for an offense punishable by imprisonment in state prison for eight years or more must commence within 6 years after offense commission. Commencement of prosecution defined in PC 804. Exception: See PC 803 – Tolling/Extension of time periods; Appeals process and “Three Strikes” also considerations in assignment retention.	Police
Misdemeanor/ Infractions	CL + 2	GC34090	No arrests, identifiable property or missing persons (See: Note 1)	Police
Supplemental Felony Capital Crimes, Crimes Punishable by Death, Life Imprisonment	P	PC 799	No statutory limitation for prosecution. Includes murder, kidnapping for ransom, treason, procuring execution by perjury, train wrecking, assault with a deadly weapon by a life-term prisoner, bombing resulting in death or bodily injury, making defective war materials that cause death	Police
Destruction Guns	P			Police
Narcotics	P			
Disposition of Arrest/Court Action			Retention determined by action taken; i.e., recordable arrest or detention (released no arrest)	Police
False Alarm (Duplicate)	CU + 2	GC34090		Police

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Document	Retention	Citation	Description	Department/Division Of Record
PUBLIC SAFETY (CONTINUED)				
Non-Criminal Occurrences	CU + 2	GC34090	Injured or sick persons; missing persons where person has been returned; traffic collision reports not used as the basis for criminal charges	Police
Property Original	Until case is adjudicated/disposition determined		Copy retained in records case file; Refer to Managing Property in Law Enforcement Agencies (By POST)	Police
Range Inventory	S + 2	GC34090	Quarterly reports of inventories of weapons and ammunition held by Department Range	Police
Reports	CU + 2	GC34090	Arrest & 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	Police

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Document	Retention	Citation	Description	Department/Division Of Record
PUBLIC SAFETY (CONTINUED)				
Statistical (Crime Analysis)	CU + 2	GC34090	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	Police
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 Known 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.				Police

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Document	Retention	Citation	Description	Department/Division Of Record
PUBLIC SAFETY (CONTINUED)				
Research Project Files	CL + 2	GC34090	May include request forms, background materials, staff reports, final project reports and supporting data	Police
Sealed Adult Found Factually Innocent	Mandatory Destruction Upon and Pursuant to Court Order	PC 851.8	General provision: Upon petition, records of agency must be sealed and destroyed in accordance with the provisions set by court record; exceptions.	Police
Juvenile	Mandatory Destruction upon and pursuant to court order	WIC 826 (a) & (b) WIC 781 (a)	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	Police
Subpoenas (Duplicate)	CU + 2	GC34090		Police
Tapes Audio, Telephone and Radio Cummunications	CU + 180 Days	GC34090.6	Exception: recordings used as evidence in a criminal prosecution or claim filed or litigation or potential claims and litigation shall be preserved for 100 days after conclusion of the court action	Police
Surveillance/Security Video (Jail)		CU + 13	CG34090.6	Police

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Document	Retention	Citation	Description	Department/Division Of Record
PUBLIC SAFETY (CONTINUED)				
Use of Force Supervisory Review Files	CU + 2	GC34090	Includes review forms, arrest report copies, logs	Police
<u>Warrants</u> Felony	Recall after 10 years. Exception: Murder/ Escape		Recommended by the California Law Enforcement Warrant Officer's Association	Police
Misdemeanor Criminal	Recall after 5 years		Recommended by the California Law Enforcement Warrant Officer's Association	Police
Served	CU		Includes Warrant Service Information Card, alpha index card	Police
Unserved (Local)	Until served, recalled or purged			Police
PATROL				
Cards				
Dispatch	CU + 2	GC34090		Police
Field Interview	CL + 2	GC34090		Police
Citations 11357(e), Juvenile	CL + 2	11361.5 H&S		Police
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	Police
Cite and Release	CL + 2	GC34090		Police

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Document	Retention	Citation	Description	Department/Division Of Record
PUBLIC SAFETY (CONTINUED)				
California Vehicle Code Infractions (Duplicates)	CU + 90 days	CG34090	Original is forwarded to court	Police
Parking/Traffic, Duplicates	CU + 2	GC34090.7	Originals are forwarded to court after agency processing; includes citations electronically created	Police
Transmittals	CU + 2	GC34090	Listing of citations forwarded to court, filed for reference	Police
Equipment Radio Logs (Communication)	CU + 2	GC34090	Documents problems, malfunctions, resolution to provide equipment performance history	Police
General Orders	P			Police
Patrol Requests (Correspondence)	CU + 2	GC34090	From citizens for patrol presence	Police
Radar Calibration Records	T + 2	GC34090	Documentation of Radar instruments retained during use/ownership	Police
Reports Accident	CL + 2	GC34090	Non-jury	Police
Traffic Collision Fatalities	P			Police
Vehicle Assignment Reports	S		Record of assignments	Police
Down Reports	CU + 1		Printouts reporting which vehicles are down for repair, maintenance	Police
Repossession/Private Impounds	CU + 2	GC34090		

