



## Item No. 10 Town of Atherton

### CITY COUNCIL STAFF REPORT – CONSENT AGENDA

**TO: HONORABLE MAYOR AND CITY COUNCIL  
GEORGE RODERICKS, CITY MANAGER**

**FROM: THERESA DELLASANTA, ASSISTANT TO THE CITY  
MANAGER/CITY CLERK**

**DATE: MARCH 18, 2015**

**SUBJECT: APPROVAL OF RECORDS RETENTION SCHEDULE**

#### **RECOMMENDATION**

Approve Resolution 15-xx adopting a comprehensive Records Retention Schedule.

#### **BACKGROUND**

The purpose of the proposed records retention schedule is to establish policy for the management, preservation, and protection of the Town's historic, vital, and confidential records; and to assign retention periods to records currently under the various departments that are no longer required.

The retention of records created and maintain by cities is generally addressed by Government Code Section 34090 et seq. That statute identifies records that must be kept permanently and establishes the authority of the City Council to adopt retention terms for records or copies of records that are no longer required. In order to implement the provisions of Government Code Section 34090 et seq., the legislative body must adopt a resolution to approve the disposition of records as identified in the proposed schedule.

An excerpt from Government Code Section 34090 states the following:

***34090.** Unless otherwise provided by law, with the approval of the legislative body by resolution and the written consent of the city attorney the head of a city department may destroy any city record, document, instrument, book or paper, under his charge, without making a copy thereof, after the same is no longer required.*

*This section does not authorize the destruction of:*

- (a) Records affecting the title to real property or liens thereon.*
- (b) Court records.*
- (c) Records required to be kept by statute.*

*(d) Records less than two years old.*

*(e) The minutes, ordinances, or resolutions of the legislative body or of a city board or commission.*

The City Council created the Town's Records Retention Schedule in May 2010 by City Council Resolution 10-26. The original schedule did not include a retention schedule for the Public Works and Building Departments. The schedule has since gone through a comprehensive review by Department for updates and revisions, and includes schedules for all Public Works and Building records. The City Clerk has reviewed the schedule against the California City Clerks Association recommendation for retention, and the City Attorney has reviewed and approves of the schedule.

#### Major Changes or Adjustments

*There are no major changes or adjustments within the attached records retention schedule. Records from the Public Works and Building Departments have been added to the schedule with a recommended regulatory retention period set by Government Code. Other changes are minor in nature and scope and are consistent with current standards and practices.*

#### **POLICY ISSUES**

The retention of records created and maintain by cities is addressed by Government Code Section 34090 et seq. That statute identifies records that must be kept permanently and establishes the authority of the City Council to adopt retention terms for records or copies of records that are no longer required. The attached records retention schedule is consistent with that authority.

#### **FISCAL IMPACT**

There are costs associated with the city records. Staff intends to budget funds in the FY 15/16 budget for a document imaging system. The imaging system will enable the consistent destruction of records pursuant to schedule as well as the retrieval and storage of records. As records become imaged and hardcopies produced, there is less impact to staffing resources.

#### **PUBLIC NOTICE**

Public notification was achieved by posting the agenda, with this agenda item being listed, at least 72 hours prior to the meeting in print and electronically. Information about the project is also disseminated via the Town's electronic News Flash and Atherton Online. There are approximately 1,200 subscribers to the Town's electronic News Flash publications. Subscribers include residents as well as stakeholders – to include, but be not limited to, media outlets, school districts, Menlo Park Fire District, service providers (water, power, and sewer), and regional elected officials.

#### **ATTACHMENTS**

Resolution 15-xx - Records Retention Schedule

**RESOLUTION NO. 15-XX**  
**RESOLUTION OF THE CITY COUNCIL OF THE TOWN OF ATHERTON**  
**ADOPTING POLICY 1.1 – RECORDS RETENTION AND DESTRUCTION**

**WHEREAS**, Section 34090 of the Government Code of the State of California provides a procedure whereby any City records which has served its purpose and is no longer required may be destroyed;

**WHEREAS**, the State of California has adopted guidelines for the retention period for various government records; and

**WHEREAS**, the City Council has adopted a Records Retention and Destruction Policy consistent with the Government Code; and

**WHEREAS**, it has become necessary to update that Policy to reflect the Town’s Public Works and Building Departments as well as the inclusion of various minor records from other Departments that were not previously a part of the Policy;

