

RESOLUTION NO. 10-47

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BENICIA AUTHORIZING THE DESTRUCTION OF CERTAIN CITY RECORDS

WHEREAS, State law allows for the destruction of City records with the approval of the City Council and the written consent of the City Attorney; and

WHEREAS, the various City departments have prepared the attached schedule of records recommended to be destroyed in accordance with State law; and

WHEREAS, the City Attorney has provided written consent to destroy the records in accordance with State law and will provide written consent to destroy records in the future in accordance with this schedule.

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Benicia authorizes the destruction, on an annual basis, of City records so noted in the attached Schedule A after the expiration of the period of time set forth therein, subject to the exceptions therein set forth, and with the written consent of the City Attorney.

BE IT FURTHER RESOLVED THAT Resolution No. 05-138 is superceded in its entirety.

On a motion of Council Member **Hughes**, seconded by Council Member **Campbell**, the foregoing Resolution was introduced and passed by the City Council of the City of Benicia at a regular meeting of said Council held on the 6th day of April, 2010 and adopted by the following vote:

Ayes: **Council Members Campbell, Hughes, Ioakimedes and Vice Mayor Schwartzman**

Noes: **None**

Absent: **Mayor Patterson**

Attest:


Lisa Wolfe, City Clerk


Alan Schwartzman, Vice Mayor

**SCHEDULE A
DESTRUCTION OF RECORDS**

Nothing in this schedule shall be interpreted to authorize the destruction of records affecting title to real property or liens thereon; court records; records required to be kept by statute; records less than two years old; and the minutes, ordinances and resolutions of the City Council and its boards and commissions unless an archival reproduction that meets the requirements of Government Code Section 34090.6 has been made.

If you find there is a record that you would like to destroy, but it is not listed in your department's section, you may use a category from another department.

OFFICE/RECORD TYPE	LEGAL REFERENCE	RETENTION SCHEDULE
CITY, GENERALLY¹		
<u>Agreement/Contract²:</u>		
Bids/Requests for Proposals, Successful	GC §34090; CCP §337	5 years after completion
Bids/Requests for Proposals, Unsuccessful	GC §34090; CCP §337	Current year + 2 yrs
Bid Protest Files	GC §34090	2 years, unless grant-funded
Consultant/Contractor Contract/Agmt Files	CCP §337	While active + 4 yrs
Contracts/Agreements	CCP §337	While active + 4 yrs
Fee Payment Agreements	CCP §337	While active + 4 yrs
<u>Correspondence:</u>		
Chron Files	GC §34090	2 years
Citizen Complaints (against non-safety personnel)	GC §34090	2 years
Correspondence, Miscellaneous	GC §34090	2 years; 5 yrs for city manager
Electronic Mail ³	City Policy	2 years
Internal Staff Memos	GC §34090	2 years
<u>Departmental Finances:</u>		
Budget Preparation Files	GC §34090	2 years
Cash Register Receipts	GC §34090	2 years
Financial Reports	GC §34090	2 years
Invoice & Claim Forms	GC §34090	2 years after audit
Travel Reimbursement	GC §34090	2 years
Year End Finance Reports	GC §34090	2 years

¹ Documents related to federal or state grants or loans will be retained for the period specified by the granting/loaning agency

² Ten years for Construction Defect cases

³ Email and attachments that are necessary to keep in the discharge of the official or employee's public duties or are made/retained for the purposes of preserving content for future reference shall be either saved electronically or printed out and retained for the required period. For example, documents that would otherwise be received via mail, hand-delivery, fax, etc. shall be retained for the required period. Other email should be deleted.

