HOW TO USE RETENTION SCHEDULES

©1995-2021 Gladwell Governmental Services, Inc. (909) 337-3516 - all rights reserved
Do not duplicate or distribute without prior written permission

A legend explaining the information presented in the retention schedule has been printed on the back of each page for your easy reference; an index to locate records is also provided.

The specified retention period applies regardless of the media of the record: If a record is stored on paper and a computer file on a hard drive, both records should be destroyed (or erased) after the specified period of time has elapsed.

Copies or duplicates of records should never be retained longer than the prescribed period for the original record.

STRUCTURE: CITYWIDE, DEPARTMENTS & DIVISIONS

The City-wide retention schedule includes those records all departments have in common (letters, memorandums, purchase orders, etc.). These records are NOT repeated in the Department retention schedule, unless that department is the Office of Record, and therefore responsible for maintaining the original record for the prescribed length of time.

Each department has a separate retention schedule that describes the records that are unique to their department, or for which they are the Office of Record. Where appropriate, the department retention schedules are organized by Division within that Department. If a record is not listed in your department retention schedule, refer to the City-wide retention schedule. An index will be provided for your reference.

BENEFITS

This retention schedule has been developed by Diane R. Gladwell, MMC, an expert in Municipal Government records, and will provide the City with the following benefits:

- Reduce administrative expenses, expedite procedures
- Free filing cabinet and office space
- Reduce the cost of records storage
- Eliminate duplication of effort within the City
- Find records faster
- Easier purging of file folders
- Determine what media should be used to store records

For questions, please contact the City Clerk.

AUTHORIZATION TO DESTROY RECORDS:

Destruction of an original record that has exceeded its retention period must be authorized according to City Policies & Procedures prior to destroying it.

- If there is a **minimum** retention ("**Minimum 2 years**"), destruction of the document must be authorized before it is destroyed, as it is an original record.

Copies, drafts, notes and non-records do NOT require authorization, and can be destroyed "When No Longer Required."

- If there is **NOT** a minimum retention ("When No Longer Required"), it does NOT need to be authorized prior to destruction, as it is a preliminary draft / transitory record or a copy.

On every page of the schedules (near the top, just under the column headings) are important instructions, including instructions regarding holds on destroying records. "**Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).**"

RECORDS RETENTION SCHEDULE LEGEND

©1995 – 2023 Gladwell Governmental Services, Inc. (909) 337-3516 - all rights reserved
Do not duplicate or distribute without prior written permission

OFR (Office of Record): The department that keeps the original or "record copy." Usually it is the department that originates the record, unless the item is for a City Council meeting (then it is the City Clerk.)

Records Description: The record series (a group of like records).

Transitory Records not retained in the ordinary course of business, **that do NOT have substantive content:** Preliminary drafts, notes, or interagency or intra-agency memoranda and records having only transitory value. Examples: Telephone messages, meeting room reservation schedules, logs, source records entered into a computer system that qualifies as a "trusted system", etc.

Non-Record: Documents, studies, books and pamphlets produced by outside agencies, preliminary drafts not retained in the ordinary course of business.

Total Retention: The total number of years the record will be retained

For file folders containing documents with different retention timeframes, use the document with the longest retention time.
P = Permanent
Indefinite = No fixed or specified retention period; used for databases, because the data fields are interrelated.

Vital? = Those records that are needed for basic operations in the event of a disaster.

Media Options (*guideline*) – the form of the record:
Mag = Electronic Computer Magnetic Media (Hard drives, Networks, USB Drives, Cloud, etc.)
Mfr = Microforms (aperture cards, microfilm, microfiche, or jackets)
Ppr = Paper
OD = Optical Disk, CD-r, DVD-r, WORM, or other **media** which **does not allow changes**

Scan / Import (*guideline*)**:**
"S" indicates the record should be scanned into the document imaging system;
"I" indicates the record should be electronically imported into the document imaging system;
"M" indicates the record should be microfilmed

Destroy Paper after Imaged & QC'd / Trustworthy Electronic Record: "Yes" indicates the electronic record may serve as the OFFICIAL record (and the paper version may be destroyed, or the record may be electronically generated and never exist in paper format;) **IF (legal requirements)** the document has been imaged (electronically generated, scanned or imported **and** placed on **Unalterable Media, Immutable Cloud Media, DVD-R, CD-R, Blue-ray-R, or WORM** – Write Once Read Many Media, **or microfilmed**) which is stored in a safe & separate location, and both the images and indexing Quality Checked ("QC'd"). The electronic record or image must contain all significant details from the original and be an adequate substitute for the original document for all purposes, and other legal mandates apply. Includes all electronic records which are to serve as the Official Record.

Legend for legal citations (§: Section)
CC: Civil Code (CA)
CFC: California Fire Code
EVC: Evidence Code (CA)
FTB: Franchise Tax Board (CA)
HUD: Housing & Urban Develop. (US)
PC: Penal Code (CA)
UFC: Uniform Fire Code
W&I: Welfare & Institutions Code (CA)
B&P: Business & Professions Code (CA)
CCP: Code of Civil Procedure (CA)
CFR: Code of Federal Regulations (US)
FA: Food & Agriculture Code
GC: Government Code (CA)
LC: Labor Code (CA)
PRC Public Resources Code
USC: United States Code (US)
CBC: California Building Code
CCR: California Code of Regulations (CA)
EC: Elections Code (CA)
FC: Family Code (CA)
H&S: Health & Safety Code (CA)
Ops. Cal. Atty. Gen..: Attorney General Opinions (CA)
R&T: Revenue & Taxation Code (CA)
VC: Vehicle Code (CA)

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.								
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.								
HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
CITY-WIDE (Used by All Departments)								
Lead Dept.	CW-001	Agreements & Contracts: **ORIGINALS (WITH Grant Funding)** City Clerk retains the Original Agreement or Contract only when approved by the City Council	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Some grant funding agencies require audits; Statute of Limitations for Errors & Omissions is 10 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; CCP §337 et. seq., 2 CFR 200.334; 24 CFR 91.105(h), 92.505, & 570.502(b), 29 CFR 97.42; OMB Circular A-133GC §34090
Lead Dept.	CW-002	Agreements & Contracts: **ORIGINALS (WITHOUT Grant Funding)** City Clerk retains the Original Agreement or Contract only when approved by the City Council	Completion + 10 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	City preference; Covers E&O Statute of Limitations; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years; CCP §337 et. seq., GC §34090
Lead Dept.	CW-003	Agreements & Contracts: **ADMINISTRATION (WITH Grant Funding)** (Insurance Certificates, Project Administration, Certified Payrolls, RFP - Request for Proposal.)	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Some grant funding agencies require audits; Statute of Limitations for Errors & Omissions is 10 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; CCP §337 et. seq., 2 CFR 200.334; 24 CFR 91.105(h), 92.505, & 570.502(b), 29 CFR 97.42; OMB Circular A-133GC §34090

SALINAS, CA. ©1995-2022 Gladwell Governmental Services, Inc. - all rights reserved
Do not duplicate or distribute without prior written permission from GGS (909) 337-3516

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.								
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.								
HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
Lead Dept.	CW-004	Agreements & Contracts: **ADMINISTRATION (WITHOUT Grant Funding)** (Insurance Certificates, Project Administration, Certified Payrolls, RFP - Request for Proposal, etc.)	Completion + 10 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	City preference; Covers E&O Statute of Limitations; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years; CCP §337 et. seq., GC §34090
Lead Dept.	CW-005	Agreements & Contracts: **UNSUCCESSFUL BIDS, PROPOSALS or RESPONSES to RFPs** (Request for Proposals) **and/or RFQs** (Request for Qualifications) that don't result in a contract, and not opened by the City Clerk	2 years		Mag, Ppr		Yes: After QC & OD	GC §34090
	CW-006	Boards, Commissions, & Committees: **External Organizations** - Agendas, Minutes, Resolutions, or other documents (e.g. County Board of Supervisors)	When No Longer Required		Mag, Ppr			Non-records
Staffing Dept.	CW-007	Boards, Committees, Commissions, Ad-Hoc Committees: **Citizen Advisory Created by the City Council AGENDAS & STAFF REPORTS**	Minimum 2 years		Mag, Ppr			Department Preference; GC §34090 et seq.
Staffing Dept.	CW-008	Boards, Committees, Commissions, Ad-Hoc Committees: Citizen Advisory Created by the City Council **AUDIO or VIDEO RECORDINGS**	Minimum 2 years		Mag			Department preference; Audio Required for 30 days; GC §54953.5(b); video recordings of meetings are required for 90 days; GC §34090.6
Staffing Dept.	CW-009	Boards, Committees, Commissions, Ad-Hoc Committees: **Citizen Advisory Created by the City Council MINUTES**	P		Mag, Ppr			GC §34090

 ©1995-2022 Gladwell Governmental Services, Inc. - all rights reserved
Do not duplicate or distribute without prior written permission from GGS (909) 337-3516

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.								
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.								
HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
Staffing Dept.	CW-010	Committees: **Employee Committees**, Employee Staff Meetings / Department Staff Meetings **AGENDAS and MINUTES**	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Only Citizen Advisory Boards appointed by the City Council must retain minutes permanently (Council Subcommittees present their recommendations to the full Council); GC §34090 et seq.
Lead **(Responding)** Dept.	CW-011	Complaints / Concerns from Citizens (Excludes Police Officers - Also Request for Services Software)	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	City preference; Statute of Limitations for personal property, fraud, etc. is 3 years; Claims must be filed in 6 months; CCP §§338 et seq., 340 et seq., 342, GC §34090
Lead Dept.	CW-012	Copies or duplicates of any record	Copies - When No Longer Required		Mag Ppr			GC §34090.7
Dept. that **Authors** Document or Receives the City's Original Document	CW-013	Correspondence - **ROUTINE (Content relates in a substantive way to the conduct of the public's business)** (e.g. Letters, Memorandums, Administrative, Chronological, General Files, Reading File, Working Files, etc.)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090; City of San Jose v. Superior Court (Smith). S218066. Supreme Court of California, 2017

 ©1995-2022 Gladwell Governmental Services, Inc. - all rights reserved
Do not duplicate or distribute without prior written permission from GGS (909) 337-3516

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.								
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.								
HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
Dept. that **Authors** Document or Receives the City's Original Document	CW-014	Correspondence - **TRANSITORY / PRELIMINARY DRAFTS**, Interagency and Intraagency Memoranda NOT retained in the ordinary course of business **Content NOT Substantive**, or NOT made or retained for the purpose of preserving the informational content for future reference (e.g. calendars, checklists, e-mail, social media posting, employee directories, flyers, invitations, instant messaging, inventories, logs, mailing lists, meeting room registrations, speaker cards, staff videoconference chats, notes and recordings, supply inventories, staff videoconferences, chats, notes, recordings, telephone messages, text messages, transmittal letters, thank yous, requests from other cities, preliminary notices for construction projects, undeliverable envelopes, visitors logs, voice mails, webpages, etc.)	When No Longer Required		Mag, Ppr			Electronic and paper records are filed and retained based upon their **CONTENT.** Records, e-mails, electronic records, or social media postings where the **Content relates in a substantive way to the conduct of the public's business, or that ARE made or retained for the purpose of preserving the informational content for future reference are saved** by printing them out and placing in a file folder, or saving them electronically in a folder outside the e-mail system; If not mentioned here, consult the City Attorney to determine if a record is considered transitory / preliminary drafts. GC §§34090, 7927.500; 64 Ops. Cal. Atty. Gen. 317 (1981)); City of San Jose v. Superior Court (Smith). S218066. Supreme Court of California, 2017
Lead Dept.	CW-015	Drafts & Notes: Drafts that are revised (retain final version)	When No Longer Required		Mag, Ppr			As long as the drafts and notes are not retained in the "Regular Course of Business". Consult the City Attorney to determine if a record is considered a draft. GC §§34090, 7927.500

SALINAS, CA. ©1995-2022 Gladwell Governmental Services, Inc. - all rights reserved
Do not duplicate or distribute without prior written permission from GGS (909) 337-3516

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.								
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.								
HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
Lead Dept.	CW-016	GIS Database / Data / Layers (both City-wide and Specialized)	When No Longer Required	Yes	Mag			The Lead Department should print out historical documents (or save source data) prior to replacing the data, if they require the data or output for historical purposes; Department Preference (Preliminary documents); GC §34090 et seq.
Lead Dept.	CW-017	Grant Applications funded by the City's General Fund	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Finance maintains payable information in Accounts Payable; GC §34090
Lead Dept.	CW-018	Grants **(UNSUCCESSFUL** Applications, Correspondence)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Lead Dept.	CW-019	Grants / CDBG (Community Development Block Grant) / Reimbursable Claims / FEMA Reimbursements / OES Reimbursements **(SUCCESSFUL** Reports, other records required to pass the funding agency's audit, if required) Applications (successful), grant agreement, copies of invoices, program rules, regulations & procedures, reports to grant funding agencies, correspondence, audit records, completion records	After Funding Agency Audit, if required - **Minimum 5 years**		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; statewide guidelines propose 4 years; 2 CFR 200.334; 24 CFR 91.105(h), 92.505, 570.490, & 570.502(a&b), 29 CFR 97.42; OMB Circular A-110 & A-133; GC §34090
Lead Dept.	CW-020	Newspaper Clippings	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Non-records - may be obtained from the newspaper company; GC §34090
Human Resources	CW-021	Personnel Files **(Department Copies)**	Do Not Retain in Departments	Before Annual Evaluation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Originals are retained by Human Resources; GC §34090.7

SALINAS, CA. ©1995-2022 Gladwell Governmental Services, Inc. - all rights reserved
Do not duplicate or distribute without prior written permission from GGS (909) 337-3516

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.								
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.								
HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
Lead Dept.	CW-022	Personnel Files **(Supervisor's Notes)**	Shred After Incorporation into Performance Evaluation or Documented Discipline	Before Annual Evaluation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Notes maintained in a separate folder to be incorporated into performance evaluation, or to document progressive discipline; GC §34090 et seq.
Lead Dept.	CW-023	Photographs	When No Longer Required		Mag, Ppr			Preliminary Drafts; destroy unnecessary photographs. GC §§34090, 7927.500
Lead Dept. (Who Uses the Vehicle)	CW-024	Pre-Trip Inspections / Vehicle Safety Checks / Daily Vehicle Inspections / Daily Equipment Checks	2 years		Ppr			GC §34090; 13 CCR 1234(c)
Lead Dept.	CW-025	Public Relations / Press Releases (may use Constant Contact and Gov Delivery)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Lead Dept. (Who Ordered the Appraisal)	CW-026	Real Estate Appraisal Reports: Property **NOT** purchased, Loans not funded, etc.	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Not accessible to the public; Statewide Guidelines show 2 years; GC §§34090, 7928.705
Lead Dept. (Who Ordered the Appraisal)	CW-027	Real Estate Appraisal Reports: **Purchased** Property, Funded Loans	Minimum 5 years	Yes: Before Purchase	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Not accessible to the public until purchase has been completed; meets grant auditing requirements; 2 CFR 200.334; 24 CFR 91.105(h), & 570.502(b); 29 CFR 97.42, GC §34090
	CW-028	Reference Materials: Policies, Procedures, Brochures, Flyers, Manuals, Newsletters, etc: Produced by **OUTSIDE ORGANIZATIONS** (League of California Cities, Chamber of Commerce, etc.)	When No Longer Required		Mag, Ppr			Non-Records

 ©1995-2022 Gladwell Governmental Services, Inc. - all rights reserved
Do not duplicate or distribute without prior written permission from GGS (909) 337-3516

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.								
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.								
HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
Lead Dept.	CW-029	Reference Materials: Policies, Procedures, Brochures, Flyers, Manuals, Newsletters, Administrative Policies, etc: Produced by **YOUR Department**	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Statewide guidelines propose superseded + 2 or 5 years; GC §34090
Lead Dept.	CW-030	Reference Materials: Policies, Procedures, Brochures, Flyers, Manuals, Newsletters, Administrative Policies, etc: Produced by **OTHER Departments**	When Superseded		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Copies; GC §34090.7
Lead Dept.	CW-031	Reports and Studies (Historically significant - e.g., Zoning Studies)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Administratively and Historically significant, therefore retained permanently; GC §34090
Lead Dept.	CW-032	Reports and Studies (other than Historically significant reports - e.g. Annual Reports)	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Information is outdated after 10 years; statewide guidelines propose 2 years; If historically significant, retain permanently; GC §34090
Responding Department	CW-033	Request for Services Software / Citizen Complaint Software (Salinas Comment)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Lead Dept.	CW-034	Special Projects / Subject Files / Issue Files	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090 et seq.
Lead Dept.	CW-035	Surveys / Questionnaires (that the City issues). If a summary of the data is compiled, the survey forms are considered a draft or transitory record, and can be destroyed as drafts (When No Longer Required)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090

SALINAS, CA. ©1995-2022 Gladwell Governmental Services, Inc. - all rights reserved
Do not duplicate or distribute without prior written permission from GGS (909) 337-3516

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.								
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.								
HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
Lead Dept.	CW-036	Training Presented by City Staff - **COURSE** RECORDS (Attendance Rosters, Outlines and Materials; includes Ethics, Harassment, & Safety Training & Tailgates)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Ethics Training is 5 years; Statewide guidelines propose 7 years; Calif. Labor Division is required to keep their OSHA records 7 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years for personnel actions; 8 CCR §3203 et seq., 29 CFR 1627.3(b)(ii), LC §6429(c); GC §§12946, 34090, 53235.2(b)

 ©1995-2022 Gladwell Governmental Services, Inc. - all rights reserved
Do not duplicate or distribute without prior written permission from GGS (909) 337-3516