**NOW, THEREFORE, BE IT RESOLVED** that the Council of the Town of Atherton hereby adopts retention schedules for the following Departments, incorporated herein as Exhibit A:

- Police Department
- Planning
- Building
- Public Works
- City Clerk
- City Attorney
- City Manager
- Human Resources
- Finance

**DULY AND REGULARLY ADOPTED** this 18<sup>th</sup> day of March, 2015.

\_\_\_\_\_  
Rick DeGolia, Mayor

**ATTEST**

\_\_\_\_\_  
Theresa DellaSanta, City Clerk

**APPROVED AS TO FORM**

\_\_\_\_\_  
William B. Conners, City Attorney

AU: Audit Year  
CU: Current Year  
CFY: Current Fiscal Year  
CL: Closed  
EX: Expiration  
L: Life (of equipment/improvement/etc)  
NLN: No Longer Needed  
P: Permanent  
SU: Superseded  
T: Term (of employment/contract/etc)

**H:** Historical records may document the Town's incorporation, annexations, major projects, and strategic direction. These records may have intrinsic value due to age, author, subject, or special nature.

**V:** Vital records are critical to the Town's business, and are either irreplaceable or very difficult to replace. Vital records enable the Town to provide important services during and immediately following a disaster to emergency; meet obligations to employees; reconstruct assets, legal rights and obligations; establish the Town's financial position.

**C:** Confidential records contain case sensitive or private information that would be harmful to an employee or the Town if accessed or viewed by unauthorized individuals. Care should be taken to protect confidential records.

POLICE

Section	Description	Contains	Retention	Historic/ Vital/ Confidential	Regulation
<b>Administration</b>					
	<b>CARDS</b>				
		Daily Activity Logs and Shift Roster	CU + 2		GC 34090
	<b>EQUIPMENT (Non-Vehicle)</b>				
		Warranties, Repair History, Licensing, Manuals	L		GC 34090
	<b>FORMS</b>				
		Ride Along	CU + 2		
	<b>K-9</b>				
		Monthly Training Files, Schedules	CU + 2		GC 34090
		Training Records, Certificates, Bite Memos	T + 3		GC 34090 OK to destroy paper after 2 years & e-file
	<b>INVENTORIES</b>				
		Department Equipment	SU + 2		GC 34090
		Firearms	SU + 2		GC 34090
	<b>LICENSES, APPLICATIONS &amp; PERMITS</b>				
		Carry Concealed Weapons Permit - <b>Approved</b>	EX + 2		GC 34090
		Carry Concealed Weapons Permit - <b>Denied</b>	2		GC 34090
		Solicitor	T + 2		GC 34090
	<b>NOTICE OF CONSENT</b>				
		DMV Pull Notices	SU		GC 34090
	<b>POLICIES</b>				
		Department Policy Manual incl. General Orders	SU + 4		Dept. Policy OK to destroy paper after 2 years & e-file
	<b>PUBLIC RELATIONS</b>				
		Citizen Correspondence	2		GC 34090
	<b>REPORT</b>				

POLICE

		Statistical Uniform Crime Reports	CU + 5		Dept. Policy OK to destroy paper after 2 years & e-file
	<b>TRAINING MATERIALS</b>				
		Course of Fire (Range)/Fire Arms Shooting Records	SU + 5		CCP 337 CCP 343 Dept. Policy
<b>Communications</b>					
	<b>RECORDINGS, NOT EVIDENCE</b>				
		Routine In Car Audio/Video, Routine Building Video	2		GC 34090.6
		Routine Telephone & Radio Communications	100 Days		GC 34090.6
<b>Internal Affairs</b>					
	<b>ADMINISTRATIVE INVESTIGATIONS (Complaints Against Department Members)</b>				
		Complaints, Interviews, Reports, Findings	CL + 5		PC 832.5
	<b>ADMINISTRATIVE INVESTIGATIONS (Officer Involved Shootings)</b>				
		Reports, Interviews, Studies	CL + 2		Dept. Policy
	<b>EMPLOYEE FILES (Active)</b>				
		Background/Personnel Folder/Medical	T + 5	C	Dept. Policy OK to destroy paper after 2 years & e-file
<b>Records</b>					
	<b>CASE FILES</b> *Statute of Limitations is 6 Years *AFS is Automated Firearm System				

