

Office of Record	Retention No.	Records Description	Retention / Disposition			Reference
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	
Administration	AD-001	Boards Commissions and Committees, Files and Oaths	Duration of Office + 4 years		Duration of Office + 4 years	GC 34090
Administration	AD-002	Boards Commissions and Committees Applications (Unsuccessful)	2 years		2 years	GC 34090
Administration	AD-003	City Council Correspondence	As needed + 2 years		As needed +2 years	GC 34090 documents of historical value are separate
Administration	AD-004	City Council Goals	As needed + 2 years		As needed +2 years	GC 34090
Administration	AD-005	Council Appointments to committees / Boards	Duration of appointment +2 years		Duration of Appointment +2 years	GC 34090
Administration	AD-006	City Council Event Correspondence and Documents	As needed + 2 years		As needed +2 years	GC 34090
Administration	AD-007	Procedures for City Council	Permanent until superseded		Permanent until superseded	GC 34090
Administration	AD-008	City Council Subcommittee Documents (All)	4 years		4 years	GC 34090 records may be related to other retention categories
Administration	AD-009	City Administrator Correspondence to Council	2 years		2 years	GC 34090
Administration	AD-010	Solid waste Contract administration files	Completion +5 years		completion +5 years	GC 34090
Administration	AD-011	Speeches / Media Releases	As Needed		As needed	GC 34090
Administration	AD-012	Project files (development, other special projects)	2 years		See department retention for specifics	GC 34090
Administration	AD-013	Agenda Packets (Full)	5 years	5 years	10 years	GC 34090
Administration	AD-014	Agenda Staff Reports	5 years	5 years	10 years	GC 34090
Administration	AD-015	Agreements and Contracts (infrastructure-related)	Completion +5 years		Permanent	GC 34090 Originals with City Clerk
Administration	AD-016	Agreements and Contracts (non-infrastructure related)	Completion	5 years	completion +5 years	GC 34090
Administration	AD-017	LAFCO / Annexations / Boundaries	5 years	Permanent	permanent	GC 34090 Land records

Administration	AD-018	Bid Packets, unsuccessful	2 years	2 years	GC 34090 see other department retention requirements
Administration	AD-019	Committee Rosters - Maddy Act	2 years	2 years	GC 34090
Administration	AD-020	Council / Commission / Committee Attendance Lists	4 years	4 years	GC 34090
Administration	AD-021	Deeds	2 years and as required	Permanent	GC 34090 Permanent with City Clerk / Planning
Administration	AD-022	Easements	2 years and as required	Permanent	GC 34090 Permanent with City Clerk / Planning
Administration	AD-023	FPPC 700 Forms	10 years	10 years	GC 34090 originals are filed with FPPC
Administration	AD-024	FPPC Form 700 for Vendors or employees as specified in Conflicts of Interest Code	10 years or until superseded	10 years or until superseded	GC 34090
Administration	AD-025	FPPC Form 700 for Officials	4 years	4 years	GC 34090 originals are filed with FPPC
Administration	AD-026	FPPC Form 602/635	7 Years	7 Years	GC 34090 2 CCR 18615
Administration	AD-027	FPPC form 801 Gifts	7 Years	7 Years	GC 34090 81009 (must post on website)
Administration	AD-028	FPPC form 802 Tickets	7 Years	7 Years	GC 34090 81009 (must post on website for 4 years)
Administration	AD-029	FPPC Form 803	7 Years	7 Years	GC 34090, 81009
Administration	AD-030	FPPC Form 804	Permanent	Permanent	FPPC Reg. 81734
Administration	AD-031	FPPC Form 805	Permanent	Permanent	FPPC Reg. 81734
Administration	AD-032	FPPC Form 806	7 Years	7 Years	GC 81900, 2 CCR 18702.5
Administration	AD-033	Elections General or Administration Files	Term of Office + 4 years	Term of Office + 4 years	GC 34090, EC 17100
Administration	AD-034	Elections, Historical Files	Election + 4 years	Permanent	GC 34090, retention for historical purposes
Administration	AD-035	Elections - Petitions / Initiatives	Election + 2 years	Permanent if Passes, Election + 2 years if insufficient	GC 34090, EC 17200, 17400
Administration	AD-036	Assessment District Ballots / Correspondence / 218 Notices, Mailing Lists, Protest Letters, tally sheets	2 years	2 years	GC 34090 53753
Administration	AD-037	Training certificates (ethics, AB 1825 for Council and officers)	5 years	5 years	GC 34090, 53235, 53237