RECORDS RETENTION SCHEDULE: ADMINISTRATION - CITY CLERK

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
If the record is not listed here, refer to the Retention for City-Wide Standards .								
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.								
HOLDS: *Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).*								
ADMINISTRATION - CITY CLERK								
Admin / City Clerk	CC-001	Affidavits of Publications / Affidavits of Posting Notices / Legal Advertising / Notices / Proofs of Publications / Public Hearing Notices	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Brown Act challenges must be filed within 30 or 90 days of action; Statute of Limitations on Municipal Government actions is 3 - 6 months; GC §§34090, 54960.1(c)(1)
Admin / City Clerk	CC-002	Agenda Packets: **City Council, Redevelopment Agency / Successor Agency**, **Oversight Board**	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Admin / City Clerk	CC-003	Audio Recordings / Video Recordings: **City Council, Redevelopment Agency / Successor Agency**, **Oversight Board**	Minimum 2 years		Mag			Department preference; Audio Required for 30 days; GC §54953.5(b); video recordings of meetings are required for 90 days; GC §34090.6
Admin / City Clerk	CC-004	Agreements & Contracts, WHEN APPROVED BY THE CITY COUNCIL - **(INFRASTRUCTURE, OR IF IMAGED, JPAs, MOUs)** *Agreement or Contract includes all contractual obligations (e.g. Specifications and Successful Proposal or Scope of Work)* **Examples of Infrastructure:** Architects, Buildings, bridges, covenants, development, environmental, Joint Powers, MOUs, park improvements, property & property restrictions, redevelopment, reservoirs, sewers, sidewalks, street & alley improvements, settlement, subdivisions, utilities, water, etc.	P	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; All infrastructure contracts should be permanent for emergency preparedness; Statute of Limitations is 4 years; 10 years for Errors & Omissions; land records are permanent by law; CCP §337 et. seq., GC §34090; Contractor has retention requirements in 48 CFR 4.703

SALINAS, CA. ©1995-2023 Gladwell Governmental Services, Inc. (909) 337-3516 - all rights reserved
Do not duplicate or distribute without prior written permission

Adopted:

RECORDS RETENTION SCHEDULE: ADMINISTRATION - CITY CLERK

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
If the record is not listed here, refer to the Retention for City-Wide Standards .								
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.								
***HOLDS:** Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).*								
Admin / City Clerk	CC-005	Agreements & Contracts - , WHEN APPROVED BY THE CITY COUNCIL - **(NON-INFRASTRUCTURE, Professional Services Agreements, Tenant / Lease Agreements - NOT IMAGED)** *Agreement or Contract includes all contractual obligations (e.g. Specifications and Successful Proposal or Scope of Work)* **Examples of Non-Infrastructure**: Consultants, Franchises, Landscaping, Painting, Slurry Seals (Paving), Tree Trimming, Leases, Personnel, Professional Services, etc.	Completion + 10 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Statute of Limitations is 4 years; 10 years for Errors & Omissions; land records are permanent by law; CCP §§337. 337.1(a), 337.15, 343; GC §34090, Contractor has retention requirements in 48 CFR 4.703(a)
Admin / City Clerk	CC-006	Bid Opening Packets: RFP / Specifications, Successful Proposal, Notice of Completion (When opened by the City Clerk)	2 years		Mag, Ppr		Yes: After QC & OD	GC §34090
Admin / City Clerk	CC-007	Board & Commission / Committee Maddy Act Lists / Vacancy Notices	2 years		Mag, Ppr		Yes: After QC & OD	GC §34090
Admin / City Clerk	CC-008	Bonds: CIP Labor & Materials, Construction Bonds, Indemnity Bonds, Performance Bonds, Letters of Credit	Release of Bond / Letter of Credit		Mag, Ppr			Security; GC §34090
Admin / City Clerk	CC-009	City Articles of Incorporation	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Admin / City Clerk	CC-010	Ethics Training Certificates for Elected Officials and Designated Employees (may be stored in Target Solutions / Vector Solutions)	5 years		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	GC §§ 3105, 12946, 34090; 53235.2(b)

SALINAS, CA. ©1995-2023 Gladwell Governmental Services, Inc. (909) 337-3516 - all rights reserved
Do not duplicate or distribute without prior written permission

RECORDS RETENTION SCHEDULE: ADMINISTRATION - CITY CLERK

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
If the record is not listed here, refer to the Retention for City-Wide Standards .								
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.								
HOLDS: *Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).*								
Admin / City Clerk	CC-011	Filing System / Subject Files / Function Filing System **- HISTORICALLY SIGNIFICANT, LAND, PLANNING, CAPITAL IMPROVEMENT INFRASTRUCTURE PROJECTS**	P		Mag, Ppr		Yes: After QC & OD	Department preference; GC §34090
Admin / City Clerk	CC-012	Filing System / Subject Files / Function Filing System **- NOT HISTORICALLY SIGNIFICANT**	Minimum 2 years		Mag, Ppr		Yes: After QC & OD	Department preference; GC §34090
Admin / City Clerk	CC-013	FPPC Economic Interest Filings (FPPC 700 Series Forms - Statement of Economic Interests): **ALL**	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After 2 years	City maintains original statements; GC §81009(d)(e)(f)&(g)
Admin / City Clerk	CC-014	FPPC Form 801 (Gift to Agency Report)	7 years		Mag, Ppr	S / I	Yes: After 2 years	Must post on website; GC §81009(e)
Admin / City Clerk	CC-015	FPPC Form 802 (Event Ticket / Pass Distributions Agency Report)	7 years		Mag, Ppr	S / I	Yes: After 2 years	Should post on website for 4 years; GC §81009(e)
Admin / City Clerk	CC-016	FPPC Form 803 (Behested Payment Report)	7 years		Mag, Ppr	S / I	Yes: After 2 years	GC §81009(e)
Admin / City Clerk	CC-017	FPPC Form 806 (Agency Report of Public Official Appointments)	7 years		Mag, Ppr	S / I	Yes: After 2 years	Must post on website; 2 CCR 18705.5; 2 CCR 18702.5(b)(3); GC §34090; GC §81009(e)
CITY CLERK ELECTIONS (CONSOLIDATED)								
Admin / City Clerk	CC-018	Campaign Filings (FPPC 400 Series Forms & Form 501): **UNSUCCESSFUL CANDIDATES**	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After 2 years	Paper must be retained for at least 2 years; GC §81009(b)&(g)
Admin / City Clerk	CC-019	Campaign Filings (FPPC 400 Series Forms & Form 501): **SUCCESSFUL CANDIDATES** (Elected Officials)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After 2 years	Paper must be retained for at least 2 years; GC §81009(b)&(g)
Admin / City Clerk	CC-020	Campaign Filings (FPPC 400 Series Forms): **THOSE NOT REQUIRED TO FILE ORIGINAL WITH CITY CLERK** (copies)	4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After 2 years	Paper must be retained for at least 2 years; GC §81009(f)&(g)

SALINAS, CA. ©1995-2023 Gladwell Governmental Services, Inc. (909) 337-3516 - all rights reserved
Do not duplicate or distribute without prior written permission

RECORDS RETENTION SCHEDULE: ADMINISTRATION - CITY CLERK

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
If the record is not listed here, refer to the Retention for City-Wide Standards .								
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.								
***HOLDS:** Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).*								
Admin / City Clerk	CC-021	Campaign Filings (FPPC 400 Series Forms): **OTHER COMMITTEES** (PACS - not candidate-controlled)	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After 2 years	Paper must be retained for at least 2 years; GC §81009(c)&(g)
Admin / City Clerk	CC-022	Candidate File: Nomination Papers, Candidate Statement Forms, Ballot Designation Forms, etc. - **SUCCESSFUL CANDIDATES**	Term of Office + 4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Statewide guidelines proposes 4 years for successful candidates, 2 years for unsuccessful; CA law states term of office and 4 years after the expiration of term and does not delineate between the two; EC §17100
Admin / City Clerk	CC-023	Candidate File: Nomination Papers, Candidate Statement Forms, Ballot Designation Forms, etc. - **UNSUCCESSFUL CANDIDATES**	Election + 4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Statewide guidelines proposes 4 years for successful candidates, 2 years for unsuccessful; CA law states term of office and 4 years after the expiration of term and does not delineate between the two; EC §17100
Admin / City Clerk	CC-024	Elections - **GENERAL, WORKING or ADMINISTRATION** Files (Correspondence, Applications to fill a Vacancy on the City Council, Planning Commission, Precinct Maps, County Election Services, Candidate Statements to be printed in the Sample Ballot, Polling Locations and Precinct Board Members, Notices, Postings, etc.)	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Admin / City Clerk	CC-025	Elections - Petitions (Initiative, Recall or Referendum) - **IF SUFFICIENT**	Results + 8 months		Ppr			Not accessible to the public; The 8 month retention applies after election results, or final examination if no election, unless there is a legal or FPPC proceeding. EC §§17200(b)(3), 17400
Admin / City Clerk	CC-026	Elections - Petitions (Initiative, Recall or Referendum) - **IF INSUFFICIENT**	Final Examination + 1 year after petition examination		Ppr			Not accessible to the public; The 8 month retention applies after election results, or final examination if no election, unless there is a legal or FPPC proceeding. EC §§17200(b)(3), 17400

SALINAS, CA. ©1995-2023 Gladwell Governmental Services, Inc. (909) 337-3516 - all rights reserved
Do not duplicate or distribute without prior written permission

RECORDS RETENTION SCHEDULE: ADMINISTRATION - CITY CLERK

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
If the record is not listed here, refer to the Retention for City-Wide Standards .								
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.								
HOLDS: *Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).*								
(End of Elections Section)								
Admin / City Clerk	CC-027	Historical Records, Photographs, & Historical Projects (e.g. City Anniversaries, Incorporation, City Seal, Awards of significant historical interest, Grand Openings, etc.)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	City Clerk determines historical significance; records can address a variety of subjects and media. Some media (e.g. audio and video tape) may be limited because of the media's life expectancy; GC §34090
Admin / City Clerk	CC-028	Minutes: **City Council, Redevelopment Agency / Successor Agency, Oversight Board**	P		Mag, Mfr, OD, Ppr	S / I	No	GC §34090(e)
Admin / City Clerk	CC-029	Oath of Office / Appointments / Oath for Disaster Worker: City Council, Board or Commission Members Only	Separation + 6 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Department Preference; Statute of Limitations: Public official misconduct is discovery of offense + 4 years, GC §§36507, 34090; PC §§801.5, 803(c); 29 USC 1113
Admin / City Clerk	CC-030	Ordinances	P		Mag, Mfr, OD, Ppr	S / I	No	GC §34090(e)
Admin / City Clerk	CC-031	Prop. 218 (Property-based fees - Sewer, Solid Waste, Water) **Protest Letters / Ballots, Tabulation**	2 years		Mag, Ppr			GC §53753(e)(2)
Admin / City Clerk	CC-032	Public Records Requests **Database** - Excludes Police	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Admin / City Clerk	CC-033	Public Records Requests / Subpoenas Duces Tecum - Excludes Police	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Lead Dept OR City Clerk	CC-034	Recorded Documents: Deeds, Easements, Right of Ways, Abandonments / Vacation, Liens / Lien Releases	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090(a)
Admin / City Clerk	CC-035	Records Destruction Authorization Forms & Certifications (All Departments)	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Department preference; GC §34090

SALINAS, CA. ©1995-2023 Gladwell Governmental Services, Inc. (909) 337-3516 - all rights reserved
Do not duplicate or distribute without prior written permission

RECORDS RETENTION SCHEDULE: ADMINISTRATION - CITY CLERK

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
If the record is not listed here, refer to the Retention for City-Wide Standards .								
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.								
HOLDS: *Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).*								
Admin / City Clerk	CC-036	Resolutions: **City Council, Planning Commission, Redevelopment Agency / Successor Agency, Oversight Board**	P		Mag, Mfr, OD, Ppr	S / I	No	GC §34090(e)

 ©1995-2023 Gladwell Governmental Services, Inc. (909) 337-3516 - all rights reserved
Do not duplicate or distribute without prior written permission

RECORDS RETENTION SCHEDULE: ADMINISTRATION - CITY MANAGER

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
If the record is not listed here, refer to the Retention for City-Wide Standards .								
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.								
HOLDS: *Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).*								
ADMINISTRATION - CITY MANAGER								
Admin / City Manager	CM-001	Legislative Advocacies, Support or Opposition to proposed Federal or State Legislation	Minimum 2 years		Mag, Ppr			Department preference; GC §34090
Admin / City Manager	CM-002	Projects / Subject Files (Subject will change over time)	Minimum 2 years		Mag, Ppr			Department Preference; GC §34090 et seq.
Finance	CM-003	Travel Arrangements	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Preliminary Drafts (Invoices are the final record); GC §34090 et seq.
ADMINISTRATION - COMMUNITY RELATIONS								
Admin / City Manager / Community Relations	CM-004	Newsletters - Employees and Public	Minimum 2 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department preference; GC §34090
Admin / City Manager / Community Relations	CM-005	Photos, Videos & Slides	When No Longer Required		Mag, Ppr			Drafts; final photos may become part of a final document; GC §34090
Admin / City Manager / Community Relations	CM-006	Special Projects & Fact Sheets (Issues and/or projects will vary over time)	When No Longer Required	Yes: While Active Issues	Mag, Ppr			GC §34090

SALINAS, CA. ©1995 - 2023 Gladwell Governmental Services, Inc. - all rights reserved
Do not duplicate or distribute without prior written permission from GGS (909) 337-3516

Adopted:

RECORDS RETENTION SCHEDULE: ADMINISTRATION - HUMAN RESOURCES

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
If the record is not listed here, refer to the Retention for City-Wide Standards								
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.								
***HOLDS**: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).*								
ADMINISTRATION - HUMAN RESOURCES								
Admin / Human Resources	HR-001	Benefit Plan Documents (CalPERS, Dental, Vision, etc.)	Duration of the Contract + 6 years	Yes: For Duration of Contract	Mag, Ppr			EEOC / ADEA (Age) requires 1 year after benefit plan termination; Federal law requires 6 years after filing date for retirement; State Law requires 2 years after action; 29 CFR 1627.3(b)(2); 29 USC 1027; 11 CCR 560; 28 CCR 1300.85.1; GC §34090
Admin / Human Resources	HR-002	Classification / Reorganization Studies (for employee classifications and department structures)	Minimum 3 years		Mag, Ppr			Department preference; Bureau of National Affairs recommends 2 years for all supplementary Personnel records; Wage rate tables are 1 or 2 years; State requires 2 years; 29 CFR 516.6, 29 CFR 1602.14, GC §§12946, 34090
Admin / Human Resources	HR-003	Compensation Surveys & Studies	Minimum 3 years		Mag, Ppr			Department preference; Bureau of National Affairs recommends 2 years for all supplementary Personnel records; Wage rate tables are 1 or 2 years; State requires 2 years; 29 CFR 516.6(2), 29 CFR 1602.14, GC §§12946, 34090
Admin / Human Resources	HR-004	COVID-19 Attestations by Employees, COVID-19 Notifications to Employees	3 years		Mag Ppr			LC §6409.6(k), GC §34090
Admin / Human Resources	HR-005	CRD (California Civil Rights Department) / Department of Fair Employment & Housing (DFEH or EEOC) Claims / Harassment Claims	Minimum Final Disposition + 5 years		Mag, Ppr			Department preference; All State and Federal laws require retention until final disposition of formal complaint; State requires 2 years after "fully and finally disposed"; 2 CCR 11013(c); GC §§12946, 34090
Admin / Human Resources	HR-006	EEOC Forms / EEO-4 Forms / EDD Reports (Employment Development Department Reports)	3 years		Mag, Ppr			29 CFR 1602.30; 29 CFR 1602.31, 29 CFR 1602.32; GC §34090 et seq.