POLICE

		All Felonies and Misdemeanors except those otherwise specifically mentioned in this retention schedule provided that there are no outstanding warrants or recovered weapons in AFS or DNA evidence	CU + 6		
		All Felonies and Misdemeanors except those otherwise specifically mentioned in this retention schedule provided that there is DNA evidence and there are no outstanding warrants or unrecovered weapons in AFS	Suspect Identified + 6		District Attorney Recommendation
		Attempted Homicides, Suicides, Manslaughter, Suspicious Deaths, Kidnapping, Substantiated Child/Elder Abuse, Sexual Assaults, Rapes, Arson, Bank Robberies, Falsification of Public Records, Misuse of Public Funds, Train-wrecking, Treason	CU + 6		PC 261, 286, 288, 288.5, 289, 289.5, and 799 & Dept. Policy
		Homicides, Fatal Traffic Collisions	P		PC 799
		Marijuana Misdemeanor	CL+2 & 18th Birthday		H&S 11361.6
		Missing Persons - CL	CL + 2		GC 34090
		Missing Persons - Open	CL		Dept. Policy
	<b>CASE FILES, SEALED</b>				
		Factually Innocent (Restricted Access)	Date of Arrest + 3		PC 851.8 WIC 781.5
		Not Factually Innocent (Restricted Access)	Sealed + 5 or Court Ordered		WIC 781(d)
	<b>INDIVIDUAL</b>				
		Arrest ID Jackets, Index Cards for all but Suspects	When all related case files destroyed		Dept. Policy
		Suspect & Alias Index Cards	No Criminal Activity+10 years & After all related case files destroyed		Dept. Policy
	<b>ORDERS (Superior Court is Office of Record)</b>				

POLICE

		Restraining Orders, Emergency Protective Orders, Temporary Restraining Orders, Legal Stipulations, Orders After Hearing	EX + 3		PC 13710
	<b>PAWNBROKER</b>				
		Receipts & Tickets	CU + 2		GC 34090
	<b>REGISTRATIONS</b>				
		Sex, Arson, Narcotics	P		PC 290 PC 457.1 H&S 11590
	<b>REPORTS</b>				
		Civil Matters, Suspicious Circumstances, Lost & Found property, Destruction of property, Welfare Checks, Vehicles (stored, impounded)	CU + 2		GC 34090
		Natural Death	CL + 2		GC 34090
		Traffic Accidents & Incidents (non-criminal only)	CU + 3		CCP 338
	<b>SUBPOENAS</b>				
		Subpoenas	CU + 2		GC 34090
	<b>TRAFFIC CITATIONS (Court has original records)</b>				
		Moving, Parking	2		GC 34090
	<b>WARRANTS</b>				
		Warrants - served, recalled or cleared	Inactive + 2		GC 34090
<b>Traffic</b>					
	<b>REPORTS</b>				
		Radar Calibration Certificates	T + 2		GC 34090
		Radar Surveys, State Wide Integrated Traffic Reporting System (SWITRS) Reports	CU + 1		Dept. Policy



PLANNING

Section	Description	Contains	Retention	Historic/ Vital/ Confidential	Regulation
<b>Applications</b>					
	<b>CITY COUNCIL</b>				
		Annexation/Subdivison	P	H	GC 34090
		Address Files	P	H	GC 34090 OK to destroy paper after e-file
	<b>PLANNING COMMISSION</b>				
		Annexation/Subdivison	P	H	GC 34090
		Address Files	P	H	GC 34090 OK to destroy paper after e-file
<b>Administration</b>					
	<b>INSIDE TOWN LINE</b>	CEQA Environmental Impact Reports Environmental Determinations Negative Declarations Initial Study	P	V	14 CCR 15095 (c), GC 34090 OK to destroy paper after e-file
	<b>OTHER JURISDICTION</b>	CEQA Environmental Impact Reports Environmental Determinations Negative Declarations	NLN		Dept. Policy
	<b>RECORDS</b>				
		Assessment Districts	P	H	GC 34090 GC 65869.5
		Assessor Parcel Information	SU		Dept. Policy
		Census Data	NLN		GC 34090
		Climate Action Plan	P	H	GC 34090
		Code Interpretations	SU + 2		GC 34090
		Community Profiles	P	H	Dept. Policy
		Deeds, Covenants, Liens (originals sent to City Clerk)	5	V	GC 34090
		General Plan	P	V	Dept. Policy
		Historic Resources Inventory	P	H	Dept. Policy
		Home Occupation	EX +2		GC 34090