Administration	AD-038	Historical documents, City seal, incorporation etc.)	permanent		Permanent	GC 34090, City Clerk shall determine the historical significance
Administration	AD-039	Vendor insurance certificates	11 years		11 years	GC 34090 mandatory to retain through completion of services
Administration	AD-040	Council Minutes / Commisison and committee minutes	10 years		Permanent	GC 34090
Administration	AD-041	Municipal Code Administration Drafts	As needed		As needed	GC 34090
Administration	AD-042	Municipal Code and Revision	Permanent		Permanent	GC 34090
Administration	AD-043	Ordinances	Permanent		Permanent	GC 34090
Administration	AD-044	Petitions presented to Council on any subject, unrelated to elections	1 year		1 year	GC 50115
Administration	AD-045	Proclamatlons	3 years		3 years	GC 34090
Administration	AD-046	Property	2 years		2 years	GC 54953
Administration	AD-047	Recorded documents and logs	2 years		Permanent	GC 34090 originals also recorded at county
Administration	AD-048	Record destruction forms and lists	10 years		Permanent	GC 34090
Administration	AD-049	Record Retention Schedules	10 years, until superseded		Permanent, until superseded	GC 34090
Administration	AD-050	PRA Request	As needed +2 years		As needed +2 years	GC 34090
Administration	AD-051	Resolutions	Permanent		Permanent	GC 34090
Administration	AD-052	Secretary of State Documentation	5 years		5 years	GC 34090
Administration	AD-053	Council Meeting Speaker Cards	As needed		As needed	Drafts not retained in the normal course of business
Administration	AD-054	Grants / Loans CDBG Housing records	2 years	5 years after funding	5 years after funding	Hud 5 yrs after completion requirement, grant funded projects for duration required
Administration	AD-055	Loan Applications rejected (HOME)	6 years		6 years	Federal Regulations require 6 year retention
Administration	AD-056	Loan Applications approved	Upon Repayment + 6 years		Repayment + 6 years	Federal Regulations require 6 year retention
Administration	AD-057	Promotional or Marketing Materials	2 years		2 years	GC 34090
Administration	AD-058	Economic Dev Prospects	4 years		4 years	GC 34090
Administration	AD-059	Accident / Injury reports (public - not employment related)	2 years		2 years	GC 34090
Administration	AD-060	Employment Application materials (unsolicited)	As needed		As needed	

Administration	AD-061	Employment Application Materials (recruitment)	Close of recruitment + 3 years	Close of Recruitment + 3 years	FEHA discrimination claims statute of limitations 3 years
Administration	AD-062	Awards and Employee recognition	3 years	3 years	gc 34090
Administration	AD-063	Benefit Plans / Descriptions	Plan termination +5 years	Plan termination +5 years	State law requires 2 years, EEOC requires 1 year
Administration	AD-064	Retirement Plan benefit Documents	Permanent	Permanent	EEO / ADEA 1 year limitations, State Law 2 year limitations
Administration	AD-065	Claims	Until Resolved	Resolution +5 years	SOL for written agreements 4 years
Administration	AD-066	Claims Adjustment reports	5 years	5 years	Various statute of limitation requirements
Administration	AD-067	Class Comp / Reorganization Studies	10 years	10 years	PERS 5 years compensable earnings requirement, wage tables at least 2 years, draft studies as needed only
Administration	AD-068	COBRA Notifications	2 years	2 years	GC 34090
Administration	AD-069	Compensation / Salary schedule / management compensation and agreements	Term of Employment + 5 years	term of employment + 5 years	
Administration	AD-070	Deferred Compensation	Plan Termination +2 years	Plan Termination +2 years	
Administration	AD-071	DFEH / EEO claims resolved	Final Disposition +4 years	Final Disposition + 4 years	EEO / FLSA/ DFEH ADEA 3 year requirement
Administration	AD-072	DVM Pull records	3 years	3 years	CHP audits on a 2-yr basis
Administration	AD-073	DOT Drug and alcohol testing	5 years	5 years	DOT requires 5 years for tests, refusals, annual summaries, 1 year for negative tests
Administration	AD-074	Grievances	Duration of MOU + 5 years	Duration of MOU +5 years	
Administration	AD-075	I-9 forms	Employee separation +3 years	Employee separation + 3 years	
Administration	AD-076	City Insurance Policies (W Comp, EO, General Liability)	Permanent	Permanent	For indemnification In event of litigation GC 34090
Administration	AD-077	Job Specifications	Duration of job in classification schedule +2 years	Duration of Job in Class Schedule +2 years	
Administration	AD-078	Labor Negotiations Notes	15 years	15 years	GC 34090
Administration	AD-079	Litigation / lawsuits	Resolution +5 years	Resolution +5 years	CCP 337 GC 34090
Administration	AD-080	LiveScan records	50 years	50 years	GC 34090 retain in vent of past employee misconduct, retain in secure file