SALINAS, CA. ©1995-2022 Gladwell Governmental Services, Inc. - all rights reserved
Do not duplicate or distribute without prior written permission from GGS (909) 337-3516

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
If the record is not listed here, refer to the Retention for City-Wide Standards								
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.								
***HOLDS** : Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).*								
Admin / Human Resources	HR-007	Employee Investigations	Minimum Final Disposition + 5 years		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; statute of limitations for EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; 29 CFR 1602.31 & 1627.3(b)(1), GC §§12946, 34090;
Admin / Human Resources	HR-008	Employment Verifications	When No Longer Required		Mag, Ppr			Non-records, content is not substantive; GC §34090 et seq.
Admin / Human Resources	HR-009	Grievance Board **AGENDAS & STAFF REPORTS**	Minimum 2 years		Mag, Ppr			Department Preference; GC §34090 et seq.
Admin / Human Resources	HR-010	Grievance Board **MINUTES**	P		Mag, Ppr			GC §34090
Admin / Human Resources	HR-011	Grievances	Minimum Final Disposition + 5 years		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; statute of limitations for retirement benefits is 6 years from last action; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; 29 CFR 1602.31 & 1627.3(b)(1), GC §§ 3105, 12946, 34090; LC 1198.5; 26 CFR 31-6001-1; 53235.2(b); 53237.2(b)
Admin / Human Resources	HR-012	I-9s	Separation + 3 years		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Required for 1 year from termination or 3 years from hiring, whichever is later; EEOC / FLSA / ADEA (Age) requires 3 years for "any other forms of employment inquiry"; State Law requires 2 -3 years; 8 CFR 274a.2; 29 CFR 1627.3(b)(1); GC §§12946, 34090

SALINAS, CA. ©1995-2022 Gladwell Governmental Services, Inc. - all rights reserved
Do not duplicate or distribute without prior written permission from GGS (909) 337-3516

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
If the record is not listed here, refer to the Retention for City-Wide Standards								
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.								
***HOLDS** : Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).*								
Admin / Human Resources	HR-013	Job Descriptions / Classification Specifications	Minimum Superseded + 3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Department preference; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; retirement benefits is 6 years from last action; 29 CFR 1602.31 & 1627.3(b)(1), 8 CCR §3204(d)(1) et seq., GC §§12946, 34090
Admin / Human Resources	HR-014	OSHA Citations and Inspections	5 years		Mag, Ppr			OSHA requires 5 years; State law requires 2 years; 8 CCR §3203(b)(1), OMB 1220-0029; GC §34090; LC §6429c
Admin / Human Resources	HR-015	OSHA Logs - 200, 300, 301, 301A	5 years		Mag, Ppr			OSHA requires 5 years; State law requires 2 years; 8 CCR 14300.33(a), 8 CCR §3203(b)(1), GC §34090.7; LC §6429c
Admin / Human Resources	HR-016	Personnel Files - **Employee File (Main File, including Benefits)** Includes Application, Discipline, Evaluations, Policy Acknowledgements, Employee's Oath of Office / Oath for Disaster Worker, Personnel Action Forms, W-4 Forms, etc.)	Separation + 30 years		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; statute of limitations for retirement benefits is 6 years from last action; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; W-4s are required four years after the due date of such tax for the return period to which the records relate, or the date such tax is paid, whichever is the later. 26 CFR 31-6001-1; 29 CFR 1602.31 & 1627.3(b)(1), GC §§ 3105, 12946, 34090; LC 1198.5

SALINAS, CA. ©1995-2022 Gladwell Governmental Services, Inc. - all rights reserved
Do not duplicate or distribute without prior written permission from GGS (909) 337-3516

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
If the record is not listed here, refer to the Retention for City-Wide Standards								
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.								
***HOLDS** : Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).*								
Admin / Human Resources	HR-017	Personnel Files - **Medical File** Pre-employment Medical Clearances, ADA Accommodations, Fit for Duty, Respirator Fit Tests, etc.	Separation + 30 years OR Deceased + 5 years	Yes: Until Separation	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; Files maintained separately; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., 8 CCR 5144, 8 CCR 15400.2; 29 CFR 1910.1020(d)(1)(i), GC §§12946, 34090
Admin / Human Resources	HR-018	Recruitment and Testing File (Includes Advertisements, Applications for Unsuccessful Candidates, Interview Notes, Job Brochures, Test Data, Testing Analysis & statistical Metric, Job Analysis, Rating Sheets, Scantrons, etc.)	Hiring Decision + 4 years		Mag, Ppr			State Law requires 4 years; EEOC / FLSA / ADEA (Age) requires 1-3 years; 29 CFR 1627.3(b)(1), 29 CFR 1602.14 et seq.2 CCR 11013(c); GC §§12946, 34090
Admin / Human Resources	HR-019	Recruitment Database (NeoGov)	Minimum 4 years		Mag, Ppr			State Law requires 4 years; EEOC / FLSA / ADEA (Age) requires 1-3 years; 29 CFR 1627.3(b)(1), 29 CFR 1602.14 et seq.2 CCR 11013(c); GC §§12946, 34090
Admin / Human Resources	HR-020	Retiree Medical Billing	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Meets municipal government auditing standards; GC §34090
Admin / Human Resources	HR-021	Training Certificates - Harassment Prevention Certificates, etc (May be stored in Target Solutions / Vectors Solutions Database)	5 years		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	8 CCR §3203 et seq., 29 CFR 1627.3(b)(ii), LC §6429(c); GC §§12946, 34090, 53235.2(b)
Lead Dept.	HR-022	Training Database (Target Solutions / Vector Solutions)	Minimum 5 years		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	8 CCR §3203 et seq., 29 CFR 1627.3(b)(ii), LC §6429(c); GC §§12946, 34090, 53235.2(b)
Admin / Human Resources	HR-023	W-4s	Superseded or Separated + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; (mandate is four years after the due date of such tax for the return period to which the records relate, or the date such tax is paid, whichever is the later). 26 CFR 31-6001-1; GC §34090

SALINAS, CA. ©1995-2022 Gladwell Governmental Services, Inc. - all rights reserved
Do not duplicate or distribute without prior written permission from GGS (909) 337-3516

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
If the record is not listed here, refer to the Retention for City-Wide Standards								
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.								
***HOLDS** : Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).*								
Admin / Human Resources	HR-024	Workers Compensation Claims / Long Term Disability Claims (Includes all Accident, Incident, or Injury Reports from Employees)	Separation + 30 years OR Deceased + 5 years	Yes: Until Separation	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; Files maintained separately; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., 8 CCR 5144, 8 CCR 15400.2; 29 CFR 1910.1020(d)(1)(i), GC §§12946, 34090

SALINAS, CA. ©1995-2022 Gladwell Governmental Services, Inc. - all rights reserved
Do not duplicate or distribute without prior written permission from GGS (909) 337-3516

RECORDS RETENTION SCHEDULE: CITY ATTORNEY

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
If the record is not listed here, refer to the Retention for City-Wide Standards .								
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.								
HOLDS: Litigation, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).								
CITY ATTORNEY								
City Attorney	CA-001	Administrative Civil & Criminal Citations - Citations that are issued by various City Departments for violations of the City's Municipal Code	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090 et seq.
City Attorney	CA-002	Advice Files / Attorney Work Product / Subject Files (Notes, etc.)	Minimum 2 years	Yes: Until Resolution	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090 et seq.
City Attorney	CA-003	City Attorney Opinions	Minimum 2 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
City Attorney	CA-004	Claim for Damages / Claims Against the City	Final Resolution + 5 years	Yes: Until Resolution	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; Meets municipal government auditing standards; Statute of Limitations is 4 years; CCP §§337 et seq., 343; GC §34090,
City Attorney	CA-005	Contracts for Investigators	Completion + 5 years	Yes: Before Completion	Mag, Ppr			Department preference; Statute of Limitations for contractual obligations is 4 years; CCP §§337. 337.1(a), 337.15, 343; GC §34090
City Attorney	CA-006	Lawsuits / Litigation - **EXCLUDES** Final Settlement Agreements, Historically Significant Records	Minimum Resolution + 5 years	Yes: Until Resolution	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Claim must be filed within 1 year, lawsuit within 2 years; CCP §337 et seq.; GC §§911.2, 34090, 34090.6; PC §832.5(b)
City Attorney	CA-007	Lawsuits / Litigation - **Final Settlement Agreements, Historically Significant Records**	P	Yes: Until Resolution	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Claim must be filed within 1 year, lawsuit within 2 years; CCP §337 et seq.; GC §§911.2, 34090, 34090.6; PC §832.5(b)
City Attorney	CA-008	Legislative Advocacies, Amicus Briefs, etc.	Minimum 2 years		Mag, Ppr			Department preference; GC §34090

SALINAS, CA. ©1995 - 2023 Gladwell Governmental Services, Inc. - all rights reserved
Do not duplicate or distribute without prior written permission from GGS (909) 337-3516

Adopted:

RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT
(Building, Code Enforcement, Econ Dev., Housing & Comm. Dev, Planning)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
If the record is not listed here, refer to the Retention for City-Wide Standards								
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.								
HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
COMMUNITY DEVELOPMENT / PERMIT SERVICES: BUILDING & SAFETY / LAND DEVELOPMENT								
Lead Dept.	CD-001	_Permit **Database** (TRAKiT)	Indefinite	Yes (all)	Mag			Department Preference - Data is interrelated; GC §34090, H&S §19850
Community Development / Permit Services	CD-002	Address Files / **Building Permits**	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090, H&S §19850
Community Development / Permit Services	CD-003	Appeals Board / Building Standards Appeals Board **- MINUTES**	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090(a)
Community Development / Permit Services	CD-004	Appeals Board / Building Standards Appeals Board **- AGENDAS & STAFF REPORTS**	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090 et seq.
Community Development / Permit Services	CD-005	Building Plans - **Finalled** - **INDUSTRIAL, COMMERCIAL, MULTI-FAMILY DWELLINGS, PLACES OF PUBLIC ACCOMMODATION**	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Law requires for the life of the building for commercial and common interest dwellings only; CBC 104.7 & 107.5, H&S§19850, GC §34090
Community Development / Permit Services	CD-006	Building Plans - **Cancelled or Withdrawn**	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Preliminary drafts not retained in the ordinary course of business; CBC §104.7; H&S§19850, GC §34090
Community Development / Permit Services	CD-007	Building Plans - **Expired**	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; CBC §104.7; H&S§19850, GC §34090
Community Development / Permit Services	CD-008	Building Plans - **Finalled** - **TENANT IMPROVEMENTS**	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Law requires for the life of the building for commercial and common interest dwellings only; CBC 104.7 & 107.5, H&S§19850, GC §34090

SALINAS, CA. ©1995-2023 Gladwell Governmental Services, Inc. - all rights reserved
Do not duplicate or distribute without prior written permission from GGS (909) 337-3516

RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT
(Building, Code Enforcement, Econ Dev., Housing & Comm. Dev, Planning)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
If the record is not listed here, refer to the Retention for City-Wide Standards								
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.								
HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
Community Development / Permit Services	CD-009	Building Plans - **Finalled** - **SINGLE FAMILY RESIDENTIAL - SFR and APPURTENANCES** Structural Calculations	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; State law requires plans need not be filed for dwellings less than 2 stories, garages & appurtenances, farms/ranches, 1-story with bearing walls less than 25'; CBC requires 180 days from completion date; CBC 104.7 & 107.5, H&S§19850, GC §34090
Community Development / Permit Services	CD-010	California Building Codes / Uniform Building Codes	Minimum While Ordinance is in Force		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	GC §50022.6
Community Development / Permit Services	CD-011	Certificate of Occupancy (CofO)	P	Yes (all)	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; GC §34090
Community Development / Permit Services	CD-012	Construction Permits	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Community Development / Permit Services	CD-013	Copyright Release Forms / Requests & Permissions to Receive Copies of Plans (to and from Architects)	Minimum 2 years		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference (kept with the Building Permit file); GC §34090
Community Development / Permit Services	CD-014	Correction Notices	P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference (Preliminary Drafts); GC §34090
Community Development / Permit Services	CD-015	Energy Calculations	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Community Development / Permit Services	CD-016	Geotechnical and Soil Reports / Hydrology Reports / Preliminary Studies / Project Assessments - **Where Land Development is the Lead**	P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090

SALINAS, CA. ©1995-2023 Gladwell Governmental Services, Inc. - all rights reserved
Do not duplicate or distribute without prior written permission from GGS (909) 337-3516

Adopted:

RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT
(Building, Code Enforcement, Econ Dev., Housing & Comm. Dev, Planning)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
If the record is not listed here, refer to the Retention for City-Wide Standards								
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.								
HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
Community Development / Permit Services	CD-017	Geotechnical and Soils Reports (all)	P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090
Community Development / Permit Services	CD-018	Land Development / Private Development: **Administrative Records** Construction Inspections, Photos, Progress Meetings, Project Schedules, etc.	Completion + 10 years	Yes: Until Completed	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Statute of Limitations is 4 years; 10 years for Errors & Omissions; land records are permanent by law; CCP §§337. 337.1(a), 337.15, 343; GC §34090
Community Development / Permit Services	CD-019	Land Development / Private Development: **Permanent Records** Deeds, Drainage, Driveway, Easements, Rights of Way, Soils Reports, Stormwater, Private Lab Verifications, Rights-of-Way Testing Lab Final Reports etc.	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department preference; retained for disaster preparedness purposes; Statewide guidelines propose Permanent for Infrastructure plans; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); CCP §337 et. seq., GC §34090
Community Development / Permit Services	CD-020	Plan Check Comments	Minimum When Permit is Finalled		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference (Preliminary Drafts); GC §34090
Community Development / Permit Services	CD-021	Stop Work Notices	P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference (Preliminary Drafts); GC §34090
CODE ENFORCEMENT								
Community Development / Code Enforce.	CD-022	Code Enforcement / Abatement Case Files (Includes appeals and Code Enforcement Complaint Letters)	Minimum 2 years	Yes: Until Resolution	Mag, Ppr			Department preference; GC §34090
Community Development / Code Enforce.	CD-023	Hearing Officer Determinations (for appeals of Code Enforcement Actions)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	GC §34090

SALINAS, CA. ©1995-2023 Gladwell Governmental Services, Inc. - all rights reserved
Do not duplicate or distribute without prior written permission from GGS (909) 337-3516

RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT
(Building, Code Enforcement, Econ Dev., Housing & Comm. Dev, Planning)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
If the record is not listed here, refer to the Retention for City-Wide Standards								
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.								
HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
Community Development / Code Enforce.	CD-024	Notice of Violations ./ Code Enforcement Citations	Minimum 2 years		Mag, Mfr, OD, Ppr	S/I	Yes: When Inactive	Department preference; GC §34090
ECONOMIC DEVELOPMENT								
Community Development / Economic Development	CD-025	Economic Development Projects / Business Recruitment and Retention	Minimum 2 years		Mag, Ppr			Department Preference; GC §34090 et seq.
HOUSING & COMMUNITY DEVELOPMENT								
Community Development / Housing & Community Development	CD-026	CARES Grants (Covid-19) Applications (successful), grant agreement, copies of invoices, program rules, regulations & procedures, reports to grant funding agencies, correspondence, audit records, completion records	After Funding Agency Audit, if required - **Minimum 5 years**		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; statewide guidelines propose 4 years; 2 CFR 200.334; 24 CFR 91.105(h), 92.505, 570.490, & 570.502(a&b), 29 CFR 97.42; OMB Circular A-110 & A-133; GC §34090

SALINAS, CA. ©1995-2023 Gladwell Governmental Services, Inc. - all rights reserved
Do not duplicate or distribute without prior written permission from GGS (909) 337-3516

RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT
(Building, Code Enforcement, Econ Dev., Housing & Comm. Dev, Planning)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
If the record is not listed here, refer to the Retention for City-Wide Standards								
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.								
HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
Community Development / Housing & Community Development	CD-027	CDBG / Sub-Recipient Grants Agreements	After Funding Agency Audit, if required - **Minimum 5 years**		Mag, Ppr			Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; statewide guidelines propose 4 years; 2 CFR 200.334; 24 CFR 91.105(h), 92.505, 570.490, & 570.502(a&b), 29 CFR 97.42; OMB Circular A-110 & A-133; GC §34090
Community Development / Housing & Community Development	CD-028	Deeds, Easements, Right of Ways, Abandonments / Vacation, Liens / Lien Releases - **Where Housing is the Lead**	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090(a)
Community Development / Housing & Community Development	CD-029	Deeds: Trust Deeds	Loan Pay-off + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference (meets municipal government auditing standards); GC §34090
Community Development / Housing & Community Development	CD-030	Environmental Determinations (Finals): Environmental Impact Reports (EIRs), Negative Declarations, etc.) / CEQA **Where Housing is the Lead**	P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Usually filed in the project file; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); GC §34090

SALINAS, CA. ©1995-2023 Gladwell Governmental Services, Inc. - all rights reserved
Do not duplicate or distribute without prior written permission from GGS (909) 337-3516

RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT
(Building, Code Enforcement, Econ Dev., Housing & Comm. Dev, Planning)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
If the record is not listed here, refer to the Retention for City-Wide Standards								
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.								
HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
Community Development / Housing & Community Development	CD-031	Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, etc.) / CEQA - **Where Housing & Community Development is the Lead** **Correspondence and staff notes** that provide insight into the project or the agency's CEQA compliance with respect to the project	Project Approval or Denial + 2 years		Mag, Ppr			Not all internal communications and notes are required to be saved; "E-mails that do not provide insight into the project or the agency's CEQA compliance with respect to the project — are not within the scope of section 21167.6, subdivision (e) and need not be retained." Golden Door Properties, LLC v. Superior Court of San Diego County (County of San Diego, et al., Real Parties in Interest) (53 Cal.App.5th 733); PRC 21167,6; GC §34090
Community Development / Housing & Community Development	CD-032	Homeless Services Applications (successful), grant agreement, copies of invoices, program rules, regulations & procedures, reports to grant funding agencies, correspondence, audit records, completion records	After Funding Agency Audit, if required - **Minimum 5 years**		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; statewide guidelines propose 4 years; 2 CFR 200.334; 24 CFR 91.105(h), 92.505, 570.490, & 570.502(a&b), 29 CFR 97.42; OMB Circular A-110 & A-133; GC §34090
Community Development / Housing & Community Development	CD-033	Housing Applications **Rejected** (First Time Home Buyers, Life/Safety, Rehabilitation, HOME, etc.)	5 years		Mag, Ppr			GC §34090

SALINAS, CA. ©1995-2023 Gladwell Governmental Services, Inc. - all rights reserved
Do not duplicate or distribute without prior written permission from GGS (909) 337-3516

RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT
(Building, Code Enforcement, Econ Dev., Housing & Comm. Dev, Planning)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
If the record is not listed here, refer to the Retention for City-Wide Standards								
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.								
HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
Community Development / Housing & Community Development	CD-034	Housing Programs: Affordable Housing Projects, HOME, Rehabilitation, CDBG-funded Housing Projects, etc. **WITH a Recapture / Resale Restriction**	5 years after the Affordability Period Terminates, or the Written Agreement Terminates, Whichever is Longer		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	HUD requires 5 years after the project completion; documents imposing recapture / resale restrictions are 5 years after the affordability period terminates; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report; statewide guidelines propose 4 years; 2 CFR 200.334; 24 CFR 92.508(a)&(c) & 570.502(a)(16), 982.158, 884.214; 29 CFR 97.42, GC §34090
Community Development / Housing & Community Development	CD-035	Housing Programs: CDBG-funded Housing Projects, etc. **WITHOUT a Recapture / Resale Restriction**	Loan Pay-off + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	HUD requires 5 years after the agreement terminates; Consistent with Consolidated Plan Requirements; Required for 3-4 years from expenditure or performance report; 2 CFR 200.334; 24 CFR 92.508(a)&(c) & 570.502(a)(16), 982.158, 884.214; 29 CFR 97.42, GC §34090
COMMUNITY DEVELOPMENT / PLANNING / FORMER REDEVELOPMENT AGENCY								
Lead Dept.	CD-036	_Permit **Database** (TRAKiT)	Indefinite	Yes (all)	Mag			Department Preference - Data is interrelated; GC §34090, H&S §19850

SALINAS, CA. ©1995-2023 Gladwell Governmental Services, Inc. - all rights reserved
Do not duplicate or distribute without prior written permission from GGS (909) 337-3516

RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT
(Building, Code Enforcement, Econ Dev., Housing & Comm. Dev, Planning)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
If the record is not listed here, refer to the Retention for City-Wide Standards								
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.								
HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
Community Development / Planning	CD-037	**Planning Projects - Discretionary & Ministerial - Approved Permanent Entitlements & Permits** (Includes Associated CEQA Noticing, Conditions of Approval, Environmental Determinations, Staff Reports, Plans) Examples: Conditional Use Permits (CUPs) Density Bonus Development Permit General Plan / General Plan Amendments Lot Line Adjustment Master Plan Public Art Rezones Specific Plan Tentative Subdivision Maps / Parcels Maps Use Permits Variance Zoning Clearance Zoning Ordinance / Updates	P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); GC§§34090, 34090.7
Community Development / Planning	CD-038	Advanced Planning / Long Range Planning / Project Implementation (Final Documents only)	P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Usually filed in the project file; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); GC §34090
Community Development / Planning	CD-039	Annexations / Boundaries / Consolidations / LAFCO	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	minute

SALINAS, CA. ©1995-2023 Gladwell Governmental Services, Inc. - all rights reserved
Do not duplicate or distribute without prior written permission from GGS (909) 337-3516

RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT
(Building, Code Enforcement, Econ Dev., Housing & Comm. Dev, Planning)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
If the record is not listed here, refer to the Retention for City-Wide Standards								
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.								
HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
Community Development / Planning	CD-040	Census, Demographics	When No Longer Required		Mag, Ppr			(Non-Records - Census Bureau is OFR)
Community Development / Planning	CD-041	Design Review Board **- AGENDAS & STAFF REPORTS**	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090 et seq.
Community Development / Planning	CD-042	Design Review Board - **AUDIO or VIDEO RECORDINGS**	Minimum 2 years		Mag			Department preference; Audio Required for 30 days; GC §54953.5(b); video recordings of meetings are required for 90 days; GC §34090.6
Community Development / Planning	CD-043	Design Review Board **- MINUTES**	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090(a)
Community Development / Planning	CD-044	Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, etc.) / CEQA **- Where Planning is the Lead** **Correspondence and staff notes** that provide insight into the project or the agency's CEQA compliance with respect to the project	Project Approval or Denial + 2 years		Mag, Ppr			Not all internal communications and notes are required to be saved; "E-mails that do not provide insight into the project or the agency's CEQA compliance with respect to the project — are not within the scope of section 21167.6, subdivision (e) and need not be retained." Golden Door Properties, LLC v. Superior Court of San Diego County (County of San Diego, et al., Real Parties in Interest) (53 Cal.App.5th 733); PRC 21167,6; GC §34090
Community Development / Planning	CD-045	Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, etc.) / CEQA **Inside City boundaries - Where Planning is the Lead**	P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Usually filed in the project file; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); GC §34090

SALINAS, CA. ©1995-2023 Gladwell Governmental Services, Inc. - all rights reserved
Do not duplicate or distribute without prior written permission from GGS (909) 337-3516

RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT
(Building, Code Enforcement, Econ Dev., Housing & Comm. Dev, Planning)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
If the record is not listed here, refer to the Retention for City-Wide Standards								
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.								
HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
Community Development / Planning	CD-046	Former Redevelopment Agency Projects and Plans - **HISTORICAL** Deeds, Easements, Right of Ways, Abandonments / Vacation, Liens / Lien Releases, or other Historically Significant records	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC§34090 et seq.
Community Development / Planning	CD-047	Former Redevelopment Agency Projects and Plans - **NOT Historical**	10 years		Mag, Ppr			Department preference; GC§34090
Community Development / Planning	CD-048	General Plan, Elements and Amendments	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Community Development / Planning	CD-049	Historic Resources Board **- AGENDAS & STAFF REPORTS**	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090 et seq.
Community Development / Planning	CD-050	Historic Resources Board - **AUDIO or VIDEO RECORDINGS**	Minimum 2 years		Mag			Department preference; Audio Required for 30 days; GC §54953.5(b); video recordings of meetings are required for 90 days; GC §34090.6
Community Development / Planning	CD-051	Historic Resources Board **- MINUTES**	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090(a)
Community Development / Planning	CD-052	Master Plans, Specific Plans, Land Use Plans and Amendments	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Community Development / Planning	CD-053	Materials Boards	When No Longer Required		Mag, Ppr			Preliminary drafts not retained in the ordinary course of business; GC §34090
Community Development / Planning	CD-054	Planning Commission **- AGENDAS & STAFF REPORTS**	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090 et seq.

SALINAS, CA. ©1995-2023 Gladwell Governmental Services, Inc. - all rights reserved
Do not duplicate or distribute without prior written permission from GGS (909) 337-3516

RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT
(Building, Code Enforcement, Econ Dev., Housing & Comm. Dev, Planning)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
If the record is not listed here, refer to the Retention for City-Wide Standards								
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.								
HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
Community Development / Planning	CD-055	Planning Commission - **AUDIO or VIDEO RECORDINGS**	Minimum 2 years		Mag			Department preference; Audio Required for 30 days; GC §54953.5(b); video recordings of meetings are required for 90 days; GC §34090.6
Community Development / Planning	CD-056	Planning Commission **- MINUTES**	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090(a)
Community Development / Planning	CD-057	Temporary Permits: Activity in Public Places / Banner Permits / Child Care Permits / Christmas Tree Lots / Home Enterprise / Pumpkin Lots / Sidewalk Dining / Temporary Use Permits (TUP) / Temporary Signs / etc. (Approved & Unapproved)	Expiration + 2 years	Yes: During Event	Mag, Ppr			Department preference; GC§§34090
Community Development / Planning	CD-058	Zoning Maps (Historically Significant)	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Community Development / Planning	CD-059	Zoning Ordinance Amendments / Zone Changes	P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (copies); GC §34090.7

SALINAS, CA. ©1995-2023 Gladwell Governmental Services, Inc. - all rights reserved
Do not duplicate or distribute without prior written permission from GGS (909) 337-3516

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
If the record is not listed here, refer to the Retention for City-Wide Standards								
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.								
HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
FINANCE / ACCOUNTING								
Finance / Accounting	FIN-001	_Financial Services / ERP **Database** (Tyler New World)	Indefinite	Yes	Mag			Data Fields / Records are interrelated; (no retention mandated for databases); GC §34090
Finance / Accounting	FIN-002	1099's / 1096's	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; (mandate - IRS: 4 years after tax is due or paid); Ca. FTB: 3 years; 26 CFR §31.6001-1(e)(2), R&T §19530, GC §34090; 29 USC 436
Finance / Accounting	FIN-003	Accounts Payable / Invoices and Backup / Warrants / Refunds / Credit Card Statements / P-Card Statements (Includes Invoices, Travel Expense Reimbursements, etc.)	5 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; 5 years meets municipal government auditing standards and Statute of Limitations for contracts; (mandate is 2 years); CCP §337 et. seq.; GC §34090
Finance / Accounting	FIN-004	Audit Work Papers	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary drafts / content not substantive; (no retention mandated); GC §34090
Finance / Accounting	FIN-005	Audits - Annual Financial Reports / Annual Comprehensive Financial Report (ACFR)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; (mandate is 2 years); GC §34090
Finance / Accounting	FIN-006	Audits - Single Audits, Grant Audits, IRS Audits, Transportation Audits, PERS Audit, etc.	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (meets municipal government auditing standards); (mandate is 2 years); GC §34090
Finance / Accounting	FIN-007	Bank Statements, Bank Reconciliations	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; meets auditing standards; (mandate is 2 years); GC §34090, 26 CFR 31.6001-1
Finance / Accounting	FIN-008	Banking Transactions, Bank Wire Transactions, Confirmations	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; meets auditing standards; (mandate is 2 years); GC §34090

SALINAS, CA. ©1995-2022 Gladwell Governmental Services, Inc. - all rights reserved
Do not duplicate or distribute without prior written permission from GGS (909) 337-3516

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
If the record is not listed here, refer to the Retention for City-Wide Standards								
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.								
HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
Finance / Accounting	FIN-009	Bonds & Bond Sales / Official Statements / Transcripts / Certificates of Participations (COPs) - Includes Continuing Disclosure Reports See Bank Statements for statement retention.	Fully Defeased + 10 years	Yes: Until Maturity	Mag, Ppr			Department Preference; Statute of Limitations for bonds, mortgages, trust deeds, notes or debentures is 6 years; Bonds issued by local governments are 10 years; There are specific requirements for disposal of unused bonds; (mandate is 2 years); CCP §§336 et seq. 337.5(a); 26 CFR 1.6001-1(e): GC §43900 et seq.
Finance / Accounting	FIN-010	Budgets - Finals and Amendments	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; (mandate is 2 years); GC §34090
Finance / Accounting	FIN-011	Budgets Work Papers	When No Longer Required		Mag, Ppr			Preliminary drafts; (no retention mandated); GC §34090
Finance / Accounting	FIN-012	Checks / Warrants (Cashed)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Meets municipal government auditing standards; (mandate is 2 years); GC § 34090
Finance / Accounting	FIN-013	Checks / Warrants (VOIDED)	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary drafts; (no retention mandated); GC §34090
Finance / Accounting	FIN-014	Escheat (Unclaimed money / uncashed checks)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; All tangible property held by government agencies escheats after 3 years; Statute of Limitations is 1 year for seized property; (mandate is 2 years) CCP §§340(d), 1519; GC §34090
Finance / Accounting	FIN-015	Finance Committee Subcommittee of the Council **AGENDAS, MINUTES, STAFF REPORTS**	Minimum 2 years		Mag, Ppr			Department Preference; (mandate is 2 years); GC §34090 et seq.
Finance / Accounting	FIN-016	Fiscal Agent Statements, Investment Account Statements, LAIF Statements / Local Agency Investment Fund Trustee Statements	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; meets auditing standards; (mandate is 2 years); GC §34090, 26 CFR 31.6001-1

SALINAS, CA. ©1995-2022 Gladwell Governmental Services, Inc. - all rights reserved
Do not duplicate or distribute without prior written permission from GGS (909) 337-3516

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
If the record is not listed here, refer to the Retention for City-Wide Standards								
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.								
HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
Finance / Accounting	FIN-017	Fixed Assets	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; meets auditing standards; (mandate is 2 years); GC §34090, 26 CFR 31.6001-1
Finance / Accounting	FIN-018	Investments / Investment Statements / Certificate of Deposit / Investment Bonds (Receipts / Advisor Reports / Trade Tickets	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Meets auditing standards; statewide guidelines propose permanent; FTC Reg's rely on "self-enforcement"; (mandate is 2 years); GC§§ 34090, 43900
Finance / Accounting	FIN-019	Journal Entries / Journal Vouchers	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; meets auditing standards; (mandate is 2 years); GC §34090, 26 CFR 31.6001-1
Finance / Accounting	FIN-020	Measure V, G, E Oversight Committees / Ballot Measure Oversight Committees **AGENDAS, STAFF REPORTS**	Minimum 2 years		Mag, Ppr			Department Preference; (mandate is 2 years); GC §34090 et seq.
Finance / Accounting	FIN-021	Measure V, G, E Oversight Committees / Ballot Measure Oversight Committees **MINUTES**	P		Mag, Ppr			(mandate is permanent); GC §34090
Finance / Accounting	FIN-022	OES / FEMA Claims (Excludes Fire Department's Strike Team Reimbursements)	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (meets municipal government auditing standards); (mandate is 2 years); GC §34090
Finance / Accounting	FIN-023	Reports, General Ledger, Subsidiary Ledgers, Reconciliations, Registers, Transaction Histories, Balance Sheets, Revenue & Expenditure Reports, etc. **(FROM DATABASE - ANNUAL, MONTHLY OR PERIODIC**)	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference (The Financial System Database is the original; reports are considered drafts or copies); (no retention mandated); GC §34090 et seq.
Finance / Accounting	FIN-024	Reports: Annual State or Federal: State Controller's Report, Local Government Compensation Report, Gas Tax, MOE (Maintenance of Effort) Report, Street Report, etc.	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Meets auditing standards; (no retention mandated); GC §34090

SALINAS, CA. ©1995-2022 Gladwell Governmental Services, Inc. - all rights reserved
Do not duplicate or distribute without prior written permission from GGS (909) 337-3516

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
If the record is not listed here, refer to the Retention for City-Wide Standards								
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.								
HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
Finance / Accounting	FIN-025	Tax - Annual Tax Roll and Special Assessments: Landscape and Lighting Districts, Ad Valorem Taxes, etc.	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Meets auditing standards; (no retention mandated); GC §34090
Finance / Accounting	FIN-026	Tax - Sales Tax Reports	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Compilation of Non-Records / Preliminary drafts used to project revenue; (no retention mandated); GC §34090
Finance / Accounting	FIN-027	W-9s	Vendor Inactive + 3 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Meets IRS Auditing Standards (mandated for 3 years after the last payment to the vendor); GC §34090
FINANCE / REVENUE & LICENSING								
Finance / Revenue & Licensing	FIN-028	Accounts Receivable / Revenue / Our Invoices to Outside Entities: Insurance Companies, Franchise Fees, DUI Billing, Transient Occupancy Tax (TOT), Auctions of Surplus Property, Credit Card Payment Receipts, Tenant Billing, etc.	5 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Meets auditing standards; (mandate is 2 years); GC §34090 et seq.
Finance / Accounting	FIN-029	Business License / Business Permits: **Database**	Indefinite	Yes	Mag			Data Fields / Records are interrelated; (no retention mandated for databases); GC §34090
Finance / Revenue & Licensing	FIN-030	Business Licenses / Business Permits: Applications, New, Renewals	5 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Meets auditing standards; (mandate is 2 years); GC §34090 et seq.
Finance / Revenue & Licensing	FIN-031	Cash Receipts, Rents, Other Income, Credit Card Settlements	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Meets auditing standards; (mandate is 2 years); GC §34090 et seq.
FINANCE / PAYROLL								
Finance / Payroll	FIN-032	CalPERS Reports / New York Life Reports - Annual Valuation Reports, Actuarial Valuation Reports	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; (mandate is 2 years); GC §34090

SALINAS, CA. ©1995-2022 Gladwell Governmental Services, Inc. - all rights reserved
Do not duplicate or distribute without prior written permission from GGS (909) 337-3516

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
If the record is not listed here, refer to the Retention for City-Wide Standards								
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.								
HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
Finance / Payroll	FIN-033	DE-6, DE-7, DE-9, DE-34, DE-43, W-3 & DE-166, 941 Forms, PERS / FICA & Medicare Adjustments - Quarterly Payroll Tax Returns / OASDI, Federal Tax Deposits, Adjustments, etc.	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; (mandated for 4 yrs after tax is due or paid;) Ca. FTB: 3 years; IRS Reg §31.6001-1(e)(2), R&T §19530; 29CFR 516.5 - 516.6, 29USC 436, GC §34090
Finance / Payroll	FIN-034	Garnishments	Satisfied + 5 years, or Separation of Employee		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference to meet auditing standards (mandate is 2 years); GC §34090; 26 CFR 31.6001.1
Finance / Payroll	FIN-035	Payroll **Database** (Tyler New World)	Indefinite	Yes	Mag			Data Fields / Records are interrelated; (no retention mandated for databases); GC §34090
Finance / Payroll	FIN-036	Payroll Reports - **Periodic** Bi-weekly Payroll Report	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference for grant audits; Meets municipal government auditing standards; (mandate is 2 years); PERS Circular letter 200-051-17; GC §34090
Finance / Payroll	FIN-037	Time Cards / Time Sheets	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference for grant audits; Meets auditing standards (audit + 4 years); Ca. requires 2 yr min.; FTB keeps 3 years; (mandate by IRS requires 4 years); IRS Reg §31.6001-1(e)(2), R&T §19530; LC § 1174(d); 29 CFR 516.5; 29 CFR 516.5 & 516.6(c); GC §34090
Finance / Payroll	FIN-038	W-2's	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	IRS mandate: 4 yrs after tax is due or paid; Ca. FTB: 3 years; IRS Reg §31.6001-1(e)(2), R&T §19530; 29CFR 516.5 - 516.6, 29USC 436, GC §34090
FINANCE / PURCHASING								

SALINAS, CA. ©1995-2022 Gladwell Governmental Services, Inc. - all rights reserved
Do not duplicate or distribute without prior written permission from GGS (909) 337-3516

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
If the record is not listed here, refer to the Retention for City-Wide Standards								
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.								
HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
Finance / Purchasing	FIN-039	Purchase Orders, / Procurement & Contracting Records - Formal and Informal (RFPs, Specifications, Contracts, Amendments, Successful Bids, Notice of Award, RFQs, etc.)	10 years	Yes: Before Completion	Mag, Ppr			10 years for Errors & Omissions; Statute of Limitations is 4 years; (mandate is 2 years); CCP §§337. 337.1(a), 337.15, 343; GC §34090
Finance / Purchasing	FIN-040	Vehicle Titles / Pink Slips	Upon Sale or Disposal of Vehicle		Mag, Ppr			Title is transferred to new owner or auction house (no retention mandated);

SALINAS, CA. ©1995-2022 Gladwell Governmental Services, Inc. - all rights reserved
Do not duplicate or distribute without prior written permission from GGS (909) 337-3516

RECORDS RETENTION SCHEDULE - FIRE

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
If the record is not listed here, refer to the Retention for City-Wide Standards								
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.								
HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
FIRE ADMINISTRATION								
Fire / Admin. & Police / Admin	FR-001	Emergency Operations Plan (includes Office of Emergency Management & Homeland Security)	When Superseded	Yes (all)	Mag, Mfr, OD, Ppr	S/I	No	GC §34090
Fire / Admin. & Police / Admin	FR-002	EOC Activations & Drills	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Department Preference; GC §34090
Fire / Admin.	FR-003	Fire Incident Reports (printouts from the Fire RMS database)	When No Longer Required		Mag, Ppr			Considered a preliminary draft / copy (the Fire RMS database is the original); GC §34090 et seq.
Fire / Admin.	FR-004	Fire Incident **RMS Database** (County Communications Software)	Indefinite	Yes	Mag, Ppr			Data is interrelated; GC §34090 et seq.
Fire / Admin.	FR-005	HIPAA Policies and Procedures (Health Insurance Portability and Accountability Act)	Superseded + 6 years		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	24 CFR 164.530(j)
Fire / Admin.	FR-006	ISO Insurance Ratings	15 years		Mag, Ppr			Department Preference (rated every 10 years); GC §34090
Fire / Admin.	FR-007	Monthly Statistical Reports / Run Statistics	When No Longer Required		Mag, Ppr			Considered a preliminary draft / copy (the Fire RMS database is the original); GC §34090 et seq.
Fire / Admin.	FR-008	Programs and Projects (e.g. Cadet, CPR Program, Fire Service Day, etc.)	Minimum 2 years		Mag, Ppr			Department Preference; GC § 34090 et seq.
Fire / Admin.	FR-009	Ride-A-Long Waivers	2 years		Mag, Ppr			GC §34090
Fire / Admin.	FR-010	Strike Team Reimbursement (OES / FEMA)	10 years		Mag, Ppr			Department Preference; GC §34090
FIRE / EMERGENCY MEDICAL SERVICES								
Fire / EMS	FR-011	Ambulance Billing (Performed by a private company)	5 years		Mag, Ppr			Department preference; meets municipal government auditing standards; GC §34090