**ITEM G-4
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Document	Retention	Citation	Description	Department/Division Of Record
PUBLIC SAFETY (CONTINUED)				
Service Schedules	S	GC34090		Police
Vests, Bulletproof Letters	CU + 2	GC34090	Authorization to purchase	Police
Warrants Parking	Recall after 1 year		Recommended by the California Law Enforcement Warrant Officer's Association	Police
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	Police
SERVICES				
Chemicals/Film Inventories	S			
Equipment Inventory/Signout 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	Police
Grievance Files	CL + 2	GC34090	Grievance filed by employees, supporting documentation	Police, Fire, Human Resources
Investigations, Background Background Hired	CL + 2 P	GC34090	Non-hired Include original reports re: PC 832.5 investigations	Police, Human resources Police, Human Resources

**ITEM G-4
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Document	Retention	Citation	Description	Department/Division Of Record
PUBLIC SAFETY (CONTINUED)				
Parades & Special Events File	CL + 2	GC34090	Reports, memos, correspondence, scripts, supplier information, assignments, deployments, supporting documentation	Police
Permits Alcoholic Beverage Control License	L + 2	GC34090	Approval process	Police
Concealed Weapons	CL + 2	GC34090		Police
Photographs Personnel	S + 2	GC34090		Police
Negative Log	CU + 2	GC34090		Police
Negatives, Misc.	CU + 2	GC34090	Not case-related (Public relations, promotions, events, ceremonies, staff photos)	Police
Press Releases	CU + 2	GC34090		Police
Press, Video Programs (Community Relations)	CU + 2	GC34090	Collection of videos of programs and events; outside press coverage of department	Police
Property Files	CU + 2	GC34090	Original reports and supplemental documentation (Lost, Found, Safekeeping)	
Reports Dealer of Gun Sales, Duplicate	CU + 6 Mos.	GC34090.7	Original maintained by DOJ. Dealer required to file duplicate with agency	Police

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Document	Retention	Citation	Description	Department/Division Of Record
PUBLIC SAFETY (CONTINUED)				
Restraining Orders, Emergency Protective Orders, Temporary Restraining Orders, Legal Stipulations, Orders After Hearing	CU (See description)		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	Police
Roster (Divisional)	S + 2	GC34090	Personnel assigned to division	Police
Schedules Daily	CU + 2	GC34090	Schedules of Officers on duty	Police
Watch Assignment/ Timekeeping Records	CU + 2	GC34090		Police
Speaker Requests	CU + 2	GC34090	Community and business requests for public appearances, speakers	Police
Tests, Desitometer Results (Photo Lab)	T + 2	GC34090	Daily tests of development chemicals/processes for quality control	
Training Bulletins	P			Police
Event Files	CU + 2	GC34090	Correspondence, brochures, promotional materials, info on speakers, guests, supporting documents	Police
Lesson Plans, Range	CL + 15		Scope, content, time period of courses	Police
Personnel (By name)	T + 7	GC34090	Paperwork documenting officers' internal and external training	Police, Human Resources
Schedules, Range	CU + 2	GC34090	Daily, weekly, monthly schedules of training events at range	Police
Volunteer Card Files	T + 2	GC34090	Volunteers' identification, contact information	Police

PUBLIC WORKS

**ITEM G-4
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Document	Retention	Citation	Description	Department/Division Of Record
PARKS				
	CU + 2	GC34090		
Grants (refer to Admin.)				
Inventory, Equipment	AU + 2	GC34090	Warranties, purchase orders	Public Works
Landscape	CU + 2	GC34090	Drawings, contracts, complaints, specifications, photos, reports	Parks and Landscaping
Maintenance/Operations	C + 2	GC34090	Includes work orders, inspection, repairs, cleaning, reports, complaints	Public Works
Maps	P	GC34090	Irrigation, plot plans	Parks and Landscaping
Photographs	S + 2	GC34090		Parks and Landscaping
Plans, Proposed	CU + 2	GC34090	Future plans, new sites, expansions	Parks and Landscaping
Policies and Procedures	S + 2	GC34090	Includes rules and regulations	Public Works
Railroad Right-of-way	CL + 3	36 CFR 64.11	Land acquisitions, correspondence, improvements, statutory records	
Reports				
Accident	CL + 2	GC34090	Patrons, employees	Public Works
Others	CL + 2	GC34090		Public Works
Studies	CL + 2	GC34090	Future sites, expansions	Parks and Landscaping
Resolutions	P	GC34090		Public Works, City Clerk
Schedules, Class & Events	CU + 2	GC34090	Enrollment, liability releases, evaluations, attendance, flyers	Public Works
SANITATION/SOLID WASTE/WASTEWATER				
Collections/Landfill	CU + 2	GC34090	Daily records, usage	Wastewater
Facilities	CU + 2	GC34090	Correspondence, maps, patron list	Wastewater
History, Sanitation	P	GC34090	Where City-owned	Wastewater
Sludge	CU + 2	40 CFR 61.54	Sludge, sampling, charging rate to measure mercury content	Public Works Wastewater