Administration	AD-081	Personnel Files	Term of Employment + 5 years	Permanent	GC 34090
Administration	AD-082	Safety - OSHA inspection documents and logs	5 years	5 years	OSHA required 5 years, State law requires 2 years
Administration	AD-083	Vehicle ownership slips	Until sold	until Sold / surplus	GC 34090 - give to new owner
Administration	AD-084	Verifications of Employment, Child Support	As needed	As needed	GC 34090
Administration	AD-085	Work Comp claims, Disability claims, forms	10 years	Separation of Employee +30 years or termination of benefits +5 years whichever is longer	8 CCR 10102, 15400, 3204

Office of Record	Retention No.	Records Description	Retention / Disposition		Total Retention	Reference
			Active (In office)	Inactive (Off-site, OD or Mfr)		
Community Development	CD-001	Building Permits and Applications	Permanent		Permanent	GC 34090, H&SC 19850
Community Development	CD-002	Building Inspection Logs	Completion +3 years		Completion + 3 years	
Community Development	CD-003	Building Permit Database	Permanent		Permanent	GC 34090, H&SC 19850
Community Development	CD-004	Final Building Plans and Construction Documents - Residential	Completion + 1 year		Completion +1 year	CBC 104.7, 107.5
Community Development	CD-005	Final Building Plans and Construction Documents - Commercial / Industrial	Permanent		Permanent	*Statewide guidelines are 2 years for blueprints and specifications CBC 104.7, 107.5
Community Development	CD-006	Certificate of Occupancy	Permanent		Permanent	*Statewide guideline is life of building GC 34090
Community Development	CD-007	Correction Notices / Stop Work Orders	Project Completion		Project Completion	Successful bids become part of contract, City Clerk is office of Record
Community Development	CD-008	Home Occupancy Permits	Permanent		Permanent	GC 34090
Community Development	CD-009	Complaints / Violations before occupancy	Until Cleared + 1 year		Until Cleared +1 year	GC 34090
Community Development	CD-010	Plan Check Correction List	Project Completion		Project Completion	GC 34090
Community Development	CD-011	Reports of Building Permit Activity	Permanent		Permanent	GC 34090
Community Development	CD-012	Code Enforcement / Abatement Files	When Fully Resolved +5 years		When Fully Resolved +5 years	GC 34090
Community Development	CD-013	Annexation Documents	5 years	Permanent	Permanent	GC 34090
Community Development	CD-014	Census Information / Demographics	When No longer needed		When No Longer Needed	Census Bureau holds historical information
Community Development	CD-015	Environmental Reports, Determinations, Negative Declarations	Permanent		Permanent	14 CCR 15095.c requires retention for a "reasonable period of time". *Recent Case Law
Community Development	CD-016	General Plan, Amendments, Elements	Permanent		Permanent	GC 34090
Community Development	CD-017	Master Plans, Specific Plans etc.	Permanent		Permanent	GC 34090