PLANNING

		LAFCO - Sphere of Influence Studies, Municipal Services Review Annexations	P	H	GC 34090
		Land Use Studies/Plans/ Reports	P	V	GC 34090 GC 65869.5
		Master Plans	P	H	GC 34090
		Other Plans & Studies	SU + 2		GC 34090
		Parcel Maps Subdivisions Tentative Maps Final Maps	P	H	GC 34090 GC 65869.5
		Preliminary Reviews	CU + 5		Dept. Policy
		Public Hearing Notices	2		GC 34090
		Real Property Acquisitions and Sale (originals sent to City Clerk)	NLN	V	GC 34090
		Successful RFQs or RFPs			
		Unsuccessful RFQs or RFPs	2	V	GC 34090

BUILDING

Section	Description	Contains	Retention	Historic/ Vital/ Confidential	Regulation
<b>Applications</b>					
		Building Permit Database	P	V	GC 34090
		Building Permit Applications - approved	NLN		Dept. Policy
		Building Permit Applications - expired	NLN		Dept. Policy
		Building Permit Applications - withdrawn	NLN		Dept. Policy
		Plan Checks, Plans, Related Docs	NLN		GC 34090
<b>Administration</b>					
	<b>RECORDS</b>				
		Address Files	P	H	GC 34090
		California Code of Regulations (title 24)	P	V	GC 34090
		Certificates of Occupancy	P	H	GC 34090
		Code Enforcement / Abatement Case Files (Includes appeals and Code Enforcement Complaint Letters)	2		CFC 104.3.4 GC 34090
		Complaints (written)	2		GC 34090
	<b>PERMITS</b>				
		Finalized Building Permits including Applications, Plans and Construction Documents	P	V	GC 34090 OK to destroy paper after e-file
	<b>NOTICES</b>				
		Construction Notices	T		GC 34090
		Inspection Notices	T		GC 34090

PUBLIC WORKS

Section	Description	Contains	Retention	Historic/ Vital/ Confidential	Regulation
<b>Administration</b>					
	<b>CODE ENFORCEMENT</b>				
		Administrative Hearings / Appeals	2		GC 34090
		Citations (copy)	CL + 2		GC 34090
		Letters	CL + 2		GC 34090
	<b>PERMITS</b>				
		Tree Removal Permits	5		
		Encroachment Permits	P	V	GC 34090 OK to destroy paper after 1 year if e-file
		Cash Receipts Detail	2		GC 34090
		Encroachment Permits Temporary encroachment	2		GC 34090
		Encroachment Permits Utility Cuts	5		GC 34090
	<b>PROJECT FILES</b>		P		
		Labor Compliance	3		Dept. Policy
		Monthly Pay Applications	3		Dept. Policy
	<b>RECORDS</b>				
		Abandonments / Vacations	P	V	GC 34090
		Benchmarks	P		GC 34090 OK to destroy paper if e-file
		Capital Improvement Projects (CIP) Plans, Specifications, Drawings, Maps, Plans and Record	P	V	GC 34090 OK to destroy paper after completion +10 years if e-file
		Correspondence	10		CCP 337.15
		Cost Estimates for Damage to Town Property (damaged stop signs, signals)	NLN		GC 34090
		Design & Construction Standards	P	H	GC 34090 OK to destroy paper if e-file

PUBLIC WORKS

		Easements	P	V	GC 34090 OK to destroy paper after 2 years if e-file
		Engineering Studies / Surveys - Preliminary Studies / Project Assessments	5		GC 34090
		Grant Applications	10		Dept. Policy
		Hazardous Materials Plans	NLN		Dept. Policy
		Maintenance Projects	L		Dept. Policy
		Master Plans	P	H	GC 34090
		MSDS (Material Safety Data Sheet)	P		GC 34090 OK to destroy paper after inactive and e- file
		Sewer Map	CU	V	GC 34090
		Town-Built Projects Engineering Studies / Surveys - Preliminary Studies / Project Assessments	P	H	GC 34090 OK to destroy paper if e-file
		Traffic Studies / Traffic Counts /Traffic Calming Requests	5		GC 34090
		Trash Plan - long and short term	CU + 2		GC 34090
		Unsucessful Bids or RFPs	2	V	GC 34090
		Vehicle & Equipment History Files	L +2		GC 34090
		Winterization Inspection Sheets	CL + 5		GC 34090