Meeting Records:

Audio & Video Tapes	BMC §4.08.100	4 yrs (established by ordinance) 2 years (all others)
Meeting Records	GC §34090	2 years
Staff Reports	GC §34090	2 years; 5 yrs for city manager
Staff Meeting Minutes	GC §34090	2 years

Staff:

Evaluations: Personnel/Staff	GC §12946	Tenure + 2 yrs
Intern Program Records	GC §34090	2 years
Leave Slips	29 CFR 516.5. 516.6	Current yr + 4 yrs
Potential Personnel	GC §34090	2 years
Timecard Backup Records	29 CFR 516.5. 516.6	Current yr + 4 yrs
Volunteer Records	GC §34090	Tenure + 2 yrs

Training Materials:

Certificate of Completion	GC §34090	2 years
Event files (brochures, promotional materials, speakers' info, guests, other documents, scope, content, time period of courses)	GC §34090	2 years
Lesson plans, range	Secretary of State	15 years
Personnel by name	GC §34090	Termination + 7 years

Miscellaneous:

Award Applications, Nominations, etc.	GC §34090	2 years
Awards/Accomplishments	Secretary of State	3 years
Calendars	GC §34090	2 years
Customer Service Information	GC §34090	2 years
Donations Miscellaneous	CCP §337	Current year + 4 yrs
Equipment Files: owners manuals; service/maintenance logs; vendors; catalogs; purchase information	GC §34090	Termination + 2 years
Evaluations: Facilities/Programs	GC §34090	2 years
Membership Association Records	GC §34090	2 years
Miscellaneous Files	GC §34090	2 years
Newspaper Articles	GC §34090	2 years
Phone Message Logs	GC §34090	2 years
Project Files	GC §34090	2 years after completion
Publications	GC §34090	2 years
Subject Files	GC §34090	Current yr + 2 yrs
Subpoenas	GC §34090	Current year + 2 years
Supply Records	GC §34090	2 years

ADMINISTRATIVE SERVICES/CITY MANAGER'S OFFICE / COUNCIL⁴

Economic Development Board

Agendas	GC §34090	Current year + 2 years
Correspondence	GC §34090	2 years
Minutes	GC §§34090(d), 36814, 40801	Permanently

Human Services Board (formerly the Human Services and Arts Board):

Agendas	GC §34090	Current year + 2 years
Correspondence	GC §34090	2 years
Minutes	GC §§34090(d), 36814, 40801	Permanently

Miscellaneous:

Citizen Communications	GC §34090	5 years
Strategic Planning	GC §34090	5 years
Subject Files	GC §34090	5 years

CITY ATTORNEY'S OFFICE⁴

Assembly / Senate Bills	GC §34090	2 years
Association of Bay Area Governments		
Board of Directors Meetings – Agendas	GC §34090	Current year + 2 yrs
Committee Agendas	GC §34090	Current year + 2 yrs
Quarterly Reports	CCP §337	Current year + 4 yrs
City Council Projects	GC §34090	2 years
Council Updates	GC §34090	2 years
Insurance certificates	GC §34090	Expiration + 2 years
Insurance purchases	GC §34090	2 years
Legal Opinions	GC §34090	Superseded + 2 years
Public Records Requests	GC §34090	2 years

Open Government Commission (formerly the Sunshine Committee):

Agendas	GC §34090	Current year + 2 yrs
Correspondence	GC §34090	2 years
Minutes	GC §§34090(d), 36814, 40801	Permanently

CITY CLERK'S OFFICE⁴

City Boards, Commissions & Committees:

Applications (including unsuccessful applicants)	GC §34090	Term expiration + 5 yrs
Minutes	GC §34090(e)	Indefinitely
Original Agendas	GC §34090(d)	Current year + 2 years
Public Hearing Notices	GC §34090	Current year + 2 years

City Council Meetings:

Notices of adjournment	GC §§34090.7, 40801	Current year + 2 years
------------------------	---------------------	------------------------

⁴ Documents related to federal or state grants or loans will be retained for the period specified by the granting/loaning agency