SALINAS, CA. ©1995-2023 Gladwell Governmental Services, Inc. (909) 337-3516 - all rights reserved
Do not duplicate or distribute without prior written permission

Adopted:

RECORDS RETENTION SCHEDULE - FIRE

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
If the record is not listed here, refer to the Retention for City-Wide Standards								
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.								
HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
Fire / EMS	FR-012	Controlled Substance Logs, Inventories / Ambulance Inventory Logs	3 years		Mag, Ppr			Department Preference - Controlled substances are required for 2 years after inventory or transaction; 21 CFR §1304.04, 1310.04
Fire / EMS	FR-013	EMS Complaints	3 years		Mag, Ppr			Statute of Limitations for health providers is 3 years; Call Records are required for 3 years; 13 CCR 1100.7, CCP §340.5, GC §34090
Fire / EMS	FR-014	HIPAA Policies and Procedures (Health Insurance Portability and Accountability Act)	Superseded + 6 years		Mag, Mfr, OD, Ppr	S	Yes: After 1 year	24 CFR 164.530(j)
Fire / EMS	FR-015	Patient Care Reports / PCRs / e-PCRs (EMS transportation) Reports: **ALL** (medical and non-medical.) Includes e-PCR Database / Electronic Patient Care Report Database	20 years		Mag, Mfr, OD, Ppr	S	Yes: After 2 years	Department Preference; minors are required until 1 year after age 18, but not less than 7 years; 10 years is recommended by AHIMA for "healthcare providers"; Statute of Limitations for health providers is 3 years; CCP §340.5, GC §34090; H&S §§1797.98(e) 123145; 42 CFR 482.24(b); 9 CCR 9444, 22 CCR 70751(c) & 71551(c); 22 CCR 70751(c), 71551(c), 73543(a), 74731(a), 75055(a), 75343(a), 77143(a), W&I 14124.1; CMS Pub. 100-4, Chapter 1, Section 110.3
Fire / EMS	FR-016	Refusal to Transfer	3 years		Mag, Ppr			Statute of Limitations for health providers is 3 years; Call Records are required for 3 years;13 CCR 1100.7, CCP §340.5, GC §34090

SALINAS, CA. ©1995-2023 Gladwell Governmental Services, Inc. (909) 337-3516 - all rights reserved
Do not duplicate or distribute without prior written permission

Adopted:

RECORDS RETENTION SCHEDULE - FIRE

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
If the record is not listed here, refer to the Retention for City-Wide Standards								
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.								
HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
FIRE MARSHAL / FIRE PREVENTION								
Community Develop. / Building	FR-017	Development Review / Plan Review - Building Permits	Copies - When No Longer Required		Mag, Ppr			Department Preference; GC § 34090 et seq.
Fire / Fire Prevention	FR-018	**Fire Direct Permits / Administrative Permits (F-Permits** that don't start at Building)	P		Mag, Ppr			Department Preference; GC § 34090 et seq.
Fire / Fire Prevention	FR-019	Fire Inspections / **Business Inspection Files / Occupancy Inspections / Approvals, Fires, Modification / Alternative Methods or Materials**	Life of the Structure or Activity, or **Minimum 5 years, Whichever is Longer**		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Required for the Life of the Structure or Activity, or Minimum 5 years whichever is longer for Approvals, Inspections, Fires, Modification / Alternative Methods or Materials; CFC §§ 104.6 – 104.6.4; GC §34090
Fire / Fire Prevention	FR-020	Fire Inspections / **Citations / Notice of Violations**	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Not required for the Life of the Structure or Activity, or Minimum 5 years whichever is longer - only applies to Approvals, Inspections, Fires, Modification / Alternative Methods or Materials; CFC §§ 104.6 – 104.6.4; GC §34090
Fire / Fire Prevention	FR-021	Fire Investigations - **Arson & Capital Crimes Only**	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference (Capital Crimes have no statute of limitations); GC §34090 et seq.
Fire / Fire Prevention	FR-022	Fire Investigations - **OTHER Than** Arson & Capital Crimes	Minimum 2 years		Mag, Ppr			Department preference; GC §34090 et seq.
Fire / Fire Prevention	FR-023	Fire Prevention Programs (Fire Prevention Week, etc.)	Minimum 2 years		Mag, Ppr			Department Preference; GC § 34090 et seq.
Fire / Fire Prevention	FR-024	Permits: **Construction** Permits (Short Term Uses / Temporary Uses): High Piled Storage, Sprinkler Plans, etc.	Expiration of Permit + 2 years	Yes: Before Event	Mag, Ppr			GC §34090 et seq.

SALINAS, CA. ©1995-2023 Gladwell Governmental Services, Inc. (909) 337-3516 - all rights reserved
Do not duplicate or distribute without prior written permission

Adopted:

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
If the record is not listed here, refer to the Retention for City-Wide Standards								
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.								
HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
Fire / Fire Prevention	FR-025	Permits: **Fire Code** Permits / Special Event Permits (assembly permits, candle permits, tent permits, open flame, etc.)	Expiration of Permit + 2 years	Yes: Before Event	Mag, Ppr			GC §34090 et seq.
Fire / Fire Prevention	FR-026	Permits: **Operational** Permits (Long-term operations): High Piled Storage, Sprinkler Plans, etc.	Life of the Structure or Activity, or **Minimum 5 years, Whichever is Longer**	Yes: Before Event	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC § 34090 et seq.
Fire / Fire Prevention	FR-027	Public Information / Education (when produced internally)	Minimum 2 years		Mag, Ppr			Department Preference; GC §34090
Fire / Fire Prevention	FR-028	Temporary Hydrant Permits (Cal Water)	Expiration + 2 years		Mag, Ppr			Department preference; GC §34090 et seq.
FIRE / OPERATIONS / SUPPRESSION								
Fire / Ops	FR-029	Controlled Substance Logs, Inventories / Drug Logs	3 years	Yes	Mag, Ppr			Department Preference - Controlled substances are required for 2 years after inventory or transaction; 21 CFR §1304.04, 1310.04; GC §34090
Fire / Ops	FR-030	Equipment Records & Testing	Surplus + 2 years		Mag, Ppr			Department Preference to be in compliance with NFPA Standards for in-service automotive fire apparatus ; NFPA 1911.4.7.3 & Annex C.5, GC §34090
Fire / Ops	FR-031	Pre-Fire Plans	When Superseded		Mag, Ppr			GC §34090 et seq.
Fire / Ops	FR-032	Station Log Books / Red Books	P		Mag, Ppr			Department Preference; GC §34090
FIRE / TRAINING								
Fire / Training	FR-033	Training Certificates - Fire Specialized Training (May be stored in Target Solutions / Vectors Solutions Database)	5 years		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	8 CCR §3203 et seq., 29 CFR 1627.3(b)(ii), LC §6429(c); GC §§12946, 34090, 53235.2(b)

SALINAS, CA. ©1995-2023 Gladwell Governmental Services, Inc. (909) 337-3516 - all rights reserved
Do not duplicate or distribute without prior written permission

Adopted:

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
If the record is not listed here, refer to the Retention for City-Wide Standards								
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.								
HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
Lead Dept.	FR-034	Training Database (Target Solutions / Vector Solutions)	Minimum 5 years		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	8 CCR §3203 et seq., 29 CFR 1627.3(b)(ii), LC §6429(c); GC §§12946, 34090, 53235.2(b)
Fire / Training	FR-035	Training File (by employee) Individual Training Certificates, Continuing Education for Paramedics	Minimum 5 years		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; Ethics Training is 5 years; Statewide guidelines propose 7 years; Calif. Labor Division is required to keep their OSHA records 7 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years for personnel actions; 8 CCR §3203 et seq., 29 CFR 1627.3(b)(ii), LC §6429(c); GC §§12946, 34090, 53235.2(b)

SALINAS, CA. ©1995-2023 Gladwell Governmental Services, Inc. (909) 337-3516 - all rights reserved
Do not duplicate or distribute without prior written permission

RECORDS RETENTION SCHEDULE: INFORMATION TECHNOLOGY

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
If the record is not listed here, refer to the Retention for City-Wide Standards .								
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.								
HOLDS: *Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).*								
INFORMATION TECHNOLOGY								
Information Technology	IT-001	Backups / Computer Backups (ALL)	When No Longer Required	Yes	Mag.			Used for Disaster Recovery Purposes Only; Considered a copy and can be destroyed when no longer required; GC §34090 et seq.
Information Technology	IT-002	Enterprise System Catalogue (Listing of Enterprise-wide Software, posted on line)	When Superseded	Yes	Mag.			GC §34090 et seq.
Information Technology	IT-003	UNALTERABLE MEDIA / IMMUTABLE MEDIA (Cloud Immutable Backup, WORM / DVD-r / CD-r / Blue Ray-R) or other unalterable media that does not permit additions, deletions, or changes	P		OD			For legal compliance for Trustworthy Electronic Records (when the electronic record serves as the official record); must be stored in a "safe and separate location"; GC 34090, 12168.7, EVC 1550, CCR 22620 et seq.
Information Technology	IT-004	Video Recordings - **Building Security, City Operations**	1 year		Mag			Records regular ongoing operations of the City; GC §34090.6 et seq.
Information Technology	IT-005	Video Recordings - **Public Areas / Public Activity**	When No Longer Required		Mag			Does not record regular and ongoing operations; GC §34090.6 et seq,

SALINAS, CA. ©1995 - 2023 Gladwell Governmental Services, Inc. - all rights reserved
Do not duplicate or distribute without prior written permission from GGS (909) 337-3516

Adopted:

RECORDS RETENTION SCHEDULE - LIBRARY & COMMUNITY SERVICES

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
If the record is not listed here, refer to the Retention for City-Wide Standards								
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.								
HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
COMMUNITY SERVICES / ADMINISTRATION								
Library & Community Services / Admin.	L&CS-001	Art in Public Places / **Art Installations** - Original Designs and Material, etc.	Art Decommis-sioned + 5 years		Mag, Mfr, OD, Ppr	S	No	Decommissioned means removal from public display; Department preference; GC §34090
Library & Community Services / Admin.	L&CS-002	Library & Community Services Commission, Public Art Commission **AGENDAS, AGENDA PACKETS**	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC &OD	Department Preference; GC §34090
Library & Community Services / Admin.	L&CS-003	Library & Community Services Commission, Public Art Commission **MINUTES, BYLAWS**	P	Yes	Mag, Mfr, OD, Ppr	S	Yes: After QC &OD	GC §34090
COMMUNITY SERVICES / PARKS & SPORTS ADMINISTRATION								
Library & Community Services / Parks & Sports Admin	L&CS-004	_Recreation **Database / Class Registration Database**	Minimum 2 years	Yes	Mag, Ppr			May contain e-packets with electronic waivers; Data is interrelated; GC §34090
Library & Community Services / Parks & Sports Admin	L&CS-005	Activity Guide / Class Guide / Program Guide (Final)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	GC §34090
Library & Community Services / Parks & Sports Admin	L&CS-006	Applications / Participants' Registration / Liability Forms / Release of Liability Forms / Photo Releases / Waivers of Liability / Permissions: Camps, Field Trips, Authorization to give Medicine, etc.	2 years	Yes: During Class or Program	Mag, Ppr			GC §34090

SALINAS, CA. ©1995-2023 Gladwell Governmental Services, Inc. (909) 337-3516 - all rights reserved
Do not duplicate or distribute without prior written permission

Adopted:

RECORDS RETENTION SCHEDULE - LIBRARY & COMMUNITY SERVICES

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
If the record is not listed here, refer to the Retention for City-Wide Standards								
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.								
HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
Library & Community Services / Lead Div.	L&CS-007	Contest Entries (Photo Contests, etc.)	When No Longer Required		Mag, Ppr			Content not substantive; Preliminary drafts not retained in the ordinary course of business; GC §34090
Library & Community Services / Lead Div.	L&CS-008	Contest Winners (Photo Contests, etc.)	2 years		Mag, Ppr			GC §34090 et. seq.
Library & Community Services / Parks & Sports Admin	L&CS-009	Contracts for Instructors and Performers	Completion + 2 years	Yes: During Class or Program	Mag, Ppr			Department preference; CCP §337; GC §34090
Library & Community Services / Parks & Sports Admin	L&CS-010	Evaluations / Surveys (Programmatic Evaluations of Recreation programs)	When No Longer Required		Mag, Ppr			Content Not Substantive / Preliminary drafts / Transitory records; GC §34090
Library & Community Services / Parks & Sports Admin	L&CS-011	Film Permits, Special Event Permits	Expiration + 2 years		Mag, Ppr			GC §34090
Library & Community Services / Parks & Sports Admin	L&CS-012	Herbicide / Pesticide Application (Parks)	2 years		Mag, Ppr			Department Preference (agricultural pesticide records are required for 2 years); GC §34090; 3 CCR 6623, 40 CFR 171.11 et seq.

SALINAS, CA. ©1995-2023 Gladwell Governmental Services, Inc. (909) 337-3516 - all rights reserved
Do not duplicate or distribute without prior written permission

Adopted:

RECORDS RETENTION SCHEDULE - LIBRARY & COMMUNITY SERVICES

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
If the record is not listed here, refer to the Retention for City-Wide Standards								
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.								
HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
Library & Community Services / Parks & Sports Admin	L&CS-013	Income Assistance Subventions for Recreation Programs / Scholarships (from General Fund)	5 years	Yes: During Class or Program	Mag, Ppr			Department Preference (Some programs may have grant funding); 2 CFR 200.334; 24 CFR 91.105(h), 92.505, 570.490, & 570.502(a&b), 29 CFR 97.42; OMB Circular A-110 & A-133; GC §34090
Library & Community Services / Parks & Sports Admin	L&CS-014	Park Facility Use Requests / Field Rentals / Facility Use Applications and Permits (includes ABC Permits, and Insurance Certificates, where required)	2 years		Mag, Ppr			GC §34090 et. seq.
Library & Community Services / Parks & Sports Admin	L&CS-015	Park Tree Maintenance	5 years		Mag, Ppr			Department preference; GC §34090
Library & Community Services / Parks & Sports Admin	L&CS-016	Playground Inspections	10 years		Mag, Ppr			Department preference; GC §34090
Library & Community Services / Parks & Sports Admin	L&CS-017	Rosters / Sign-in / Sign-Out Sheets for classes and programs	2 years		Mag, Ppr			GC §34090
Library & Community Services / Parks & Sports Admin	L&CS-018	Schedules / Hours (classes and staff)	When No Longer Required		Mag, Ppr			Content not substantive; Preliminary drafts not retained in the ordinary course of business; GC §34090

SALINAS, CA. ©1995-2023 Gladwell Governmental Services, Inc. (909) 337-3516 - all rights reserved
Do not duplicate or distribute without prior written permission

RECORDS RETENTION SCHEDULE - LIBRARY & COMMUNITY SERVICES

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
If the record is not listed here, refer to the Retention for City-Wide Standards								
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.								
HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
Library & Community Services / Parks & Sports Admin	L&CS-019	Senior Services (Excludes Foodbank or any grant-funded programs)	2 years	Yes: During Class or Program	Mag, Ppr			GC §34090
Library & Community Services / Parks & Sports Admin	L&CS-020	Swimming Pool Chemical Addition Logs	2 years	Yes: During Class or Program	Mag, Ppr			GC §34090
Division Providing Service / Work	L&CS-021	Work Orders / Service Requests - **CRM / CMMS DATABASE** (Computerized Maintenance Management System)	Indefinite		Mag			Data is interrelated; GC §34090
Division Providing Service / Work	L&CS-022	Work Orders / Service Requests - **All Information Entered in CRM / CMMS Database** (Paper drafts)	When No Longer Required		Mag Ppr			Preliminary drafts (the database is the original); GC §34090
Division Providing Service / Work	L&CS-023	Work Orders / Service Requests - **NOT entered in CRM / CMMS Database** (or partial information entered into CMMS Database) (Division providing service retains originals; Division requesting service is considered a copy)	5 years		Mag Ppr			City Preference; CCP §§338 et seq., 340 et seq., 342, GC §34090
YOUTH SERVICES & COMMUNITY ENGAGEMENT								
Library & Community Services / Youth Services & Community Engage.	L&CS-024	Client Outreach (Enrollment Forms, Goal Setting, Referrals, etc.)	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC &OD	Department Preference; GC §34090

SALINAS, CA. ©1995-2023 Gladwell Governmental Services, Inc. (909) 337-3516 - all rights reserved
Do not duplicate or distribute without prior written permission

Adopted:

RECORDS RETENTION SCHEDULE - LIBRARY & COMMUNITY SERVICES

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
If the record is not listed here, refer to the Retention for City-Wide Standards								
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.								
HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
Library & Community Services / Youth Services & Community Engage.	L&CS-025	Community Alliance for Safety and Peace	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC &OD	Department Preference; GC §34090
Library & Community Services / Youth Services & Community Engage.	L&CS-026	Grants - State and Federal **(SUCCESSFUL** Reports, other records required to pass the funding agency's audit, if required) Applications (successful), grant agreement, copies of invoices, program rules, regulations & procedures, reports to grant funding agencies, correspondence, audit records, completion records	5 years		Mag, Ppr			Meets auditing standards; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; statewide guidelines propose 4 years; 2 CFR 200.334; 24 CFR 91.105(h), 92.505, 570.490, & 570.502(a&b), 29 CFR 97.42; OMB Circular A-110 & A-133; GC §34090
Library & Community Services / Youth Services & Community Engage.	L&CS-027	Grants **(UNSUCCESSFUL** Applications, Correspondence)	2 years		Mag, Ppr			GC §34090
Library & Community Services / Youth Services & Community Engage.	L&CS-028	Violence Prevention (Outreach, Leadership Development Attendance, Registration, etc.)	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC &OD	Department Preference; GC §34090

SALINAS, CA. ©1995-2023 Gladwell Governmental Services, Inc. (909) 337-3516 - all rights reserved
Do not duplicate or distribute without prior written permission

Adopted:

RECORDS RETENTION SCHEDULE - LIBRARY & COMMUNITY SERVICES

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
If the record is not listed here, refer to the Retention for City-Wide Standards								
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.								
HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
Library & Community Services / Youth Services & Community Engage.	L&CS-029	Volunteer Applications & Waivers - Placed / Hours were volunteered	Inactive / Separation + 3 years		Mag, Mfr, OD, Ppr	S	Yes: 1 year	Courts may treat volunteers as employees; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; 29 CFR 1602.31 & 1627.3(b)(1), 8 CCR §3204(d)(1) et seq., GC §§12946, 12960, 34090; 29 USC 1113
Library & Community Services / Youth Services & Community Engage.	L&CS-030	Volunteer Applications & Waivers - Wait Listed	3 years		Ppr			Courts may treat volunteers as employees; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; 29 CFR 1602.31 & 1627.3(b)(1), 8 CCR §3204(d)(1) et seq., GC §§12946, 12960, 34090; 29 USC 1113
LIBRARY								
Library & Community Services / Library	L&CS-031	_Library Information **Database**	Indefinite	Yes	Mag, Ppr			Data Fields / Records are interrelated; GC §34090
Library & Community Services / Lead Div.	L&CS-032	Contest Entries (Photo Contests, etc.)	When No Longer Required		Mag, Ppr			Content not substantive; Preliminary drafts not retained in the ordinary course of business; GC §34090
Library & Community Services / Lead Div.	L&CS-033	Contest Winners (Photo Contests, etc.)	2 years		Mag, Ppr			GC §34090 et. seq.