**ITEM G-4
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Document	Retention	Citation	Description	Department/Division Of Record
PUBLIC WORKS (CONTINUED)				
Incinerator Operations, Treatment Plant	CU + 2	40 CFR 60.153	Gas flow through wet scrubbing, oxygen content of exhaust gas, sludge rate, temperatures, fuel flow, total solids and volatile solids	
Maintenance and Operations	CU + 2	GC34090	Includes work orders, inspection, repairs, cleaning, reports, complaints	Wastewater
Maps,	P	GC34090	Location maps	Wastewater
Rates	CU + 2	GC34090		Public Works
Recycling Programs	S + 2	GC34090		Public Works
Regulations	S + 2	GC34090	Includes legislation	Public Works, Wastewater
Reports				
Studies	CL + 2	GC34090		Wastewater
Tonnage	CU + 2	GC34090		Wastewater
STREETS/ALLEYS				
Abandonment/Vacations	P	GC34090		Planning
Closures	P	GC34090		Planning
Easements, Dedications, Right-of-Way	P	GC34090		Planning
Field Books	P	GC34090		Planning
Grants (see Admin.)				
Intersection Records	CU + 2	GC34090	Includes correspondence, volume counts, accident history	Engineering
Inventory, Traffic Control Device	S + 2	GC34090	Signs, lights	Public Works
Landscaping	CU + 2	GC34090	Plans, tree maintenance, work orders	Parks and Landscaping
Lighting	CU + 2	GC34090	Maintenance, work orders	Public Works

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Document	Retention	Citation	Description	Department/Division Of Record
PUBLIC WORKS (CONTINUED)				
Maintenance/Operations	CU + 2	GC34090	Includes work orders, inspection, repairs, cleaning, reports, complaints, signals, striping	Public Works
Maps	P	GC34090	Fire hydrants, lighting districts, wheel chair ramps, storm drains, streets, sidewalks, sewers	Engineering
Master Plans	CU + 2	GC34090	Copies	Public Works, Engineering
Parking				
Lots	CU + 2	GC34090		
Regulations	S + 2	GC34090		
Reports/Studies	CL + 2	GC34090		
Permits				
Encroachment	P	GC34090		Engineering
Improvement	CL + 2	GC34090	May include curbs, sidewalks; Applications for excavation, fill, alterations	
Overside Load	CL + 2	GC34090		
Parking	CL + 2	GC34090	Residential	Public Works, Engineering
Paving	CL + 2	GC34090		Engineering, Public Works
Use (Temporary)	CU + 2	GC34090	Includes Special Events	
Photographs	S + 2	GC34090	Includes aerials	
Plans, Capital Improvement, Projects	P	GC34090	Streets, curbs, gutters, sidewalks, storm drains	Engineering
Policies and Procedures	S + 2	GC34090	Includes rules, regulations, standards	Public Works
Naming and numbering	P	GC34090		Building Regulations
Speed Limits	S + 2	GC34090		Public Works, Engineering

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Document	Retention	Citation	Description	Department/Division Of Record
PUBLIC WORKS (CONTINUED)				
Programs				
Federal Aid Urban	CL +	23 CFR 633 (a) & (c)		
Traffic Safety	S + 2	GC34090	Pedestrian Safety, Bicycle Lanes	Engineering, Public Works
Reports				
Overpasses	L	GC34090	Life of structure	
Inspection	CU + 2	GC34090	Includes intersection, sidewalks. Bridges and Overpasses, keep life of structure	
Studies	CL + 2	GC34090	Traffic volume, accident history, requests, statistics, drawings supporting traffic devices	Engineering
Traffic Count	CL + 2	GC34090	Evaluation of traffic volume	Engineering
Vehicle Accident	CL + 2	GC34090		Engineering, Police
Routes, School Bus & Truck	S + 2	GC34090	Truck routes, access ramps, rest areas	Engineering
Signage	L + 2	GC34090	Log books, index register cards, inventory lists, records of traffic signs	Public Works
Traffic Signals	L		Logs, drawings, wiring diagrams, codes, circuit numbers, installation records, testing and maintenance	Public Works
Weigh Scales	S + 2	GC34090		
UTILITIES				
Facilities	T + 2	GC34090	If city owned	Engineering
Underground	P	GC34090	Gc4003, GC4004; H&S 19850	Engineering