CITY CLERK

Section	Description	Contains	Retention	Historic/ Vital/ Confidential	Regulation
<b>Committee</b>					
	<b>PLANNING COMMISSION</b>				
		Agendas Agenda Packets	2	H	GC 34090 OK to destroy paper after e-file
		Audio and Video of Meetings	10	H	GC 54953.5(b)
		Minutes, Resolutions, Bylaws	P	V	GC 34090
	<b>TRANSPORTATION COMMITTEE</b>				
		Agendas and Agenda Packets	2	H	GC 34090 OK to destroy paper after e-file
		Audio and Video of Meetings	10	H	GC 54953.5(b)
		Minutes	P	V	GC 34090
	<b>RAIL COMMITTEE</b>				
		Agendas Agenda Packets	2	H	GC 34090 OK to destroy paper after e-file
		Audio and Video of Meetings	10	H	GC 54953.5(b)
		Minutes, Resolutions, Bylaws	P	V	GC 34090
<b>Park</b>					
	<b>APPLICATIONS</b>				
		Pink/White Copy	2		Dept. Policy
		Special Event Insurance	2		Dept. Policy
		Refund Table Copy	2		
<b>Post Office</b>					
	<b>FORMS</b>				
		Close Out Sheet	2		USPS Policy
		Deposit Slip	2		USPS Policy
		PS Form 1412-B	2		USPS Policy
		PS Form 3602-PO	2		USPS Policy
		PS Form 3854	2		USPS Policy
<b>Records</b>					

CITY CLERK

	<b>BALLOT INFORMATION</b>				
		Ballot Arguments	P		Dept. Policy
		Impartial Analysis	P		Dept. Policy
		Sample Ballots	P		Dept. Policy
		Candidate Statements	P		Dept. Policy
	<b>CANDIDATES</b>				
		Campaign Disclosure Reports & Statement of Organization for Successful Candidates	P		GC 81009(b) Dept. Policy
		Campaign Disclosure Reports & Statement of Organization for Unsuccessful Candidates	Election + 8		GC 81009(e) Dept. Policy
		Candidate Statements	P		Dept. Policy
		Successful & Unsuccessful Candidate Nomination Papers	T + 4		EC 17100 Dept. Policy
	<b>CODE</b>				
		Administrative Code	SU		Dept. Policy
		Municipal Code	SU		Dept. Policy
	<b>COMMISSIONS &amp; COMMITTEES ( Council &amp; Council-Appointed</b>				
		Agendas, Staff Reports, Exhibits, Supplemental Info., Correspondence, Studies, Memos.	5	H	Dept Policy
		Applications for Appointment - Not Selected	CFY + 2	H	GC 34090
		Applications for Appointment - Selected	T + 2	H	
		Minutes	P	V	GC 340909(e)
		Roster	P	H	Dept. Policy

CITY CLERK

	<b>CONTRACTS, AGREEMENTS, &amp; AMENDMENTS</b>				
		Certificates of Insurance	5		
		Franchise Agreements	P		Dept. Policy
		Labor MOUs			
		Service, Equipment, Maintenance, Leases, MOUs (except Labor), Personnel, Licenses, Relocation Assistance	5		CCP 337  CCP 343  Dept. Policy
	<b>ELECTED OFFICIALS</b>				
		Biographies	P		GC 34090
		Correspondence	CFY + 2		GC 34090
		Council Calendar	CFY + 2		GC 34090
		Oaths of Office	T + 6		29 USC 1113
		Roster	P		GC 34090
	<b>ELECTION INFORMATION</b>				
		Certificates of Election (results)	P		GC 34090
		Correspondence	Election + 4		Dept. Policy
		Election Calendar	Election + 4		Dept. Policy
		Precinct Maps, Candidate Guides, Voters Rosters	Election + 4		Dept. Policy
		Tally Sheets	Election + 4		Dept. Policy
		Voter Information	Election + 4		Dept. Policy
	<b>EVENTS</b>				
		Town Ceremonies - Invitations, Invite list, Invoice copies, Correspondence	CFY + 2		GC 34090
		Town Sponsored (non- recreational) events	CFY + 2		GC 34090
	<b>FPPC (Fair Political Practices Commission)</b>				
		Correspondence	5		GC 81010(d) FPPC Opinion
		Form 410	10		GC 81009(e)



CITY CLERK

		Form 460	10		GC 81009(e)
		Form 700	7		GC 81009(e)
		List of Filers	5		GC 81010(d) FPPC Opinion
		Lobbyist Reports	5		GC 81010(d) FPPC Opinion
		Logs	7		GC 81010(d) FPPC Opinion
	<b>LEGISLATIVE HISTORY</b>				
		Ordinances	P	H	GC 34090(e)
		Resolutions	P	H	GC 34090(e)
	<b>LITIGATION</b>				
		Employee Settlement Agreements & Judgements	T + 4		CCP 337
		Non-Employee Settlement Agreements & Judgements	T + 4		CCP 337
	<b>MEETINGS</b>				
		Agendas, Staff Reports, Exhibits, Supplemental Info.	15	H	GC 34090 Dept. Policy
		Minutes of Regular, Special, Study Sessions of Town Council	P	V	GC 34090
		Tapes of Meeting and Speaker Slips	90 days or until approved	H	Dept. Policy
	<b>MEASURES (Successful &amp; Unsuccessful)</b>				
		Campaign Disclosure Reports	10		GC 81010(d) FPPC Opinion
		Statement of Organization	10		GC 81010(d) FPPC Opinion
	<b>NOTICING</b>				
		Affidavits of Posting	CFY + 2		GC 34090
		Proofs of Publication	CFY + 2		GC 34090
		Public Hearings	CFY + 2		GC 34090
		Public Notices	CFY + 2		GC 34090
	<b>OATHS OF OFFICE</b>				

CITY CLERK

		Commissions	T + 6		29 USC 1113
		Committees	T + 6		29 USC 1113
		Council	T + 6		29 USC 1113
		Treasurer	T + 6		29 USC 1113
		Staff	T + 6		29 USC 1113
	<b>PETITIONS (Confidential, Restricted Access)</b>				
		Initiatives	Election Results + 8 months		EC 17200 EC 17400
		Recalls	Election Results + 8 months		EC 17200 EC 17400
		Referendums	Election Results + 8 months		EC 17200 EC 17400
	<b>REAL PROPERTY</b>				
		Abandonments			
		Annexations	P	V	GC 34090 GC 65869.5
		Detachments	P	V	GC 34090 GC 65869.5
		Deeds	P	V	GC 34090 GC 65869.5
		Lot Line Mergers & Adjustments	P	V	GC 34090 GC 65869.5
		Permits from Corps of Engineers	P	V	GC 34090 GC 65869.5
		Perpetual Easements	P	V	GC 34090 GC 65869.5
		Subdivision Agreements	T + 2		GC 34090
		Temporary Easements	T + 2		GC 34090
		Vacations	P	V	GC 34090 & GC 65869.5
	<b>REAL PROPERTY (Acquisitions &amp; Dispositions)</b>				
		Contract of Purchase/Sale	P		GC 34090 Dept. Policy
		Correspondence	10		CCP 337.15
		Escrow Instructions	P		GC 34090 Dept. Policy
		Final Title Report	P		GC 34090 Dept. Policy
		Letter of Intent	10		CCP 337.15

CITY CLERK

		Natural Hazard Disclosure Reports	10		CCP 337.15
		Notices	10		CCP 337.15
		Preliminary Documents	10		CCP 337.15
	<b>RECORDS MANAGEMENT</b>				
		Records Inventories	SU		GC 34090
		Records Retention Policy	SU + 2		GC 34090
		Retention Schedule	P		GC 34090 Dept. Policy
	<b>TRAINING</b>				
		Ethics - Records must include dates of training and entity providing training	5		GC 53235.2
	<b>TOWN HISTORY</b>				
		Awards/Certificates To/From the Town	5		Dept. Policy
		Council Organizations			Dept. Policy
		Proclamations	5		Dept. Policy
		Seal	P		Dept. Policy

CITY ATTORNEY

Section	Description	Contains	Retention	Historic/ Vital/ Confidential	Regulation
<b>Legal</b>					
	<b>LEGAL OPINIONS</b>				
		Development Files	CU + 7		Dept. Policy
	<b>LEGISLATIVE HISTORY</b>				
		Development of Ordinances and Resolutions	CL + 7		Dept. Policy
	<b>LITIGATION</b>				
		Working Files Tolling Agreements	CL + 7		Dept. Policy
	<b>PROJECTS/PROGRAMS</b>				
		Implementation Files	L + 7		Dept. Policy
	<b>REAL PROPERTY</b>				
		Negotiations	CL + 7		Dept. Policy