Community Development	CD-018	Planning Commission Agendas / Packets	5 years in Department		10 years	City Clerk maintains Planning Commission agendas, packets, 10 years
Community Development	CD-019		90 days		90 days	City Clerk Maintains PC Recordings 90 days - GC 54953.5.b requires min. 30 days
Community Development	CD-020	Planning Commission Meeting Recordings Planning Commission Meeting Minutes, Resolutions, Determinations, Bylaws	Permanent		Permanent	City Clerk Maintains PC Meeting Minutes, resolutions
Community Development	CD-021	Planning Project Files incl. CEQA Noticing, Staff Repts, Plans, Maps, CUP's. Site Plans	Project Completion +5 years	Scanned	Permanent	May be scanned to permanent after active retention period 14 CCR 15095 requires "reasonable period of time" * recent case law
Community Development	CD-022	Studies (air quality, noise, traffic, seismic)	Project Completion +10 years		Project Completion +10 years	GC 34090
Community Development	CD-023	Temporary Use Permits / Applications	Expiration + 2 years		Expiration + 2 years	GC 34090
Community Development	CD-024	Zoning Maps	Permanent		Permanent	GC 34090

Office of Record	Retention No.	Records Description	Retention / Disposition			Reference
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	
Finance	FN-001	1099's issued, W-9's	5 years		5 years	GC 34090 IRS regulations 4 yrs after tax due, FTB 3 years required RT Code 19530 IRS Reg 31.6001
Finance	FN-002	Accounts Payable, Invoices, checks, Warrants	2 years	8 years	10 years	Audit +4 years GC 34090
Finance	FN-003	Accounts Payable grant fiscal files	2 Years	5 years after funded and year end audit completion	5 years after funded and year end audit completion	2 CFR 200.333; 24 CFR 91.105, 92.505, 570.490, 570.502, 29 CFR 97.42 GC 34090, GC 8546.7
Finance	FN-004	AR Cash Receipts, TOT, Utility Billing, Invoices to outside vendors, Revenue etc.	2 years	3 years	5 years	GC 34090, audit + 4 years
Finance	FN-005	Assessment District Accounting / Payments / Administration records (LLMD etc)	2 years	3 years	5 years	GC 34090, audit + 4 years
Finance	FN-006	Audit Reports / CAFR and related opinions	5 years		Permanent	GC 34090
Finance	FN-007	Bank Statements, Trustee Statements, Fiscal Agent Statements, Investment Acct Statements, PARS/PERS Statements, Bank Reconciliations, Outstanding Check lists, Daily Cash Summaries, Bank Deposits, bank Transmittal Advice, Cashier reports	2 years	7 years	10 years	GC 34090, 26 CFR 31.6001 7-10 years typical retention
Finance	FN-008	Bond official Statements, COP's	Until Fully Defeased	10 years	Fully Defeased + 10 years	SOL for bonds, mortgages, trust deeds 6 years, Local Govt. Bonds 10 years CCp 336, 337.5 26 CFR 1.6001-1, GC 43900
Finance	FN-009	Budget Amendments	5 years		Permanent	GC 34090

Finance	FN-010	Budget Hearings / Review supporting documents drafts / Preliminary Budgets	As needed		Permanent	GC 34090, these are drafts
Finance	FN-011	Budget (adopted / final)	5 years		permanent	GC 34090, 40802, 53901
Finance	FN-012	Chart of Accounts / Org Structure	10 years	15 years	25 years	GC 34090, retain year end general ledgers permanently GC 34090
Finance	FN-013	Developer trust accounts/ Deposit Accounts	Close + 5 years		Close + 5 years	GC 34090
Finance	FN-014	Escheat	2 years	3 years	5 years	Audit +4 years, CCP 340, 1519
Finance	FN-015	Finance Database	Permanent		Permanent	
Finance	FN-016	Fixed Assets Schedule	10 years	15 years	25 years	GASB 34
Finance	FN-017	Investments / Arbitrage / bonds	Maturity	5 years	Maturity + 5 years	CG 34090, 43900
Finance	FN-018	Journal Entries / Vouchers	2 years	5 years	7 years	CCP 337
Finance	FN-019	Long Term Debt Schedule	Until Paid + 5 years		Until Paid + 5 years	GC 34090
Finance	FN-020	Procurement and Contracting Records, successful bids, notice of award, RFQ's	2 years	8 years	10 years	CCP 337, 343, GC 34090
Finance	FN-021	Redevelopment Statement of Indebtedness	5 years		5 years	GC 34090 (if any)
Finance	FN-022	Periodic reports, general ledger, reconciliations, registers, transaction histories, trial balance, balance sheets	As needed		As needed	Can be recreated from database, these are transitory records, otherwise 2 years
Finance	FN-023	State reports (gas tax, local government compensation, property management plan, MOE reports, Due Diligence reviews, SIP reports	5 years		5 years	GC 34090
Finance	FN-024	Statement of Income	5 years	Permanent	Permanent	GC 34090
Finance	FN-025	Treasurer Reports / Monthly statements to council	As needed		As needed	Clerk Maintains copies along with agenda packets per Clerk retention
Finance	FN-026	Business Licenses, Applications, registrations and renewals	Close of Business + 5 years		Close of Business + 5 years	GC 34090

Finance	FN-027	Daily Network Backups (all files, all systems)	As needed		As needed	Used for recovery purposes in case of network failure
Finance	FN-028	Weekly Network Backups	As needed		As needed	Used for recovery purposes in case of network failure
Finance	FN-029	Monthly Network Backups	As needed		As needed	Used for recovery purposes in case of network failure
Finance	FN-030	Backups on unalterable media (CD Rom)		Permanent	Permanent	Used where electronic record serves as official record GC 60200, 12168, EVC 1550, 2 CCR 22620
Finance	FN-031	Deferred Compensation Statements	2 years	3 years	5 years	GC 34090, 26 CFR 6001.1 originals may be obtained from Deffered comp providers
Finance	FN-032	Employee Payroll Files	Separation + 2 years	3 years	Separation + 5 years	IRS 4 years, FTB 3 years
Finance	FN-033	Payroll registers, year-end, Bi weekly reports	5 years	45 years	50 years	GC 34090, considers PERS implications
Finance	FN-034	Payroll registers other than year end	As needed		As needed	GC 34090, database is the official record
Finance	FN-035	TimeSheets / Time Cars / Overtime	3 years	2 years	5 years	IRS 4 years, FTB 3 years, FLRA 3 years, GC 34090
Finance	FN-038	W2's	2 years	3 years	5 years	IRS 4 years, FTB 3 years
Finance	FN-039	Bankruptcies	2 years	3 years	5 years	GC 34090
Finance	FN-040	Collection agency assignments	7 years		7 years	If liened, unpaid debt record is extended by recording against title
Finance	FN-041	Exemptions	2 years	3 years	5 years	GC 34090
Finance	FN-042	Service - Applications for Service	5 years - life of account		5 years - life of account	GC 34090 application retained for life of utility service account
Finance	FN-043	1095-C, 1094-C IRS Health Forms	2 years	3 years	5 years	IRS 4 years
Finance	FN-044	CalPERS reports, Valuation, Actuarial	5 years	Scan	Permanent	GC 34090
Finance	FN-045	DE-6, DE-7, DE-9, DE-43, W-3 941 Forms, IRS 550, FICA, Payroll Tax, OASDI, Adjustments etc	2 years	5 years	7 years	IRS 4 years, FTB 3 years