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Document	Retention	Citation	Description	Department/Division Of Record
PUBLIC WORKS (CONTINUED)				
WATER				
Connection Records	P	GC34090	Maps, water line connections	Engineering
Flood Control				
Drainage Facilities	P	GC34090	Includes dams, lakes, basins, creeks	Engineering
Flood Zones	P	GC34090	Includes flood maps	Engineering
Insurance Programs	S + 2	GC34090	Includes copies of policies, rules, programs	
Policies/Procedures	S + 2	GC34090	Rules and Regulations	Engineering
Reports/Studies	CL + 2	GC34090		Engineering
Grants (see Admin.)				
Inventory, Equipment	CU + 2	GC34090		Public Works
Locations	P	GC34090	Mains, valves, hydrants, wells	Engineering
Maintenance and Operations	CU + 2	GC34090	Includes work orders, inspection, repairs, cleaning, reports, complaints	Public Works
Service	CU + 2	GC34090	Includes work orders, entry cards, manholes, service to property owners	Public Works
Well & Pumping	CU + 2	GC34090	Times operational, power used and quantity	
Maps	P	GC34090	Line location; easements	
Master Plans	CU + 2	GC34090	Copies	
Permits				
National Pollutant Discharge Elimination System NPDES)	P	40 CFR 122.28	Municipalities of 100,000/more, compliance with Clean Water Act re: pollutants	Wastewater

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Document	Retention	Citation	Description	Department/Division Of Record
PUBLIC WORKS (CONTINUED)				
Others	CU + 2	GC34090	May depend on terms of state or federal agency	Wastewater
Policies and Procedures	S + 2	GC34090	Includes rules and regulations	Wastewater
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		
Corrosion Control	CU + 12	40 CFR 141.91	Compliance documentation	
Discharge Monitoring	CU + 5	40 CFR 122.91	Average amount of pollution discharged into waters of municipality	
Hydrograph	P	GC34090	Daily flow of streams	
Lead Service Line	CU + 12	40 CFR 141.91	Compliance documentation	
Public Education	CU + 12	40 CFR 141.91	Compliance documentation	
Sanitary Surveys	CU + 10	40 CFR 141.33	Statistics, reports, correspondence	
Source Water	CU + 12	40 CFR 141.91	Compliance documentation, e.g. lead & copper	

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Document	Retention	Citation	Description	Department/Division Of Record
PUBLIC WORKS (CONTINUED)				
State Certification	CU + 12	40 CFR 141.91	Compliance documentation	Wastewater
Variances, Water System	CU + 5	40 CFR 141.33		
Well Level	CU + 2	GC34090		
Tests				
Bacteriological Analysis	CU + 5	40 CFR 141.33	Compliance records include location, date, method and results; corrections, analysis of bacterial content	Wastewater
Chemical Analysis	CU + 10	40 CFR 141.33	Compliance records include location, date, method used and results; corrections, analysis of chemical content	Wastewater
Quality	CU + 12	40 CFR 141.91	Compliance documentation including sampling data, analysis, reports, surveys, documents, evaluation, schedules, valves, etc.	Wastewater
Valve Main Records	P	GC34090		Engineering

TRANSPORTATION

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Document	Retention	Citation	Description	Department/Division Of Record
ADMINISTRATION				
Agreements	T + 4	CCP 337	Including facility storage	City Clerk
Special Events	CU + 2	GC34090	Permits, correspondence, related documents re use of rights of way	City Manager's Office
Fueling	AU + 3	CCP 337	Meter readings, fuel consumption reports, invoices, receipts and records pertaining to refueling operations	Public Works
Hazardous Waste Disposal	CU + 10	CAL OSHA; 40 CFR 122.21	Documentation re: the handling and disposal of hazardous waste	Fire
Inventory, Equipment Parts & Supplies	L + 2		Includes vehicles and related documents repairs	Public Works
Inventory, Vehicle Ownership and Title	L + 2		Owners manual, warranty documents, Department of Motor Vehicle title and registration, and related documents	Finance
Licenses, Permits	CU + 2		Forms, related documentation re: licenses and permits required by federal and state agencies	Department
Maintenance/Operations	L + 2	GC34090	Related to requests for service and work orders for fuel, vehicle and equipment maintenance and repairs	Public Works
Report, Accident (Copies)	CU + 2	GC34090	Log books, request forms, lists	Public Works
TRANSPORTATION				
GROUND TRANSPORTATION				
Auto for Hire, Taxi, Paratransit	T + 4	GC34090	License, permits for Taxicabs, shuttles, etc	Police
E-MAIL				
			E-mails regarding projects, documents, etc. that are	

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Document	Retention	Citation	Description	Department/Division Of Record
			public records shall be retained for the same time period as the public record information. A copy shall be retained in an electronic format and one hard copy shall be retained with the public records documents.	

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