SALINAS, CA. ©1995-2023 Gladwell Governmental Services, Inc. (909) 337-3516 - all rights reserved
Do not duplicate or distribute without prior written permission

Adopted:

RECORDS RETENTION SCHEDULE - LIBRARY & COMMUNITY SERVICES

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
If the record is not listed here, refer to the Retention for City-Wide Standards								
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.								
HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
Library & Community Services / Lead Div.	L&CS-034	Contracts for Digital Services / Subscription for On-Line Services	Completion + 2 years		Mag, Ppr			GC §34090 et. seq.
Library & Community Services / Library	L&CS-035	Grants: **LSCA** (Library Services and Construction), **LSTA** (Library Services and Technology), **SLRC** (State Literacy Resource Centers), **CLLS** (California Library Literacy Services); **CLSA** (California Library Services Act, **IMLS (Institute of Museum & Library Services),** and **PLF** (Public Library Foundation) **ONLY.** For all others, follow City-wide Schedule. (SUCCESSFUL Reports, and Financial Information) Send copy of application and award to Administrative Services	Final Expenditure + 5 years		Mag, Mfr, OD, Ppr	S/ I	Yes: After QC & OD	Per California State Library Records Management Program Requirements (April 27, 1998); GC §34090
Library & Community Services / Library	L&CS-036	Incident Reports	Minimum 2 years		Mag, Ppr			Department Preference; GC §34090
Library & Community Services / Library	L&CS-037	Library Programs - Education, Youth & Families, Lifelong Learning, etc. (Program Manager's Records)	Minimum 2 years		Mag, Ppr			Department Preference; GC §34090
Library & Community Services / Lead Div.	L&CS-038	Registrations / Sign-ups / Waivers (Signed by participants, or their parent or guardian)	2 years		Mag, Ppr			GC §34090 et. seq.
Library & Community Services / Lead Div.	L&CS-039	Releases / Copyright Usage Permission / Photo or Video Release Agreement / Use Items from Library Collection, etc.	P		Mag, Mfr, OD, Ppr	S/ I	Yes: After QC & OD	Department preference; GC §34090 et. seq.

SALINAS, CA. ©1995-2023 Gladwell Governmental Services, Inc. (909) 337-3516 - all rights reserved
Do not duplicate or distribute without prior written permission

Adopted:

RECORDS RETENTION SCHEDULE - LIBRARY & COMMUNITY SERVICES

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
If the record is not listed here, refer to the Retention for City-Wide Standards								
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.								
HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
Library & Community Services / Library	L&CS-040	Sponsored Art, Artists and/or Projects - **Temporary Exhibits**	Completion + 2 years		Mag, Ppr			GC §34090

SALINAS, CA. ©1995-2023 Gladwell Governmental Services, Inc. (909) 337-3516 - all rights reserved
Do not duplicate or distribute without prior written permission

RECORDS RETENTION SCHEDULE: POLICE

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
If the record is not listed here, refer to the Retention for City-Wide Standards								
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.								
HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
ANIMAL SERVICES								
Police / Animal Services	PD-001	_Animal Shelter Manager Software **Database**	Indefinite	Yes	Mag			Data Fields / Records are interrelated; GC §34090
Police / Animal Services	PD-002	Adoption Receipts / Ownership	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090 et seq.
Police / Animal Services	PD-003	Animal Address Files: Bite Reports, Complaints, Cruelty Investigations and Administrative Hearing Officer Findings, Dangerous Dog Reports, Impound Notices, Investigations, Barking Dogs, Loose Dogs, etc.	When Animal Deceased, **Minimum 3 years**		Mag, Ppr			Department Preference; GC §34090 et seq.
Library & Community Services / Admin.	PD-004	Animal Services Committee **AGENDAS, AGENDA PACKETS**	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Library & Community Services / Admin.	PD-005	Animal Services Committee **MINUTES, BYLAWS**	P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Police / Animal Services	PD-006	Animal Treatment / Medical	3 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	3 years is required for animal treatment records; FA §32003(e), PC §597.1(d); CCP §§336(a), 337 et. seq.,
Police / Animal Services	PD-007	Complaints - Regarding Animals (Barking, etc.)	3 years	Yes	Mag, Ppr			Department Preference; GC §34090 et seq.
Police / Animal Services	PD-008	Impound Notices / Contact Requests	End of Impound + 3 years		Mag, Ppr			Department preference; 3 years is required for animal treatment records; FA §32003(e), PC §597.1(d); CCP §§336(a), 337 et. seq., GC §34090

SALINAS, CA. ©1995 - 2023 Gladwell Governmental Services, Inc. - all rights reserved
Do not duplicate or distribute without prior written permission from GGS (909) 337-3516

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
If the record is not listed here, refer to the Retention for City-Wide Standards								
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.								
HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
Police / Animal Services	PD-009	Investigations / Problem Files (barking, loose dogs, dangerous dog reports, vicious animals, etc.)	Minimum 3 years		Mag, Ppr			Department Preference; GC §34090 et seq.
Police / Animal Services	PD-010	Notices to Comply, Warning Letters / Notices / Citation Books (Off leash, etc.)	Minimum 3 years		Mag, Ppr			Department Preference; GC §34090 et seq.
Police / Animal Services	PD-011	Record of All Efforts to Contact Owner and/or Microchip's Primary Registrant	2 years		Mag, Ppr			FA 31108.3 and 31752.1
POLICE ADMINISTRATION / POLICE CHIEF								
Police / Admin. / Chief	PD-012	Alarm Billing	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (meets municipal government auditing standards); GC §34090
Police / Admin. / Chief	PD-013	Alarm Permits, False Alarm Notifications	Expiration + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Police / Admin. / Chief	PD-014	Background Files - **Successful Applicants**	Separation + 4 years	Yes: Until Separation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; 29 CFR 1672.3(b)(i), 29 CFR 1602.14; GC §§12946, 12960, 34090; 29 USC 1113
Police / Admin. / Chief	PD-015	Background Files - **Unsuccessful Applicants**	4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; 29 CFR 1672.3(b)(i), 29 CFR 1602.14; GC §§12946,12960, 34090
Police / Admin. / Chief	PD-016	CCW Permits (Carry Concealed Weapon Permits) - **Retired Employees**	Expiration + 2 years		Mag, Ppr			Department preference; GC §34090

SALINAS, CA. ©1995 - 2023 Gladwell Governmental Services, Inc. - all rights reserved
Do not duplicate or distribute without prior written permission from GGS (909) 337-3516

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
If the record is not listed here, refer to the Retention for City-Wide Standards								
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.								
HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
Police / Admin. / Chief	PD-017	Contracts for Investigators (Police only)	Completion + 5 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Statute of Limitations for contractual obligations is 4 years; CCP §§337. 337.1(a), 337.15, 343; GC §34090
Fire / Admin. and Police / Admin. / Chief	PD-018	Emergency Operations Plan (includes Office of Emergency Management & Homeland Security)	When Superseded	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Fire / Admin. & Police / Admin	PD-019	EOC Activations & Drills	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Department Preference; GC §34090
Police / Admin. / Chief	PD-020	Internal Affairs / Complaints from a Member of the Public **WITH Sustained Finding of Misconduct**	Final Disposition + 15 years		Mag, Ppr			PC §§832.5(b), 832.7; GC§ 34090
Police / Admin. / Chief	PD-021	Internal Affairs / Complaints from a Member of the Public **WITHOUT Sustained Finding of Misconduct**	Final Disposition + 5 years		Mag, Ppr			Consistent with Lexipol Policy; State requires for at least 5 years for complaints by members of the public; other State & Federal laws require retention until final disposition of formal complaint; State requires 2 years after action is taken; Statute of Limitations is 4 years for misconduct after the discovery of the offense for misconduct in office; EVC §1045, GC §§12946,12960, 34090, PC §§801.5, 803(c), 832.5, 832.7, VC §2547
Police / Admin. / Chief	PD-022	Internal Affairs / **Internal Complaints** (made by employees)	Final Disposition + 5 years		Mag, Ppr			Department Preference; Exceeds with Lexipol Policy; Not a civilian complaint; other State & Federal laws require retention until final disposition of formal complaint; State requires 2 years after action is taken; EVC §1045, GC §§12946,12960, 34090

SALINAS, CA. ©1995 - 2023 Gladwell Governmental Services, Inc. - all rights reserved
Do not duplicate or distribute without prior written permission from GGS (909) 337-3516

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
If the record is not listed here, refer to the Retention for City-Wide Standards								
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.								
HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
Police / Admin. / Chief	PD-023	Policies & Procedures / Lexipol / Operation Directives / General Orders (Department Policies and Procedures)	Superseded		Mag, Mfr, OD, Ppr	S / I	Yes: After superseded	Department Preference; GC § 34090 et seq.
Police / Admin. / Chief	PD-024	Press Releases - Police Only	2 years		Mag, Ppr			GC §34090
Police / Admin. / Chief	PD-025	Reports and Studies - Historical	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC § 34090 et seq.
Police / Admin. / Chief	PD-026	Reports and Studies regarding Police operations (not historical - manpower, consolidation, etc.)	Minimum 2 years		Mag, Ppr			Department Preference; GC § 34090 et seq.
Police / Admin. / Chief	PD-027	Reports to State or Federal Agencies: Report to the State Commission on Peace Officer Standards and Training (POST Commission) of peace officer employment, compliant, finding, disposition, or judgement pursuant to PC §13510.9; Report of data regarding the number, type, or disposition of complaints made against its officers	2 years		Mag, Ppr			PC §13510.9, GC §34090 et seq.
Police / Admin. / Chief	PD-028	Use of Force Reviews - Not as a result of a complaint by a Member of the Public	2 years		Mag, Ppr			Department Preference; GC §§12946, 12960, 34090
INVESTIGATIONS								
Police / Investig.	PD-029	Asset Forfeiture Notification	5 years		Mag, Ppr			Per Federal DOJ requirements (Equitable Sharing Guide); GC §34090
Police / Investig.	PD-030	Business **Permit Background Files** (Bingo license, Pawn broker license, Tobacco Retail Licensing, etc.)	Expiration + 2 years		Mag, Ppr			Department Preference; GC § 34090 et seq.
Police / Investig.	PD-031	Business **Permits** (Bingo license, Pawn broker license, Tobacco Retail Licensing, etc.)	Expiration + 2 years		Mag, Ppr			Department Preference; GC § 34090 et seq.

SALINAS, CA. ©1995 - 2023 Gladwell Governmental Services, Inc. - all rights reserved
Do not duplicate or distribute without prior written permission from GGS (909) 337-3516

Adopted:

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
If the record is not listed here, refer to the Retention for City-Wide Standards								
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.								
HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
Police / Investig.	PD-032	Criminal Intelligence Files Confidential informant information & activities	Last Entry + 5 years		Mag, Ppr			Files contain criminal intelligence information concerning an individual only if there is reasonable suspicion that the individual is involved in criminal conduct or activity and the information is relevant to that criminal conduct or activity. Misleading, obsolete or unreliable information is required to be destroyed; remaining records must not be retained longer than 5 years; 28 CFR 23.20(h); GC §34090
Police / Investig.	PD-033	Detectives Investigation Files and Arrest Files **(Official Reports)**	Transferred into Record's Crime Report Files		Ppr, Mag			Transfer all Official Reports to Records to be placed in the Crime Report Files.
Police / Investig.	PD-034	Guns: Dealers Record of Sale (DROS)	2 years		Mag, Ppr			GC §34090
Police / Investig.	PD-035	Informant Files	When No Longer Required - **Minimum 2 years**		Ppr, Mag			Informant information; Does not contain criminal intelligence information concerning individuals; Department preference; GC §34090
Police / Investig.	PD-036	Pawn Slips	2 years		Mag, Ppr			GC §34090
Police / Investig.	PD-037	Registrants: Arson Registrations: **Adults**	Death of Registrant		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Pursuant to PC §457.1 et seq.; required to register for life; If released from CYA, records are destroyed after age 25 or sealing pursuant to W&I §781; GC §34090.7
Police / Investig.	PD-038	Registrants: Arson Registrations: **Juveniles** released from California Youth Authority	Age 25 or Sealing Date + 5 years		Mag, Ppr			Pursuant to PC §457.1 et seq.; If released from CYA, records are destroyed after age 25 or sealing pursuant to W&I §781; GC §34090.7

SALINAS, CA. ©1995 - 2023 Gladwell Governmental Services, Inc. - all rights reserved
Do not duplicate or distribute without prior written permission from GGS (909) 337-3516

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
If the record is not listed here, refer to the Retention for City-Wide Standards								
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.								
HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
Police / Investig.	PD-039	Registrants: Sex Offender Registrations: **Adults**	Death of Registrant		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; After 2021, Offenders can petition Court for removal 10 or 20 years after offense, provided there are no subsequent offenses; Pursuant to PC §290 et seq.
Police / Investig.	PD-040	Registrants: Sex Offender Registrations: **Juveniles**	Sealing Date + 5 years (or Court Order), or Death of Registrant		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; After 2021, Offenders can petition Court for removal 10 or 20 years after offense, provided there are no subsequent offenses; Pursuant to PC §290 et seq.
Police / Investig.	PD-041	Subpoenas (Personal Appearance of Police Employees)	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Court or District Attorney records; GC §34090 et seq.