Office of Record	Retention No.	Records Description	Retention / Disposition		Total Retention	Reference
			Active (in office)	Inactive (Off-site, OD or Mfr)		
Fire	F-001	Portable Gas Detector Logs	4 years		4 years	GC 34090
Fire	F-002	Self Contained Breathing Apparatus	Expiration of Certificate or 2 years whichever is longer		Expiration of Certificate or 2 years, whichever is longer	GC 34090
Fire	F-003	Annual Reports and Fire Incident Statistics	Permanent		Permanent	GC 34090
Fire	F-004	Daily safety Checks / Inspections / Equipment Checks	2 years		2 years	GC 34090
Fire	F-005	Emergency Plans	Permanent until Superseded		Permanent Until Superseded	GC 34090
Fire	F-006	FCC Licenses	Expiration + 2 years		Expiration +2 years	GC 34090
Fire	F-007	Emergency Exercises / Action Reports	7 years		7 years	GC 34090, FEMA requirements
Fire	F-008	Fire Incident Reports and Database	Permanent		Permanent	No statute of limitations on Capital Crimes, paper copies may be destroyed after 10 years, database images/scans to be permanent
Fire	F-009	ISO Insurance Ratings	15 years		15 years	GC 34090, represents 10-year ratings period +5 years
Fire	F-010	Mutual Aid Agreements	Permanent		Permanent	GC 34090
Fire	F-011	OES, FEMA reimbursements	Payment + 7 years		Payment + 7 years	GC 34090, auditing standards
Fire	F-012	Operating Procedures and Policy Manuals	Superseded + 5 years		Superseded + 5 years	GC 34090
Fire	F-013	Address Files / Fire Prevention Files / Improvements	Life of Building or 5 years whichever is longer		Life of Building or 5 years whichever is longer	GC 34090 CFC 104.6
Fire	F-014	Fire Citations	5 years		5 years	GC 34090
Fire	F-015	CUPA State Reports / Self Audits	5 years		5 years	GC 26202, 34090 27 CCR 15188, 15280
Fire	F-016	Fire Code Permits / Event Permits	Expiration + 5 years		Expiration +5 years	GC 34090
Fire	F-017	Fire Flow Testing	5 years		5 years	NFPA requires life of system for initial installation and 1 year for all subsequent records
Fire	F-018	Emergency Entry Knox Box	Life of Building		Life of Building	GC 34090

Fire	F-019	Apparatus and Equipment testing and maintenance records	Life of equipment + 2 years	Life of equipment + 2 years	NFPA 1911.4.7.3 Life of equipment endures until surplus date.
Fire	F-020	Station Log Books	2 years	2 years	GC 34090

Office of Record	Retention No.	Records Description	Retention / Disposition		Total Retention	Reference
			Active (In office)	Inactive (Off-site, OD or Mfr)		
Parks and Recreation	PR-001	Dedications, Memoriams, Trees, Benches, Flagpoles	Permanent		Permanent	GC 34090
Parks and Recreation	PR-002	Activity/ Special Event / tournament / League Files / Permits	4 years		4 years	GC 34090, limitations for liability based on written instrument - 4 years CCP 337, 343
Parks and Recreation	PR-003	Receipts / backup for fees	5 years		5 years	GC 34090, finance information also maintained by finance
Parks and Recreation	PR-004	Recreation Surveys	4 years		4 years	GC 34090
Parks and Recreation	PR-005	Facility Use Applications / Permits	4 years		4 years	GC 34090, limitations for liability based on written instrument - 4 years CCP 337, 343
Parks and Recreation	PR-006	Master Plans	Permanent		Permanent	GC 34090
Parks and Recreation	PR-007	Pesticide Use Reports	2 years		2 years	GC 26202, Dept Agriculture 3 CCR 6623, 40 CFR 171.11
Parks and Recreation	PR-008	Park / Playground safety audits and equipment inspections	2 years		Permanent	CCP 336a, 337
Parks and Recreation	PR-009	Parks / recreation Database	Permanent		Permanent	GC 34090
Parks and Recreation	PR-010	Registration / Release of Liability Forms	4 years		4 years	GC 34090, limitations for liability based on written instrument - 4 years CCP 337, 343

Office of Record	Retention No.	Records Description	Retention / Disposition			Reference
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	
Public Works	PW-001	Work Orders Request For Service / Corrective Action Requests	5 years		Permanent	GC 34090 Wastewater Requirements CCP 338, 340, 342
Public Works	PW-002	PW Database Work Orders, Request for Service / Corrective Action	Permanent		Permanent	GC 34090
Public Works	PW-003	Projects and Subjects (wastewater and other)	2 years minimum and as needed		2 years minimum and as needed	GC 34090
Public Works	PW-004	Maintenance Contracts (HVAC, Pavement Management, Pest Control, Slurry Seal, Striping, Tree Trimming etc.	Completion	5 years	Completion + 5 years	Covers SOL for errors and omissions, 4 years for written agreements, plus audit. Consistent with State guidelines
Public Works	PW-005	Abandonments	Permanent		Permanent	GC 34090
Public Works	PW-006	Assessment / Maintenance / LLMD / Street Improvement District / CFD Projects formation and Boundaries	Permanent		Permanent	GC 34090 CCP 337, 343
Public Works	PW-007	Benchmarks / Monuments / Land Surveys	Permanent		Permanent	GC 34090
Public Works	PW-008	Capital Improvement projects Admin File	Until Completion	10 years after funding agency Audit If required	Completion +10 years after funding agency Audit If required	CCP 337, GC 34090, grant requirements for audits and E/O limitations period of 10 years
Public Works	PW-009	Capital Improvement projects Permanent File	Until Completion	Permanent	Permanent	GC 34090 CCP 337, 343 Note: City Clerk does not maintain plans testing reports etc these are department responsibilities
Public Works	PW-010	City Facilities and Buildings	As needed		As needed	GC 34090
Public Works	PW-011	City Parks and Recreation Records	As needed		As needed	GC 34090

Public Works	PW-012	Engineering studies, Surveys / Project Assessments	Permanent		Permanent	All permanent project files are to be maintained in Engineering regardless of other department involvement. Note: City Clerk does not maintain plans, specifications, testing materials
Public Works	PW-013	Geotechnical Reports	Permanent		Permanent	GC 34090
Public Works	PW-014	Maps, Plans, Drawings	3 years	Permanent	Permanent	Drafts may be destroyed Maps may be maintained by Planning unless used for administrative purposes in PW GC 34090
Public Works	PW-15	Master Plans / Improvement Plans	Permanent		Permanent	Drafts may be destroyed GC 34090
Public Works	PW-016	Operations and Maintenance Manuals	Life of Equipment		Life of Equipment	GC 34090
Public Works	PW-017	Permits: Burn Permits	Expiration + 3 years		Expiration + 3 years	CG 34090, CDF Recommendation
Public Works	PW-018	Permits: Encroachment	Permanent		Permanent	State Guideline, CCP 337, GC 34090
Public Works	PW-019	Permits: Special	Permanent		Permanent	GC 34090
Public Works	PW-020	Private Development Projects / Improvements	As needed		As needed	Planning Department Maintains originals
Public Works	PW-021	Traffic Investigations	2 years and as required		2 years and as required	GC 34090
Public Works	PW-022	Traffic Legelnds, Signals Signs	Permanent		Permanent	GC 34090
Public Works	PW-023	Traffic Signal Maintenance	Permanent		Permanent	GC 34090
Public Works	PW-024	Traffic Speed Surveys	10 years or until superseded		10 years or until superseded	GC 34090
Public Works	PW-025	Traffic Studies	As needed + 2 years		As needed +2 years	GC 34090
Public Works	PW-026	Underground service alerts	3 years		3 years	GC 34090
Public Works	PW-027	AB939 Compliance	10 years		10 years or until superseded	GC 4216, 34090
Public Works	PW-028	SWPPP, WPCP plans	Permanent		Permanent	40 CFR 122.21
Public Works	PW-029	NPDES Monitoring reports	3 years		3 years	40 CFR 122.21
Public Works	PW-030	NPDES Permits	Expiration + 3 years		Expiration + 3 years	40 CFR 122.21
Public Works	PW-031	Solid Waste Reports	10 years		10 years	GC 34090
Public Works	PW-032	PW vehicle inspections	2 years		2 years	13 CCR 1234, GC 34090
Public Works	PW-033	Vehicle and Equipment History files	Disposal of vehicle + 2 years		Disposal of vehicle +2 years	GC 34090 CHP, OSHA regulations

Public Works	PW-034	Airport Administrationmm Records	2 years plus as needed	2 years plus as needed	GC 34090, FAA guidance
Public Works	PW-035	Citations, Code enforcement Actions	Resolution + 3 years	Resolution + 3 years	GC 34090
Public Works	PW-036	Air Quality Permit	Permanent	Permanent	40 CFR 70.6 GC 34090
Public Works	PW-037	Biosolid reports	5 years	5 years	WC 13263 40 CFR 122.41
Public Works	PW-038	Confined Space Entries	2 years	2 years	8 CCR 5157, 29 CFR 1910
Public Works	PW-039	Correpondence with Regualtory agencies	10 years	10 years	GC 34090
Public Works	PW-040	Wastewater Operations	Varies	10 years, permanent for permits, station/lift station logs / inspection recordings	Per operator xontract terms