Notices of special meetings	GC §§34090.7, 40801	Current year + 2 years
Notices of rescheduled meetings	GC §§34090.7, 40801	Current year + 2 years
Notices of continuation	GC §§34090.7, 40801	Current year + 2 years
Original Agenda Packets	GC §34090(d)	Current year + 2 years
Posting, Declarations of	GC §§34090.7, 40801	Current year + 2 years
 <u>Election Records:</u>		
Affidavits of Registration	EC §§17000, 17001	Election date + 5 years
Certificates of Election	Secretary of State	Termination + 4 years
Nomination Papers & Signatures	EC §17100	Termination + 4 years
Notifications and Publications re: Elections	GC §34090	Election date + 2 years
Oaths of Office, Elected Officials	GC §34090; 29 USC 1113	Termination + 6 years
Packages and Identification Envelopes	EC §§17302, 17505	Election date + 6 months
Voted polling place ballots		
Voted absent voter ballots		
Spoiled ballots		
Canceled ballots		
Unused ballots		
Ballot Receipts		
Applications for absent voter ballots		
Tally Sheets and Ballot Cards	EC §§17304, 17306	Election date + 6 months
 <u>FPPC Filings:</u>		
Candidate Statements	Secretary of State	Election year + 4yrs
Statement of Economic Interest, elected officials	GC §81009(e)	7 yrs after termination
Statement of Economic Interest, non-elected officials	GC §81009	Current year + 7 yrs
 COMMUNITY DEVELOPMENT⁵		
<u>Building Inspection:</u>		
Building Calculations	GC §34090	Life of Building
Field Books – Surveys	GC §34090	Permanently
Inspection Reports (city projects & other inspections)	GC §34090	2 years
Misc. drawings, maps, Mylars, blueprints, and specifications	GC §34090	2 years
Permits	GC §34090	Permanently
 <u>Community Sustainability Committee:</u>		
Agendas	GC §34090	Current year + 2 yrs
Correspondence	GC §34090	2 years
Minutes	GC §§34090(d), 36814, 40801	Permanently
 <u>Historic Preservation Review Commission (formerly Design Review Commission):</u>		
Agendas	GC §34090	Current year + 2 years

⁵ Documents related to federal or state grants or loans will be retained for the period specified by the granting/loaning agency

Correspondence	GC §34090	2 years
Files	GC §34090	Indefinitely
Minutes	GC §§34090(d), 36814, 40801	Permanently
 <u>Housing Element Committee:</u>		
Agendas/Minutes	GC §34090	2 years
Correspondence	GC §34090	2 years
Files	GC §34090	Indefinitely
Minutes	GC §§34090(d), 36814, 40801	Permanently
 <u>Land Use and Planning Records:</u>		
Community Development Block Grant and Urban Development	GC §34090; 24 CFR 570.502; 24 CFR 85.402	Termination + 4 years
Conditional Use Permits (CUP)	GC §34090(d)	Current year + 2 years
Flood Records	GC §34090(d)	Current year + 2 years
General Plan Amendments, Approved	GC §34090(d)	Completion + 2 years
General Plan Amendments, Denied	GC §34090(d)	Current year + 3 years
General Plan Documents	GC §34090	2 years
Historical Conservation Corr. & Misc. Permits (Other than CUP)	GC §34090	2 years
Studies, Fees Studies, Special Projects and Areas	GC §34090(d)	Completion + 2 years
 <u>Planning Commission:</u>		
Agendas	GC §34090	2 years
Correspondence	GC §34090	2 years
Files	GC §34090	Indefinitely
Minutes	GC §§34090(d), 36814, 40801	Permanently
 <u>Sky Valley Committee:</u>		
Agendas	GC §34090	Current year + 2 yrs
Correspondence	GC §34090	2 years
Files	GC §34090	Indefinitely
Minutes	GC §§34090(d), 36814, 40801	Permanently
 <u>Zoning Administrator:</u>		
Agendas	GC §34090	2 years
Correspondence	GC §34090	2 years
Files	GC §34090	Indefinitely
 FINANCE DEPARTMENT⁶		
<u>Accounts Payable:</u>		
Accounts Payable Posting Reports	CCP §337	Current year + 4 yrs
Check Registers	CCP §337	Current year + 4 yrs

⁶ Documents related to federal or state grants or loans will be retained for the period specified by the granting/loaning agency