SALINAS, CA. ©1995 - 2023 Gladwell Governmental Services, Inc. - all rights reserved
Do not duplicate or distribute without prior written permission from GGS (909) 337-3516

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
If the record is not listed here, refer to the Retention for City-Wide Standards								
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.								
HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
OPERATIONS / PATROL								
Police / Ops / Patrol	PD-042	Canine (Police Service Dogs) Program Files / Training Files: **Animal Files**	Separation + 3 years		Mag, Ppr			3 years is required for animal care / treatment records; FA §32003(e), PC §597.1(d); GC §34090 et seq.
Police / Ops / Patrol	PD-043	Canine (Police Service Dogs) **Program Files**: Action Reports, Monthly Reports	5 years		Mag, Ppr			Department preference; GC §34090 et seq.
Police / Ops / Patrol	PD-044	Patrol Schedules	When No Longer Required		Mag, Ppr			Preliminary drafts (the timecard / timesheet is the final); GC §34090 et seq.
OPERATIONS / TRAFFIC								
Police / Ops / Traffic	PD-045	Hearing Officer Determinations (Citation Appeals, Tows, etc.)	2 years		Mag, Ppr			GC §34090
Police / Ops / Traffic	PD-046	Traffic Control: Radar Calibration Records	Life of the Equipment		Mag, Ppr			Department preference; GC §34090 et seq.
Police / Ops / Traffic	PD-047	Traffic Control: Radar Trailer Surveys, etc.	Minimum 2 years		Mag, Ppr			GC §34090 et seq.
PROPERTY AND EVIDENCE								
Police / Property & Evidence	PD-048	Crime Report Photos	Follows the Retention of the Evidence		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Police / Property & Evidence	PD-049	Gun and Narcotics Destruction Log (Documents related to)	Minimum 2 years		Mag, Ppr			Department Preference; GC §34090
Police / Property & Evidence	PD-050	Property & Evidence **Database**	Indefinite		Mag, Ppr			Department Preference (data is interrelated); GC §34090
Police / Property & Evidence	PD-051	Property & Evidence **Logs**	2 years		Mag, Ppr			GC §34090

SALINAS, CA. ©1995 - 2023 Gladwell Governmental Services, Inc. - all rights reserved
Do not duplicate or distribute without prior written permission from GGS (909) 337-3516

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
If the record is not listed here, refer to the Retention for City-Wide Standards								
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.								
HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
Police / Property & Evidence	PD-052	Safekeeping: Lost & Found Property (Documents related to)	2 years		Mag, Ppr			GC §34090
RECORDS								
Police / Records	PD-053	Citations (Parking, Traffic, Marijuana / Cannabis). Includes requests for dismissals, cancellations, and appeals.	2 years		Mag, Ppr			GC §34090 et seq.
Police / Records	PD-054	CRIME REPORTS / SEALED RECORDS: **Sealed Juvenile and Ward Cases** - Except those with Child Abuse or Severe Neglect, (Substantiated), outstanding stolen property, including firearms, or lost firearms	Sealing Date + 5 years (or Court Order)	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Statute of Limitations runs up to age of majority + 8 years; sealed records for juveniles and wards of the Court must be destroyed 5 years after sealing date; CCP §§340.1, GC §34090; W&I §§389(a), 781(d)
Police / Records	PD-055	CRIME REPORTS: Lost Property: **Firearms** entered into CLETS (if not Permanent Retention)	Until Found or Recovered	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference to facilitate Three Strikes law and ease of document imaging administration; PC§ 11108.2(b); GC §34090
Police / Records	PD-056	CRIME REPORTS: **ALL Capital Crimes, Homicide, Juvenile, Child Abuse (substantiated), Elder Abuse (substantiated), & Sexual Assault (Rape), Arson (Suspected or Undetermined)**	P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; DOJ retains CACI (Child Abuse Central Index) information for adults 100 years; Most have no limitations on commencement of action; PC §§ 261, 286, 288, 288a, 288.5, 289, 289.5, and 799; 803(h), 11169 et seq.; 11170(a); WIC 707(b)
Police / Records	PD-057	CRIME REPORTS: Child Abuse or Neglect Investigation Reports - **Unsubstantiated or Inconclusive**	No Further Report on Suspected Abuser + 10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	PC §§11169(c),11170(a)(3)

SALINAS, CA. ©1995 - 2023 Gladwell Governmental Services, Inc. - all rights reserved
Do not duplicate or distribute without prior written permission from GGS (909) 337-3516

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
If the record is not listed here, refer to the Retention for City-Wide Standards								
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.								
HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
Police / Records	PD-058	CRIME REPORTS: **Except those specifically mentioned in the schedule (ALL Others)**	7 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Provided there are no outstanding warrants, unrecovered identifiable items, criminal deaths, they are not historically significant, and it is not classified under PC §800 & 290; Stat. of Limit. is 2 yrs; Destroy juvenile marijuana after age18; H&S §11361.5, GC §34090, PC §802, PC §§187, 800 et seq.
Police / Records	PD-059	CRIME REPORTS: Misdemeanor or Infraction - Adult Marijuana / Cannabis - H&S §11357(b)(c)(d)(e) or H&S §11360(b) (with procedure in H&S §11361.5) - Except those with outstanding stolen property, including firearms, or lost firearms	Conviction or Arrest (If No Conviction) + 2 years	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	(Courts and other Agencies "Shall" destroy); H&S§ 11361.5 et seq.
Police / Records	PD-060	CRIME REPORTS: **Misdemeanor or Infraction - Juvenile Marijuana / Cannabis** - H&S §11357(~~E~~) - Except those with outstanding stolen property, including firearms, or lost firearms	2 years or Juvenile 18 years old	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	If no subsequent conviction ("Shall" Destroy); H&S §11361.5
Police / Records	PD-061	CRIME REPORTS: **Missing Persons**	P (If Returned, Follows the Retention for the Crime Report)	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090

SALINAS, CA. ©1995 - 2023 Gladwell Governmental Services, Inc. - all rights reserved
Do not duplicate or distribute without prior written permission from GGS (909) 337-3516

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
If the record is not listed here, refer to the Retention for City-Wide Standards								
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.								
HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
Police / Records	PD-062	CRIME REPORTS: **Factually Innocent Petition Accepted Records** Sealed Pending Destruction - Except those with outstanding stolen property, including firearms, or lost firearms	Date of Arrest + 3 years	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Individual petitions District Attorney; Sheriff concurs that person is factually innocent, then seals record ("Shall" Destroy); GC §34090; PC §851.8(a)
Police / Records	PD-063	CRIME REPORTS: **Misdemeanor or Infraction Marijuana / Cannabis** §11357(de) - **Juvenile on School Grounds during School Hours** (with procedure in H&S §11361.5)	Offender is 18 Years Old	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	(Courts and other Agencies "Shall" destroy); H&S§ 11361.5 et seq., 11357(e)
Police / Support Services / Records	PD-064	CRIME REPORTS: Vacatur Relief Granted by Court - **Victim of Human Trafficking, or Victim of Intimate Partner Violence or Sexual Violence (Nonviolent Crimes)**	Court Order + 1 year		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Individual petitions Court ("Shall" Destroy); GC §34090; PC §§236.14(k); 236.15(k)
Police / Records	PD-065	Officer Recordings: **Body-Worn Cameras – LOGS of Access or Deletion of Data**	P		Mag,			PC§ 832.18(b)(5)(E); GC §34090.6 et seq.
Police / Records	PD-066	Officer Recordings: **Body-Worn Cameras** - that **ARE evidence, Officer Involved Shootings / Detention or Arrest / Complaints**	Follows retention for Evidence, **Minimum 2 years**		Mag,			PC§ 832.18(b)(5)(B)&(C); GC §34090.6 et seq.
Police / Records	PD-067	Officer Recordings: **Body-Worn Cameras** - that are **NOT evidence**	60 days		Mag,			Department preference (law recommends 90 days); PC§ 832.18(b)(5)(A); GC §34090.6 et seq.
Police / Records	PD-068	Public Records Requests / Subpoenas Duces Tecum - Police Only	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Police / Records	PD-069	Public Records Requests **Database** (NextRequest) - Police Only	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090

SALINAS, CA. ©1995 - 2023 Gladwell Governmental Services, Inc. - all rights reserved
Do not duplicate or distribute without prior written permission from GGS (909) 337-3516

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
If the record is not listed here, refer to the Retention for City-Wide Standards								
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.								
HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
Police / Records	PD-070	RMS **Database** (Mark43)	Indefinite	Yes	Mag			Data Fields / Records are interrelated; GC §34090
Police / Records	PD-071	Video Recordings - **Temporary Holding Cells**	1 year		Mag			Records regular ongoing operations of the City; GC §34090.6 et seq.

SALINAS, CA. ©1995 - 2023 Gladwell Governmental Services, Inc. - all rights reserved
Do not duplicate or distribute without prior written permission from GGS (909) 337-3516

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
If the record is not listed here, refer to the Retention for City-Wide Standards								
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.								
HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
TRAINING								
Police / Training	PD-072	Personnel Training File - **Officer Training - BY EMPLOYEE (Includes POST printouts)** Includes Range Qualifications, Retiree Fire Arson Qualifications	Separation + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference to be consistent with Human Resources; OSHA requires safety training 5 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; 8 CCR §3203 et seq., 29 CFR 1602.31 LC §6429(c); GC §§12946,12960, 34090, 53235.2(b)
Police / Training	PD-073	Training - **Department Training Records - COURSE RECORDS** (Attendance Rosters, Outlines and Materials; includes Use of Force training, safety training, etc.)	Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Rosters are sent to POST; OSHA requires safety training 5 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; 8 CCR §3203 et seq., 29 CFR 1602.31 , LC §6429(c); GC §§12946,12960, 34090, 53235.2(b)
Police / Training	PD-074	Ride A-Long Waiver Form	2 years		Mag, Ppr			GC §34090 et seq.
Police / Training	PD-075	STOP Source Data, Audit Log / Racial and Identity Profiling Act (RIPA) Annual Report	3 years		Mag, Ppr			11 CCR 999.228; 11 CCR 999.229; GC §34090
Police / Training	PD-076	Training Bulletins	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090 et seq.

SALINAS, CA. ©1995 - 2023 Gladwell Governmental Services, Inc. - all rights reserved
Do not duplicate or distribute without prior written permission from GGS (909) 337-3516

RECORDS RETENTION SCHEDULE: PUBLIC WORKS
(Engineering Transportation, Environmental Maintenance, GIS)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
If the record is not listed here, refer to the Retention for City-Wide Standards								
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.								
HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
PUBLIC WORKS / AIRPORT								
Public Works / Airport	PW-001	Above Ground Storage Tank (Airport Owned) Tank Monitoring, Inspections and Maintenance, Release Detection Systems, Cathodic Protection Maintenance Records, CUPA Inspections, including letters of correction and citations	20 years		Mag, Mfr, OD, Ppr	S	No	Department Preference; applies to both Tier I and Tier II Tanks; (Tier II tanks are required to have an integrity test every 20 years); EPA recommends that formal test records or reports be retained for the life of the container; GC §34090
Public Works / Airport	PW-002	Aircraft Accident / Incident Reports: Aircraft (sent to FAA)	Minimum 2 years		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; GC §34090
Public Works / Airport	PW-003	Airport Commission **AGENDAS & STAFF REPORTS**	Minimum 2 years		Mag, Ppr			Department Preference; GC §34090 et seq.
Public Works / Airport	PW-004	Airport Commission **AUDIO OR VIDEO RECORDINGS**	Minimum 2 years		Mag			Department preference; Audio Required for 30 days; GC §54953.5(b); video recordings of meetings are required for 90 days; GC §34090.6
Public Works / Airport	PW-005	Airport Commission **MINUTES**	P		Mag, Ppr			GC §34090
Public Works / Airport	PW-006	Airport Security Access Applications / AOA Access Personnel Records / Gate User Acknowledgements / Proximity Cards (Employees and Tenants)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090 et seq.
Public Works / Airport	PW-007	Airport State License (Safety Inspections)	P	Yes	Mag, Mfr, OD, Ppr	S	No	Department preference; GC §34090
Public Works / Airport	PW-008	Airport Tenant Agreements and Insurance Certificates	Termination + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090 et seq.
Public Works / Airport	PW-009	CalTrans Aeronautics Inspections (Annual - Includes letters of corrections and citations)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090 et seq.

SALINAS, CA. ©1995-2023 Gladwell Governmental Services, Inc. - all rights reserved
Do not duplicate or distribute without prior written permission from GGS (909) 337-3516

Adopted:

RECORDS RETENTION SCHEDULE: PUBLIC WORKS
(Engineering Transportation, Environmental Maintenance, GIS)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
If the record is not listed here, refer to the Retention for City-Wide Standards								
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.								
HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
Public Works / Airport	PW-010	Citations / Lease Enforcement Actions / Rules & Regulations Enforcement / Notices of Violations (includes written noise and safety complaints)	Resolution + 3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (consistent with other Code Enforcement and Operational Complaints); Statewide guidelines recommend Current Year + 10 years for Noise Monitoring & Complaints; GC §34090 et seq.
Public Works / Airport	PW-011	Emergency Operations Plan / Disaster Recovery Plan / Earthquake Information, Airport Certification Manual, Airport Emergency Plan	Until Superseded	Yes	Mag, Mfr, OD, Ppr	S	No	Most are non-records; GC §34090
Public Works / Airport	PW-012	Employee Training File - All Course Records (except for medically related) (Attendance Rosters, Outlines & Materials, SOP's & Checklists)	Separation + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Public Works / Airport	PW-013	**FAA Inspections / Reports / FAA Forms:** Daily Inspection Logs & Maintenance Work Orders; Meter Reading & Adjustments, Facility Maintenance Logs, Radio Equipment Operation Records, NavAid & AWOS Error Data, Certification & Inspections; NOTAMS , Technical Performance Records	2 years		Mag, Ppr	S	Yes: After QC & OD	GC §34090, 14 CFR 171.13 - 171.327
Public Works / Airport	PW-014	NPDES Permit (Stormwater Discharge Permit) **- Airport Only**	Expiration + 3 years	Yes	Mag, Ppr			Code of Federal Regulations requires 3 years; 40 CFR §§122.21, 122.41, 122.44; CCP §337 et seq.
Public Works / Airport	PW-015	Oil / Water Separator (Concrete)	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference (consistent with stormwater / NPDES requirements; 40 CFR §§122.21, 122.41, 122.44; CCP §337 et seq.
Public Works / Airport	PW-016	Permits: Use Permits, Short-Term Use Permits, Short-Term Rentals	Termination + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090 et seq.

SALINAS, CA. ©1995-2023 Gladwell Governmental Services, Inc. - all rights reserved
Do not duplicate or distribute without prior written permission from GGS (909) 337-3516

Adopted:

RECORDS RETENTION SCHEDULE: PUBLIC WORKS
(Engineering Transportation, Environmental Maintenance, GIS)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
If the record is not listed here, refer to the Retention for City-Wide Standards								
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.								
HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
Public Works / Airport	PW-017	Stormwater: Chain of Custody, Guidance Information, Lab Reports **- Airport Only**	3 years		Mag, Ppr			Code of Federal Regulations requires 3 years; 40 CFR §§122.21, 122.41, 122.44; CCP §337 et seq.
Public Works / Airport	PW-018	Stormwater: Industrial Notices / Code Enforcement / Violations / Spill Response **- Airport Only**	Resolution + 3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Code of Federal Regulations requires 3 years; 40 CFR §§122.21, 122.41, 122.44; CCP §337 et seq.
Division Providing Service / Work	PW-019	Work Orders / Service Requests - **CRM / CMMS DATABASE** (Computerized Maintenance Management System)	Indefinite		Mag			Data is interrelated; GC §34090
Division Providing Service / Work	PW-020	Work Orders / Service Requests - All Information Entered in CRM / CMMS Database (Paper drafts)	When No Longer Required		Mag Ppr			Preliminary drafts (the database is the original); GC §34090
Division Providing Service / Work	PW-021	Work Orders / Service Requests - **NOT entered in CRM / CMMS Database** (or partial information entered into CMMS Database) (Division providing service retains originals; Division requesting service is considered a copy)	5 years		Mag Ppr			City Preference; CCP §§338 et seq., 340 et seq., 342, GC §34090
ENGINEERING & TRANSPORTATION								
Lead Dept.	PW-022	_Permit **Database** (TRAKiT)	Indefinite	Yes (all)	Mag			Department Preference - Data is interrelated; GC §34090, H&S §19850
Public Works / Engineering & Transportation	PW-023	Assessment Districts / Community Facilities Districts / Landscape and Lighting Districts	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineering & Transportation	PW-024	Bonds: CIP Labor & Materials, Performance Bonds, Letters of Credit, Encroachment Permits	Release of Bond / Letter of Credit		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Security; GC §34090

SALINAS, CA. ©1995-2023 Gladwell Governmental Services, Inc. - all rights reserved
Do not duplicate or distribute without prior written permission from GGS (909) 337-3516

Adopted:

RECORDS RETENTION SCHEDULE: PUBLIC WORKS
(Engineering Transportation, Environmental Maintenance, GIS)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
If the record is not listed here, refer to the Retention for City-Wide Standards								
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.								
HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
Public Works / Engineering & Transportation	PW-025	Capital Improvement Projects (CIP) / Design & Construction: **Administration File** Project Administration, Certified Payrolls, Construction Manager's Logs, Hazardous Materials Plans, Meeting Minutes, Project Schedules, Progress meetings, Real Estate Appraisals, RFIs & Responses, Construction Inspection Logs, Daily Inspections, Daily Logs, Punch Lists, etc.	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Yes: Until Completed	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Some grant funding agencies require audits; Statute of Limitations for Errors & Omissions is 10 years; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years; CCP §337 et. seq., GC §34090
Public Works / Engineering & Transportation	PW-026	Capital Improvement Projects (CIP) / Design & Construction: **Permanent File** Specifications & Addenda, Contract Copies, Change Orders, CEQA / Environmental Documents - EIRs, Negative Declarations, Exemptions, Materials Testing Reports, Photos, Soil Reports, Studies, Submittals, Successful Proposal, Surveys, etc.	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; retained for disaster preparedness purposes; Statewide guidelines propose Permanent for Infrastructure plans; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); CCP §337 et. seq., GC §34090
Public Works / Engineering & Transportation	PW-027	Design & Construction Standards - Authored by the City for Private Development	P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineering & Transportation	PW-028	Drawings, Maps, Plans and Record Drawings, Large-Format Drawings, Survey Record Maps, Capital Improvement Project "As-Built"	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Drafts should be destroyed; GC §34090
Public Works / Engineering & Transportation	PW-029	Encroachment Permits / Excavation Permits: **Permanent** (Structures in the City's Right of Way, Retaining Walls, etc.) Includes Insurance Certificates	P	Yes: Until Completion	Mag, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090

SALINAS, CA. ©1995-2023 Gladwell Governmental Services, Inc. - all rights reserved
Do not duplicate or distribute without prior written permission from GGS (909) 337-3516

RECORDS RETENTION SCHEDULE: PUBLIC WORKS
(Engineering Transportation, Environmental Maintenance, GIS)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
If the record is not listed here, refer to the Retention for City-Wide Standards								
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.								
HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
Public Works / Engineering & Transportation	PW-030	Encroachment Permits / Excavation Permits: **Temporary** (Street Permits, Temporary Construction, Sidewalk Repairs, Traffic Control, Transportation Permits, Utility Cuts (Installation & Patching), etc.) Includes Insurance Certificates	Minimum 2 years	Yes: Until Completion	Mag, Ppr	S / I	Yes: After QC & OD	GC § 34090
Public Works / Engineering & Transportation	PW-031	Engineering Studies / Surveys (Public Right-of-Way) - Geotechnical and Soil Reports / Hydrology Reports / Preliminary Studies / Project Assessments	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineering & Transportation	PW-032	FEMA / Flood Plain: National Flood Insurance Program's (NFIP) Community Rating System (CRS) FEMA Required Reporting	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineering & Transportation	PW-033	Grading Permits	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineering & Transportation	PW-034	Improvement Plans (for Tracts / Subdivisions)	P	Yes (all)	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Drafts should be destroyed; Some maps are also retained by Planning; Selected maps are retained in Public Works for administrative purposes; GC §34090, 34090.7
Public Works / Engineering & Transportation	PW-035	Private Development Projects / Job Files: **Administration File / Construction Inspection** Construction Inspections, Correspondence, Daily Logs, Inspector's Records, Photos, etc.	Completion + 10 years	Yes: Until Completed	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Statute of Limitations for Errors & Omissions is 10 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; CCP §337 et. seq., GC §34090