CITY MANAGER

Section	Description	Contains	Retention	Historic/ Vital/ Confidential	Regulation
<b>Administration</b>					
	<b>LOGS</b>				
		Pool Vehicle	CU + 2		GC 34090
	<b>MEETINGS</b>				
		Executive Team Agendas	CU + 2		GC 34090
		Senior Management Agenda	CU + 2		GC 34090
	<b>NEWSLETTER</b>				
		City Manager Weekly	P	H	Dept. Policy
<b>Emergencys Operations Center</b>					
	<b>PLANS</b>				
		Emergency Operations Plan, FEMA Local Hazard Mitigation Plan, Pandemic Flu	SU + 2	V	GC 34090
	<b>REPORTS</b>				
		Yearly exercises	CU + 2		GC 34090
<b>Information Technology</b>					
	<b>COMPUTER HARDWARE</b>				
		Licesnes, Documentation, Warranties, Hardware Configurations, Maintenance Records	CU + 2		GC 34090
	<b>COMPUTER SOFTWARE</b>				
		All Software inlcuding Operating Systems, Licenses, Warranties, Installation Media	CU + 2		GC 34090
	<b>NETWORK IMPLEMENTATION</b>				
		Plans, Reports, Diagrams, Wiring, Schematics	CU + 2		GC 34090
	<b>WEBSITE</b>				
		Snapshots of webpage desing & layout	P		Dept. Policy
<b>Legal</b>					
	<b>CONTRACT IMPLEMENTATION FILES</b>				

CITY MANAGER

		Franchise Correspondence	Min. CU + 2 Max. T + 4		CCP 337 GC 34090 Dept. Policy
		Franchise Reports	CU + 4		CCP 337
	<b>EXTERNAL LEGISLATION</b>				
		Tracking of Bills & Pending Legislation	Until Passed or CU + 5		Dept. Policy
	<b>LITIGATION</b>				
		Working Files (original held by City Attorney)	CL		Dept. Policy
	<b>REAL PROPERTY</b>				
		Appraisals of Town-owned Property, Fixed Asset Inventories	SU + 2	H	GC 34090
		Negotiations (Original held by City Attorney)	Acquisition or Disposition	H	Dept. Policy

HUMAN RESOURCES

Section	Description	Contains	Retention	Historic/ Vital/ Confidential	Regulation
<b>Benefits</b>					
	<b>PLANS</b>				
		Flexible Accounts, Section 457 Plans, Pension Plans, Retirement, Life Insurance, Health Plans, Dental & Vision, Long Term Disability, Deferred Compensation, Employee Assistance Program	T + 2		29 CFR 1627.3 Dept. Policy
	<b>REPORTS</b>				
		Specific Annual Reports incl. Deferred compensation, PERS, FlexPlan	CU + 4		CCP 337 29CFR 516.5
		Acturial Studies	CU + 4		Dept. Policy
<b>Employee</b>					
	<b>EMPLOYEE FILES (Active)</b>				
		Benefits, Evaluations, Commendations, Personnel Action Forms, Leave of Absences, Training Certificates & Licenses, COBRA Tracking	T + 5	C	29 CFR 1627.3 Dept. Policy
	<b>EMPLOYEE FILES (Pre-employment)</b>				
		Resumes, Applications, Pre-hire Drug Testing & Background Investigations, Medical Exams	T + 5	C	GC 34090 Dept. Policy
	<b>EMPLOYEE FILES (Retired w/ Health Benefits)</b>				
		Separation Personnel Action Form Benefit Enrollment Forms from Time of Retirement	T + 2	C	29 CFR 1627.3 Dept. Policy
	<b>EMPLOYEE DISCIPLINE</b>				

HUMAN RESOURCES

		Intent to Discipline, Notice of Disciplinary Action, Appeals, All Documents Relating to Suspension, Salary Step Reduction, Demotion & Dismissal	T + 5	C	29 CFR 1602.31 Dept. Policy
		Written Reprimands	Min. CU + 3 Max. T + 5		Personnel Policies Dept. Policy
	<b>FORMS</b>				
		Department of Justice Subsequent Arrest Records No Longer Interested Forms	CU + 2		GC 34090 Dept. Policy
		Employee Employment Verification I-9	Later of Hire Date + 3 or T + 1		8 USC 1324a
		Grievances	CL + 2		GC 34090 GC 12926
<b>Labor Relations</b>					
	<b>BARGAINING UNITS</b>				
		Bargaining Unit Information, Correspondence	CU + 2		GC 34090
		Bargaining Unit Certification, Decertification	CL + 5		Dept. Policy
		MOU Supporting Documents	T + 2		GC 34090
	<b>GRIEVANCES</b>				
		Official Files in HR	CU + 2		Dept. Policy
<b>Risk Management</b>					
	<b>HEALTH &amp; SAFETY</b>				
		DMV Employer Pull Program (Confidential)	T		Employer Pull Program Requirement
		Industrial Accidents & Injury Logs, Citations (Cal?OSHA), Investigations	CU + 7		8 CCR 14300.00, 29 CFR 1904.44
	<b>POLICIES</b>				
		Injury & Illness Protection Plan, Safety Manual	SU + 2		GC 34090
	<b>TRAINING</b>				
		Class Materials, Rosters - Everything except SAFETY	CU + 2		GC 34090
		Safety Training Materials, Safety Training Rosters	CU + 2		Dept. Policy
	<b>EMPLOYEE FILES</b>				



HUMAN RESOURCES

		Medical Files of Employees exposed to toxic substances or Harmful Agents	T + 30	C	8 CCR 3204(d)(1)(a) GC 6254
	<b>WORKERS' COMPENSATIONS CLAIMS (Confidential)</b>				
		Claims, Payment Records, Release to Work, Health Exams, Future Medical Liabilities	CL + 5 CL + 5	C	8 CCR 10102 8 CCR 15400.2
		Loss Analysis Reports	CU + 1		Dept. Policy
	<b>INSURANCE POLICIES &amp; ENDORSEMENTS</b>				
		All except occurrence-based liability	T + 4		CCP 337
		Occurrences-Based Liability	P		Dept. Policy
	<b>CLAIMS</b>				
		Claims Against Town, Claims made by Town	L + 2		GC 34090
	<b>REPORTS</b>				
		ABAG Claim Summary Reports	CU + 2		GC 34090

FINANCE

Section	Description	Contains	Retention	Historic/ Vital/ Confidential	Regulation
<b>Records</b>					
	<b>ACCOUNTING</b>				
		Accounts Payable	AU + 4		GC 34090
		Accounts Receivable	AU + 4		GC 34090
		Bank Reconciliation	AU + 5		GC 34090; 26 CFR 16001-1
		Billing Records	AU + 2		GC 34090
		Checks	AU + 5		GC 34090 CCP 337
		Deposits, Receipts	AU + 4		GC 34090 CCP 337
		Invoices	AU + 2		GC 34090
	<b>AUDITS</b>				
		Cardroom Performance	SU + 2		GC 34090
		Federal and State Tax	AU + 4		GC 34090 CCP 337
		Operation Outside Audits incl. IRS, PERS, FLSA, Workers' Comp.	CU + 5		Dept. Policy
		Operation Self Audits incl. FLSA	CU + 2		GC 34090
	<b>BANK SIGNATURE AUTHORIZATIONS</b>				
		*Bank Has Original	SU + 2		GC 34090
	<b>BUDGET</b>				
		Adopted Budget	CU + 3		Dept. Policy
	<b>CREDIT CARDS</b>				
		Documentation on Credit Cards Issued, Renewal Dates	Term of Use + 2		GC 34090
	<b>GRANTS - Town Issued, Funded</b>				
		Applications, Supporting Documentation, Reports			
	<b>GRANTS - Town Issued, Not Funded</b>				
		Applications, Supporting Documentation, Reports			

FINANCE

	<b>JOURNALS</b>				
		General Ledger	P		GC 34090
		Taxes, Receivable	AU + 3		CCP338
		Utility Billing	CU + 2		GC 34090
		Warrant Register	AU + 2		GC 34090.7
	<b>LICENSE</b>				
		Business Licenses - mailed to MuniServices	CU		Dept. Policy
	<b>PAYROLL</b>				
		Adjustments	AU + 4		GC 34090
		Employee Time Sheets	AU + 6		GC 34090
		PERS Dedusction Reports	T + 4		GC 34090
		Salary Records	P		GC 34090
	<b>PURCHASING</b>				
		Bids, RFQ's, RFP's - Successful	AU + 5		GC 34090 CCP 337
		Bids, RFQ's, RFP's - Unsuccessful	CU + 2		GC 34090 CCP 337
		Purchase Orders	AU + 4		GC 34090 CCP 337
	<b>REPORTS</b>				
		Bank Statements	AU + 2		FC 3368, 30210; GC 43900 et seq.
		Letters of Credit	CL		Dept. Policy
		Master Fee Schedule and back up material	AU + 7		GC 34090(d)
		Performance Bonds	CL + 10		GC 34090; CCP 337.5
		Treasurer Investment Reports	CRY + 4		Dept. Policy