Disencumbrance Reports	CCP §337	Current year + 4 yrs
Distribution Reports	CCP §337	Current year + 4 yrs
Pay Selection Register	CCP §337	Current year + 4 yrs
Purchase Orders	CCP §337	Current year + 4 yrs
Vendor Files	CCP §337	Current year + 4 yrs

Accounts Receivable/Cash Receipts:

Accounts Receivable Statements	CCP §337	Current year + 4 yrs
Accounts Receivable Posting	CCP §337	Current year + 4 yrs
Cash Receipt Proof & Posting Reports	CCP §337	Current year + 4 yrs

Finance, Audit & Budget Committee (formerly the Audit & Finance Committee):

Agendas	GC §34090	Current year + 2 yrs
Correspondence	GC §34090	2 years
Minutes	GC §§34090(d), 36814, 40801	Permanently

Payroll:

Adjustments	GC §34090; 29 CFR 516.5, 516.6	Audit + 4 years
Check copies/pick up list/void checks	GC §34090; CCP §337	Current year + 4 yrs
Earnings Records (includes PERS* employee deduction reports, wage rate tables, earning cards or sheets, and additions to and deductions from wages paid)	29 CFR 516.6; Secretary of State	Closed + 4 yrs *Termination + 4 yrs
Payroll Bank Reconciliation	CCP §337	Current year + 4 yrs
Payroll Reports – Distribution/Contribution/Pay/Posting registers	GC §34090; 29 CFR 516.5, 516.6	Current year + 4 yrs
Payroll Tax Returns (including W-2s/1099s)	CCP §338; 29 CFR 516.5, 516.6	5 Years
PERS Reports	29 CFR 516.5, 516.6, 1627.3	Current year + 4 yrs
Prelists	GC §34090	2 years
Salary Records	29 CFR 516.6	Termination + 3 yrs
Terminated Employee File	GC §12946; 29 CFR 1602.31, 1627.3	2 yrs from termination
Timecard Entry Report	29 CFR 516.5, 516.6	Current year + 4 yrs

Transit:

Licenses/permits for taxis, shuttles, etc.	GC §34090	4 yrs. After termination
Transit Reports	GC §34090	2 years

Utility Billing:

Billing Register Summary (including electronic)	CCP §337	Current year + 4 yrs
Cash Receipts Proof List	CCP §337	Current year + 4 yrs
Daily Service Sheets	GC §34090	2 years
GL Distribution Reports	CCP §337	Current year + 4 yrs
Human Services Donations	CCP §337	Current year + 4 yrs
Meter Verifications Lists (including electronic): Misread Reports;	GC §34090	2 years

Reading Proof Lists		
MVRS Reports	CCP §337	Current year + 4 yrs
Arrears List (including electronic)	CCP §337	Current year + 4 yrs
Senior Discount Applications	GC §34090	2 years
<u>Miscellaneous:</u>		
Assessment District	GC §34090	Permanently
Audit & Tax Reports to State Agencies:	GC §34090	10 years
Final Reports;		
Source materials and backup data;		
Procedures for preparation		
Bank Reconciliation	CCP §337	Current year + 4 yrs
Bonds	GC §34090	10 years
Budgets		
Final budget documents	GC §34090	Permanently
Operating budget	GC §34090	Superseded + 2 years
Business Licenses/ files	GC §34090	Expiration + 4 years
Franchise Files	GC §34090	Permanently
Invoices	Secretary of State	7 years
Journal Entries	GC §34090	Current year + 2 yrs
Petty Cash Receipts	GC §34090	2 years
Returned/Bounced Checks	GC §34090	2 years
State Controller's reports	Secretary of State	7 years
FIRE DEPARTMENT ⁷		
Code Enforcement Case Files (building/housing violations; public nuisance; rubbish and weed abatement)	GC §34090	2 years
Department Directives	GC §34090	2 years
Department Log Books	GC §34090	Indefinitely
Emergency Medical Service Reports	GC §34090	3 years
Field Logs/Reports, non-fire, non-arson	GC §34090	2 years
HIPPA Forms	GC §34090	6 years
Homicide Investigations – Evidence of Arson	PC §799	Permanently
Incident Reports	GC §34090	3 years
Inspection Records (fire protection)	GC §34090	Indefinitely
Investigative Photos	GC §34090	3 years
Investigative Reports	GC §34090	3 years
Journals, Fire Station	GC §34090	2 years
Patient Care Reports	GC §34090	7 years
Permits	GC §34090	2 years
Plan Checks	GC §34090	2 years
Training Materials	GC §34090	2 years
Underground Storage Tanks	GC §34090	Permanently

⁷ Documents related to federal or state grants or loans will be retained for the period specified by the granting/loaning agency

HUMAN RESOURCES DEPARTMENT⁸

Alcohol & Drug Testing Records:

Collection Process Records	49 CFR 40.333	5 years
Driver's Test Results	49 CFR 40.333	1 yr if negative; 5 yrs if positive
Evaluation Records	49 CFR 40.333	5 years
Education and Training Records	49 CFR 40.333	Tenure + 2 years
Administration of Alcohol & Drug Testing	49 CFR 40.333	5 years

Civil Service Commission:

Agendas	GC §34090	Current year + 2 yrs
Correspondence	GC §34090	2 years
Minutes	GC §§34090(d), 36814, 40801	Permanently

Other Department Records:

Confidential Complaint Investigations of Employees	GC §12946; 29 CFR 1602.14, 1627.3	Tenure + 2 yrs
DMV Pull Notice Reports	GC §34090	2 years
Employee Medical Files (not Workers' Comp)	GC §12946	Tenure + 2 yrs
Employee Personnel Files	GC §12946	Tenure + 2 yrs
Equal Employee Opportunity Commission Annual Reports	29 CFR 1602.14, 1602.32	Current year + 2 yrs
Examination & Test Documents	29 CFR 1627.3	3 years
Fingerprint Reports/Reports	GC §12946	Termination + 2 years
Grievance Investigations & Complaints	GC §12946	Termination + 2 years
H & W Benefit Contracts, Correspondence, Complaints	29 USC 1607, 1627.3(b)(2)	While Active + 5 years
I-9 Proof of Eligibility for Employment Forms	GC §12946	2 years from date of termination
Labor Negotiation Files & Notes	GC §34090	Indefinite
Memorandum of Understandings & Employee Agreements	CP §337	Indefinite
Old Policies & Procedures	GC §34090	Last revision + 2 years
Old Job Descriptions	GC §12946, 29 CFR 1627.3	Last revision + 3 years
PERS Contract Amendment Corr.& Info	29 CFR 516.5, 516.6, 1627.3	10 years
Recruitment Files	GC §12946, 29 CFR 1627.3	2 years after personnel action
Workers' Compensation Reports & Files	8 CCR §10102	<u>Latest Date To Occur:</u>

- 5 years from date of injury; **or**
- 1 year from the date compensation was last provided; **or**
- All compensation due or which may be due has been paid; **or**
- When any audit involving file is completed

⁸ Documents related to federal or state grants or loans will be retained for the period specified by the granting/loaning agency

LIBRARY⁹

Art Gallery Committee

Agendas	GC §34090	2 years
Minutes	GC §34090	Indefinitely

Arts & Culture Commission

Agendas	GC §34090	Current year + 2 years
Correspondence	GC §34090	2 years
Minutes	GC §§34090(d), 36814, 40801	Permanently

Library Board of Trustees

Agendas	GC §34090	5 years
Minutes	GC §34090	Indefinite

Miscellaneous:

Annual Report to State Library	GC §34090	Indefinitely
Friends of the Library Minutes & Agendas ¹⁰	GC §34090	5 years
Incident Reports	GC §34090	2 years
Interlibrary loan records	GC §34090	7 years
Movie/Music/Other Licenses	GC §34090	2 years

PARKS & COMMUNITY SERVICES DEPARTMENT⁹

Community Services:

Activity Guides	GC §34090	2 years
Cable Channel 6/27 Calendars & Requests	GC §34090	2 years
Class Registration/Liability Forms	GC §34090	2 years
Drop-in Recreation Sign-up Sheet	GC §34090	2 years
Facilities Rental & Reservation Forms	GC §34090	Current year + 2 years
Park Reservations	GC §34090	2 years
Special Event Applications and Other Files	GC §34090	2 years
Sports Rosters & Schedules	GC §34090	2 years

Parks:

Cemetery Records	GC §34090	Indefinitely
Landscape Maintenance	GC §34090	2 years

Parks, Recreation & Cemetery Commission:

Agendas	GC §34090	Current year + 2 yrs
Correspondence	GC §34090	2 years
Minutes	GC §§34090(d), 36814, 40801	Permanently

Miscellaneous:

Completed Project Files	GC §34090	2 years
-------------------------	-----------	---------

⁹ Documents related to federal or state grants or loans will be retained for the period specified by the granting/loaning agency

¹⁰ Official records of the Friends of the Library are maintained by the Friends of the Library.

Employee Files		
Full-time	GC §12946	Tenure + 2 years
Part-time	GC §12946	Tenure + 2 years
Financial Accounts & Ledgers	CCP §337	Current year + 4 years
Forms of Participants Involved In An Accident	GC §34090	5 years
Instructor/Consultant Contracts	GC §12946	2 yrs from date of last service
Key Checkout Log	GC §34090	2 years
Pool Accident Reports	GC §34090	3 years
Tree Trimming Permits	GC §34090	2 years

POLICE DEPARTMENT¹¹

Cards:

All index cards on Cases Purged/Destroyed	GC §34090	2 years
Dispatch Cards (which generate a report)	GC §34090	5 years
Field Interrogation Cards	GC §34090	2 years
Police Dispatch Cards (which generate no report)	GC §34090	2 years
Subpoena Cards	GC §34090	2 years
Warrant Service Cards (closed & inactive)	GC §34090	2 years

Investigations & Reports:

Abandoned Vehicle Reports (no case numbers)	GC §34090	2 years
Accident Reports (excluding fatalities or when civil or criminal action is pending)	GC §34090	Completion + 2 years
Accidents (fatalities)	Secretary of State	Indefinitely
Actions – disciplinary/investigatory records relating to dept. personnel	GC §34090	Completion + 2 years
All information on persons arrested upon notification from Dept. of Justice that purge criteria applies	GC §34090	Current year + 2 yrs
Arrest/Conviction (Marijuana), occurring AFTER January 1, 1976	H & S §11361.5	Completion + 2 years
Arrest/Conviction (Marijuana), occurring BEFORE January 1, 1976	H&S §11361.5(c)	Destroy upon DOJ notice
Background Investigations		
Hired	GC §34090	Permanently
Non-Hired	GC §34090	2 years
Bicycle Reports, Lost, Found & Thefts	GC §34090	Current year + 2 yrs
Case Books, Investigative	GC §34090	Completion + 2 years
Case Files – Homicide; Investigator’s File	PC §799	Permanently
Claim Files		
Relating to citizen complaint against officer	PC §832.5	Completion + 5 years
Not relating to citizen complaint against officer	PC §832.5	Completion + 2 years
Crime Reports		
Felony, with or without arrest	PC §§800, 801	6 years

¹¹ Documents related to federal or state grants or loans will be retained for the period specified by the granting/loaning agency

Misdemeanor/Infractions	GC §34090	Completion + 2 years
Felonies		
Arrest Reports reduced to misdemeanor or non-retainable offenses	GC §34090	5 years
Crime Reports (arrest, no conviction, no outstanding warrants and statute of limitations has expired. Begins date of report or arrest)	PC §800	6 years
Reports (convictions and crimes of violence)	PC §§799, 800	Indefinitely
Unserved Warrants, back to court and warrant cards and corresponding cases	Secretary of State	10 years
Fingerprints		
Certain license applicants	GC §34090	Termination + 2 yrs
Suspect, Adult/Juvenile	GC §34090	Completion
Records Latent	GC §34090	Until evidence is destroyed
Internal Investigations pertaining to disciplinary matters, citizen complaints	PC §832.5, GC §12946	5 years
Juvenile	GC §34090	Destroy upon court order
Lost & Found Property Reports which reflect no criminal Intent (except firearms)	Secretary of State; GC §34090	Current year + 2 yrs
Lost Firearms (and identifiable artifacts where value exceeds \$1,000)	GC §34090	Indefinitely
Kidnapping, falsification of public records, misuse of public funds, trainwreckings, treason & all federal crimes without Statute of Limitations	PC §§799, 800	Indefinitely
Missing Person Reports (excluding those not located)	GC §34090	5 years
Narcotics – No Arrest Case Files	GC §34090	Completion + 2 years
Officer Involved Shootings – Case Files	GC §34090	Completion + 25 yrs
Runaway Juvenile Reports (excluding those not located)	GC §34090	5 years
Jail:		
Daily Activity Logs	Secretary of State	6 years
Inked/Palm Cards	Secretary of State	While active + 6 years
Inmates – Negatives of Photographs	Secretary of State	While active + 6 years
Inmate Records	Secretary of State	While active + 6 years
Jail Surveys	GC §34090	Completion + 2 years
<u>Licensing/Permits/Registration:</u>		
ABC License	GC §34090	Completion + 2 years
Bicycle Licenses (expired records)	GC §34090	2 years
Bingo, Mace, etc.	GC §34090	Current year + 2 years
Concealed Weapons Permits	GC §34090	Indefinitely
Dog Licenses/Applications	GC §34090	Expiration + 2 years
Feral Cat Colony Registration	GC §34090	Expiration + 2 years
Gun Registration	Secretary of State	Indefinitely

Narcotic Registrants H & S §11850 (terminated upon court order)	GC §34090	Indefinitely
Sex Registrants PC §290 (terminated upon court order)	Secretary of State	Life of registrant within jurisdiction
Solicitor Permits (expired)	GC §34090	2 years
<u>Logs:</u>		
Daily Activity Logs	GC §34090	Current year + 2 yrs
Juvenile Detention	Secretary of State	6 years
Investigative (Pre-arrest)	Secretary of State	6 years
Property Control Logs	Secretary of State	6 years
Rap Sheet Logs	Secretary of State	Completion + 6 years
Subpoena Logs	Secretary of State	6 years
<u>Misdemeanors:</u>		
Arrests not resulting in a conviction OR for which 5 years from date of arrest no disposition was received	GC §34090	Current year + 2 yrs
Crime Reports	PC §801	Current year + 3 yrs
Crime Reports/arrest which result in a conviction arrest	PC §801	5 years from date of result
Unserved warrants, back to court and warrant cards and corresponding cases	Secretary of State	5 years
<u>Solnet:</u>		
Agendas	GC §34090	Current year + 2 yrs
Grant Application	GC §34090	2 years
Memorandum of Understanding	GC §34090	2 years
Reports	GC §34090	2 years
<u>Miscellaneous:</u>		
Audits, Inspections, and Investigations (Departmental)	GC §34090	5 years
Bicycle Auction Receipts & Records	GC §34090	2 years
Civil Matters Involving City Property or Personnel (other than traffic collisions)	GC §34090	5 years
Code Enforcement Case Files (vehicle abatement; citations; massage parlor permits; general)	GC §34090	2 years after completed
Complaints Against Personnel (including any reports or related findings)	PC §832.5	5 years
Department Surveys, Questionnaires	GC §34090	2 years
Mental Health Cases (except multiple entry and last entry is less than two years, unless active)	GC §34090; W & I §5328	5 years
Mental Health Cases (multiple cases - active)	GC §34090; W & I §5328	Indefinitely
Miscellaneous Files	GC §34090	2 years
Murder (manslaughter, voluntary - involuntary)	PC §799	Indefinitely
Natural Deaths & Found Bodies (not involving crimes)	GC §34090	5 years

of violence & coroner's declaration that death is due to natural causes)		
Public Assist & Other Non-criminal Police Contact Reports	GC §34090	5 years
Receipt Books	GC §34090	2 years
Records of telephone & radio communications	GC §34090.6	100 days
Retainable Arrests (which are later termed "Detention Only" under PC §849 (b))	GC §34090	5 years from date of detention/ arrest
Suicides	GC §34090; W & I §5328	Indefinitely
Suicides, Attempted	GC §34090	5 years
Suspicious Circumstances, Person & Vehicle Reports	GC §34090	2 years
Traffic Citations (moving, parking, mechanical & other)	GC §34090	2 years
Traffic Information Reports (miscellaneous)	GC §34090	5 years
Voided Citations	GC §34090	2 years
Watch assignment/timekeeping records	GC §34090	2 years
Weapons (stolen, with serial numbers or identifiable)	Secretary of State	Indefinitely
 PUBLIC WORKS DEPARTMENT¹²		
<u>Administration/Alpha Files/Subject Files:</u>		
Chronological Files	GC §34090	2 years
Claim Forms (duplicates)	GC §34090	2 years
Grant Applications	GC §34090	2 years
Reports (various)	GC §34090	2 years
Traffic Accident Reports (duplicates)	GC §§34090, 36814, 40801	3 years
Traffic Counts	GC §34090	Indefinitely
Utility Rate Studies	GC §34090	3 years
 <u>Engineering:</u>		
Abandonment/Vacation R/W	GC §34090	Indefinitely
Encroachment Permits	GC §34090	5 years
Grading Permits	CCP §338(2)	5 years
Inspector logs/reports	GC §34090	5 years
Maps/Aerials (unless duplicates)	GC §34090	Indefinitely
Permits and Plans		
Capital Improvement Projects	CCP §337.15	Indefinitely
Fields Books – Surveys	GC §34090(a)	Permanently
Miscellaneous Drawings, Blueprints & Specifications	GC §34090(d)	2 years
Streets/Alleys		
Parking (Traffic Engineering related), includes:		
Lots	Secretary of State	2 years
Regulations/Zones		Superseded + 2 years

¹² Documents related to federal or state grants or loans will be retained for the period specified by the granting/loaning agency

Traffic Engineering/Street Improvements-related, includes:

Abandonment/Vacations/Lot-line adjustments		Permanently
Closures/Mergers		Permanently
Easements, Dedications, Rights-of-Way	Secretary of State;	Permanently
Field Books/Survey/Subdivision Map	GC §34090	Permanently
Naming and Numbering (Block/House)		Permanently
Intersection Records		2 years
Development Conditions		Permanently
Record Map Checking		Permanently
Improvement Plan Checking and Review		Permanently
Inventory, Traffic Control Device		Superseded + 2 years

Maintenance Division (public streets, sidewalks, thoroughfares):

Field Books	GC §34090	Permanently
Flooding/Traffic Safety	GC §34090	2 years
General Maintenance/Operations (work orders, inspection, repairs, cleaning, signals, striping)	GC §34090	2 years
Irrigation	GC §34090	2 years
Service Requests	CCP §337	Current year + 4 yrs
Storm Drain	GC §34090	2 years
Work Orders	CCP §337	Current year + 4 yrs
Vehicle Service Records	GC §34090	As long as City owns vehicle

Traffic, Pedestrian and Bicycle Safety Committee:

Agendas	GC §34090	Current year + 2 yrs
Correspondence	GC §34090	2 years
Minutes	GC §34090	Permanently

Utilities Division (WTP and WWTP):

Maintenance and Operations Logs	40 CFR 403.12	3 years
Monthly and Annual Reports	40 CFR 403.12	3 years
Project Files	GC §34090	Indefinitely
Technical Charts	GC §34090	3 years
Technical Reports and Studies	40 CFR 403.12	3 years

**INDEX TO
LEGAL REFERENCES**

CALIFORNIA STATE LAW:

CCP	=	California Code of Civil Procedure
GC	=	California Government Code
H & S	=	California Code of Health & Safety
PC	=	California Penal Code
W & I	=	California Welfare & Institutions Code
CCR	=	California Code of Regulations

FEDERAL LAW:

USC	=	United States Code
CFR	=	Code of Federal Regulations