SALINAS, CA. ©1995-2023 Gladwell Governmental Services, Inc. - all rights reserved
Do not duplicate or distribute without prior written permission from GGS (909) 337-3516

RECORDS RETENTION SCHEDULE: PUBLIC WORKS
(Engineering Transportation, Environmental Maintenance, GIS)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
If the record is not listed here, refer to the Retention for City-Wide Standards								
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.								
HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
Public Works / Engineering & Transportation	PW-036	Private Development Projects / Job Files: **Permanent Files** Certificate of Acceptance / Approval (copy), Dedications, Abandonments, Drainage, Driveway, Private Lab Verifications, Testing Lab Final Reports, Studies, Reports, Geotechnical and Soil Reports / Hydrology Reports, etc.	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department preference; retained for disaster preparedness purposes; GC §34090
Lead Dept OR City Clerk	PW-037	Recorded Documents: Deeds, Easements, Right of Ways, Abandonments / Vacation, Liens / Lien Releases	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090(a)
Public Works / Engineering & Transportation	PW-038	Traffic and Transportation Committee **- AGENDAS & STAFF REPORTS**	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090 et seq.
Public Works / Engineering & Transportation	PW-039	Traffic and Transportation Committee - **AUDIO or VIDEO RECORDINGS**	Minimum 2 years		Mag			Department preference; Audio Required for 30 days; GC §54953.5(b); video recordings of meetings are required for 90 days; GC §34090.6
Public Works / Engineering & Transportation	PW-040	Traffic and Transportation Committee **- MINUTES**	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090(a)
Public Works / Engineering & Transportation	PW-041	Traffic Calming Requests (Speed Humps, etc.)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Police / State of California	PW-042	Traffic Collision Reports / SWTRS	Copies - When No Longer Required		Mag Ppr			copies; GC §34090.7
Public Works / Engineering & Transportation	PW-043	Traffic Counts	Minimum 2 years		Mag Ppr			Department preference; GC §34090

 ©1995-2023 Gladwell Governmental Services, Inc. - all rights reserved
Do not duplicate or distribute without prior written permission from GGS (909) 337-3516

RECORDS RETENTION SCHEDULE: PUBLIC WORKS
(Engineering Transportation, Environmental Maintenance, GIS)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
If the record is not listed here, refer to the Retention for City-Wide Standards								
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.								
HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
City Clerk	PW-044	Traffic Speed Surveys (certified by City Council Resolution)	Copies - When No Longer Required		Mag Ppr			Presented to the City Council in the Council Agenda Packet; GC §34090.7
Public Works / Engineering & Transportation	PW-045	Traffic Stop Sign Warrants	Minimum 2 years		Mag Ppr			Department preference; GC §34090
Public Works / Engineering & Transportation	PW-046	Traffic Video Recordings (Public Areas / Public Activity)	When No Longer Required		Mag			Does not record regular and ongoing operations; GC §34090.6 et seq,
PUBLIC WORKS / ENVIRONMENTAL MAINTENANCE (Corporation Yard, Facilities, Fleet, Streets, Urban Forestry, Wastewater Maintenance)								
Public Works / Environmental Maintenance	PW-047	Aboveground Storage Tanks (Agency Owned) Spill Prevention Control and Countermeasures (SPCC), Inspections, Integrity Testing, Maintenance, Repairs	20 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; applies to both Tier I and Tier II Tanks; (Tier II tanks are required to have an integrity test every 20 years); GC §34090
Public Works / Environmental Maintenance	PW-048	AQMD Permits - for Generators, etc.	Issue Date + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	40 CFR 70.6; GC §34090
Public Works / Environmental Maintenance	PW-049	Asbestos or Lead Testing / Testing Results (ALL, no matter who ordered the test)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Public Works / Environmental Maintenance	PW-050	Building Inspections / Facilities Inspections	2 years		Mag, Ppr			GC §34090
Public Works / Environmental Maintenance	PW-051	CCTV Videos of Sewer and Storm Drain Lines	5 years		Mag, Ppr			Department preference; GC §34090

 ©1995-2023 Gladwell Governmental Services, Inc. - all rights reserved
Do not duplicate or distribute without prior written permission from GGS (909) 337-3516

RECORDS RETENTION SCHEDULE: PUBLIC WORKS
(Engineering Transportation, Environmental Maintenance, GIS)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
If the record is not listed here, refer to the Retention for City-Wide Standards								
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.								
HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
Lead Dept. (Who Uses the Vehicle)	PW-052	Fleet - Pre-Trip Inspections / Vehicle Safety Checks / Daily Vehicle Inspections / Daily Equipment Checks	2 years		Ppr			GC §34090; 13 CCR 1234(c)
Public Works / Environmental Maintenance	PW-053	Fleet - Used Oil Disposal Manifests	3 years		Mag, Ppr			22 CCR 66266.130(c)(5), H&S §25250.18(b), 25250.19(a)(3) et seq.
Public Works / Environmental Maintenance	PW-054	Fleet - Vehicle & Equipment History Files Maintenance, Smog Certificates	Disposal of Vehicle or Equipment + 2 years		Mag, Ppr			Department Preference; If a motor carrier, required for 18 months after vehicle is sold; CHP requires life of vehicle; OSHA requires 1 year; 8 CCR § 3203(b)(1); 49 CFR 396.21(b)(1); 49 CFR 396.3; CCP §337 et. seq., 3 CCR 1234(f); GC §34090
Public Works / Environmental Maintenance	PW-055	Fleet Management Database	Indefinite		Mag			Data is interrelated; GC §34090
Public Works / Environmental Maintenance	PW-056	Generator Operation Logs & Inspections	5 years		Mag, Ppr			AQMD Rule 1470; Form 400–E–13a instructions; GC §34090
Public Works / Environmental Maintenance	PW-057	Herbicide or Pesticide Application Forms (FIFRA Forms - Federal Insecticide, Fungicide, and Rodenticide Act) (Electronic records are retained in the NPDES database)	2 years		Mag, Ppr			Department Preference (agricultural pesticide records are required for 2 years); GC §34090; 3 CCR 6623
Public Works / Environmental Maintenance	PW-058	Operations & Maintenance Manuals (O&M Manuals)	Life of Facility or Equipment		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090 et. seq.
Public Works / Environmental Maintenance	PW-059	Pressure Vessel Certifications or Permits (Air Compressors, Propane, etc.)	Expiration of Certificate or Permit		Mag, Mfr, OD, Ppr	S	Yes: After 1 year	Department preference; GC §34090 et. seq.

SALINAS, CA. ©1995-2023 Gladwell Governmental Services, Inc. - all rights reserved
Do not duplicate or distribute without prior written permission from GGS (909) 337-3516

Adopted:

RECORDS RETENTION SCHEDULE: PUBLIC WORKS
(Engineering Transportation, Environmental Maintenance, GIS)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
If the record is not listed here, refer to the Retention for City-Wide Standards								
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.								
HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
Public Works / Environmental Maintenance	PW-060	Safety Data Sheet (SDS) / Material Safety Data Sheet (MSDS) / Chemical Use Report Form (or records of the chemical / substance / agent, where & when it was used)	30 years		Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD	Previous SDS / MSDS may be obtained from a service; SDS / MSDS may be destroyed as long as a record of the chemical / substance / agent, where & when it was used is maintained for 30 years; Applies to qualified employers; Claims can be made for 30 years for toxic substance exposures; 8 CCR 3204(d)(1)(B)(2 and 3), 29 CFR 1910.1020(d)(1)(i), GC §34090
Public Works / Environmental Maintenance	PW-061	Streets - Sidewalk Maintenance, Grinding, 50/50 Program with Residents for Sidewalk Repair (3 bids, successful bidder, etc.)	5 years		Mag, Ppr			Department preference; GC §34090
Public Works / Environmental Maintenance	PW-062	Underground Service Alerts (USA's) / Dig Alerts	3 years		Mag, Ppr			Department Preference (the Regional Notification Center has the obligation to retain the notice for 3 years); GC §§4216.2(d) & 4216.3(d), GC §34090
Public Works / Environmental Maintenance	PW-063	Urban Forestry: Tree **DATABASE**	Indefinite		Mag			Data is interrelated; GC §34090
Public Works / Environmental Maintenance	PW-064	Urban Forestry: Tree Maintenance, Trimming, Arborists Reports	5 years		Mag, Ppr			Department preference; GC §34090
Public Works / Environmental Maintenance	PW-065	Wastewater - Confined Space Entries / Hot Work Permits	6 years		Mag, Ppr			Department Preference to be consistent with SSMP 6-year update requirement; 8 CCR 5157(d)(14) & (e)(6); 29 CFR 1910.146(e)(6) GC §34090
Public Works / Environmental Maintenance	PW-066	Wastewater - FOG (Fats, Oil & Grease) / Source Control / Industrial Pretreatment Annual / Semi-Annual Reports	6 years		Mag, Ppr			Department Preference to be consistent with SSMP 6-year update requirement; NPDES Monitoring records required for 3 years; POTW reports are required for 3 years; 40 CFR 403.12; GC §34090

 ©1995-2023 Gladwell Governmental Services, Inc. - all rights reserved
Do not duplicate or distribute without prior written permission from GGS (909) 337-3516

RECORDS RETENTION SCHEDULE: PUBLIC WORKS
(Engineering Transportation, Environmental Maintenance, GIS)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
If the record is not listed here, refer to the Retention for City-Wide Standards								
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.								
HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
Public Works / Environmental Maintenance	PW-067	Wastewater - Lab Reports & Chains of Custody: Wastewater	6 years		Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD	Department Preference to be consistent with SSMP 6-year update requirement; GC §34090
Public Works / Environmental Maintenance	PW-068	Wastewater - Lift Station Maintenance (records not in the Work Order / Service Request database)	6 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department Preference to be consistent with SSMP 6-year update requirement; GC §34090
Public Works / Environmental Maintenance	PW-069	Wastewater - Odor Complaints / Gas Detection Results / Investigations	6 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department Preference to be consistent with SSMP 6-year update requirement; GC §34090
Public Works / Environmental Maintenance	PW-070	Wastewater - Sanitary Spills and Overflows (SSOs)	6 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference to be consistent with SSMP 6-year update requirement; Required for a minimum of 5 years; 40 CFR 122.41(j)(2); SWRCB Order 2006-03; 40 CFR 122.41(j)(2); GC §34090
Public Works / Environmental Maintenance	PW-071	Wastewater - Sewer System Management Plans (SSMP) and Audits / Sanitary Spills Overflow Prevention Plan (SSOPP) and Sanitary Sewer Overflow Response Plan	Superseded + 6 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; SSMPs are required to be updated every 6 years; SSOs are required for a minimum of 5 years; 40 CFR 122.41(j)(2); SWRCB General Orders 2006-03 & 2022-0103-DWQ; GC §34090
Public Works / Environmental Maintenance	PW-072	Wastewater Permits - **Regulatory / Operating Permits** / Industrial Waste Discharge Requirements (WDR) Permit: Examples (CalARP, Cal OSHA, CERS, CUPA, NPDES, SWRCB, etc.)	Minimum 6 years		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference to be consistent with SSMP 6-year update requirement; NPDES Monitoring records required for 3 years; 40 CFR §§122.21, 122.41, 122.44; GC §34090 CCP §337 et seq.
Public Works / Environmental Maintenance	PW-073	Wastewater Regulatory Reports - **Reports to Regulatory Agencies**: Examples (CalARP, Cal OSHA, CERS, CUPA, NPDES, SWRCB, etc.)	Minimum 6 years		Mag, Ppr			Department Preference to be consistent with SSMP 6-year update requirement; NPDES Monitoring records required for 3 years; 40 CFR §§122.21, 122.41, 122.44; GC §34090 CCP §337 et seq.

SALINAS, CA. ©1995-2023 Gladwell Governmental Services, Inc. - all rights reserved
Do not duplicate or distribute without prior written permission from GGS (909) 337-3516

RECORDS RETENTION SCHEDULE: PUBLIC WORKS
(Engineering Transportation, Environmental Maintenance, GIS)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
If the record is not listed here, refer to the Retention for City-Wide Standards								
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.								
HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
Division Providing Service / Work	PW-074	Work Orders / Service Requests - **CRM / CMMS DATABASE** (Computerized Maintenance Management System)	Indefinite		Mag			Data is interrelated; GC §34090
Division Providing Service / Work	PW-075	Work Orders / Service Requests - **All Information Entered in CRM / CMMS Database** (Paper drafts)	When No Longer Required		Mag Ppr			Preliminary drafts (the database is the original); GC §34090
Division Providing Service / Work	PW-076	Work Orders / Service Requests - **NOT entered in CRM / CMMS Database** (or partial information entered into CMMS Database) (Division providing service retains originals; Division requesting service is considered a copy)	5 years		Mag Ppr			City Preference; CCP §§338 et seq., 340 et seq., 342, GC §34090
PUBLIC WORKS / GEOGRAPHIC INFORMATION SYSTEMS (GIS)								
Lead Dept.	PW-077	GIS Database / Data / Layers (both City-wide and Specialized)	When No Longer Required	Yes	Mag			The Lead Department should print out historical documents (or save source data) prior to replacing the data, if they require the data or output for historical purposes; Department Preference (Preliminary documents); GC §34090 et seq.
PUBLIC WORKS / NPDES (NATIONAL POLLUTION DISCHARGE ELIMINATION SYSTEM)								
Public Works / NPDES	PW-078	NPDES Database (Stormwater Inspections, etc.)	Indefinite	Yes	Mag, Ppr			Data is interrelated; GC §34090 et seq.
Public Works / NPDES	PW-079	Stormwater Illicit Discharges	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Required for a minimum of 5 years; 40 CFR 122.41(j)(2); SWRCB Order 2006-03; 40 CFR §§122.21, 122.41, 122.44; GC §34090
Public Works / NPDES	PW-080	Stormwater Inspections (Business Inspections, O&M related inspections, and Development Inspections)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; City's permit requires 5 years (Federal mandate is 3 years SWRCB Order 2006-03; 4§§122.21, 122.41, 122.44; GC §34090

 ©1995-2023 Gladwell Governmental Services, Inc. - all rights reserved
Do not duplicate or distribute without prior written permission from GGS (909) 337-3516

RECORDS RETENTION SCHEDULE: PUBLIC WORKS
(Engineering Transportation, Environmental Maintenance, GIS)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
If the record is not listed here, refer to the Retention for City-Wide Standards								
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.								
HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
Public Works / NPDES	PW-081	Stormwater: NPDES Annual Reports	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; City's permit requires 5 years (Federal mandate is 3 years0; 40 CFR §§122.21, 122.41, 122.44
Public Works / NPDES	PW-082	Stormwater: NPDES Permits	Expiration + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; City's permit requires 5 years (Federal mandate is 3 years); 40 CFR §§122.21, 122.41, 122.44; CCP §337 et seq.
Public Works / NPDES	PW-083	Street Sweeping Tonnage Reports	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; City's permit requires 5 years (Federal mandate is 3 years); 40 CFR §§122.21, 122.41, 122.44; CCP §337 et seq.
PUBLIC WORKS / WATER, WASTE AND ENERGY								
Public Works / Water Waste & Energy	PW-084	Solar Energy / Vehicle e-Charing Stations - Capital Improvement Projects (CIP) / Design & Construction: **Administration File** Project Administration, Certified Payrolls, Construction Manager's Logs, Hazardous Materials Plans, Meeting Minutes, Project Schedules, Progress meetings, Real Estate Appraisals, RFIs & Responses, Construction Inspection Logs, Daily Inspections, Daily Logs, Punch Lists, etc.	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Yes: Until Completed	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Some grant funding agencies require audits; Statute of Limitations for Errors & Omissions is 10 years; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years; CCP §337 et. seq., GC §34090

SALINAS, CA. ©1995-2023 Gladwell Governmental Services, Inc. - all rights reserved
Do not duplicate or distribute without prior written permission from GGS (909) 337-3516

RECORDS RETENTION SCHEDULE: PUBLIC WORKS
(Engineering Transportation, Environmental Maintenance, GIS)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
If the record is not listed here, refer to the Retention for City-Wide Standards								
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.								
HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
Public Works / Water Waste & Energy	PW-085	Solar Energy / Vehicle e-Charing Stations - Capital Improvement Projects (CIP) / Design & Construction: **Permanent File** Specifications & Addenda, Contract Copies, Change Orders, CEQA / Environmental Documents - EIRs, Negative Declarations, Exemptions, Materials Testing Reports, Photos, Soil Reports, Studies, Submittals, Successful Proposal, Surveys, etc.	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; retained for disaster preparedness purposes; Statewide guidelines propose Permanent for Infrastructure plans; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); CCP §337 et. seq., GC §34090
Public Works / Water Waste & Energy	PW-086	Solar Energy / Vehicle e-Charing Stations - Drawings, Maps, Plans and Record Drawings, Large-Format Drawings, Survey Record Maps, Capital Improvement Project "As-Built"	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Drafts should be destroyed; GC §34090
Public Works / Water Waste & Energy	PW-087	Solid Waste - Recycling / AB 939 Compliance / SB 1383 Compliance (Organic Waste Collection and Recycling) . CalRecycle Annual Waste Diversion Reports	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; required for 5 years; Low-Carbon Fuel Standard regulations credits can be received for 10 years, and are eligible for an extension; 14 CCR § 18995.2; H&S §39730.7; GC §34090
Public Works / Water Waste & Energy	PW-088	Solid Waste - Tonnage Reports / Statistics	10 years		Mag, Ppr			Department preference; GC §34090
Lead Dept.	PW-089	Underground Service Alerts (USA's) / Dig Alerts	3 years		Mag, Ppr			Required for 3 years; GC §§4216.2(f) & 4216.3(d); GC §34090

SALINAS, CA. ©1995-2023 Gladwell Governmental Services, Inc. - all rights reserved
Do not duplicate or distribute without prior written permission from GGS (909) 337-3516

Adopted: