

City of Pacific Grove

Records Management and Records Retention Schedule

LEGEND

AC = Active L = Life

AU = Audit P = Permanent

CL = Closed/Completion S = Supersede

CU = Current year T = Termination

CITATIONS

B&P = Business & Professions H&S = Health & Safety

CAC = California Administrative Code HUD = Housing & Urban Development

CCP = Code of Civil Procedure OSHA = Occupational Safety & Health

CCR = Code of California Regulations PC = Penal Code

CEQA = California Environmental Quality Act POST = Police Officers Standards Training

CFR = Code of Federal Regulations UFC = Uniform Fire Code

EC = Election Code USC = United States Code

FMLA = Family & Medical Leave Act WIC = Welfare & Institutions Code

GC = Government Code

City of Pacific Grove Records Management and Records Retention Schedule

ADMINISTRATION

Records Series	Retention	Citation	Descriptor
AUDIT			
Annual Financial Report	P	GC 34090	Independent auditor analysis
Bonds	CL + 10	GC 34090; CCP 337.5	Final bond documentation
Budget	P	GC 34090	Annual operating budget approved by the Legislative Body.
Budget Operating (copies)	S	GC 34090	Departmental Reference
Hearing or Review	AU + 2	GC 34090; OMB A-128	Documentation created and/or received in connection with an audit hearing or review.
Reports	AU = 4	GC 34090; OMB A-128	Internal and/or external
Reviews, Internal/External Periodic	CU	GC 34090; GC 6250	Daily, weekly, monthly, quarterly or other summary, review, evaluation, log, list, statistics, except a report.
COMMUNITY SERVICES			
Library Services	CU + 2	GC 34090	Books, art, gifts, donations, exhibits, theatre, music, special events, etc.
Museum	CU + 2		
Plaques	P		Historic value
Recreation			
Sports Organization	S + 2		
ELECTIONS			
Affidavit Index	CL + 5	EC 17001	
Applications, Absentee Ballots and Envelopes	E + .5	EC 17505; EC 17302	From date of election
Assisted, Challenged Voters List	E + .5	EC 17304	From date of election
Ballots	E + .5	EC 17302	From date of election; ballots submitted to precincts/City Clerk that were not used – unless contested (EC 17302(c)) retention by court order.

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Ballots Prop. 218	2	GC §26202, 34090, 60201	Property related fees (Assessment Ballot Proceeding)
Calendar	E + 2	GC 34090	
Canvass	P	GC 22932; EC 17130; EC 2653	Notifications and Publication of Election; Records used to compile final election results, including tally sheets, voting machine tabulation, detailed breakdown of results, special election results
Certificates of Election	T + 4	GC 81009(a) (d)	Certificates of election; Original reports and statements
Charter Amendments/Measures	P	GC 34458-60; 34090	Chapter designations by Secretary of State following adoption of voters
Fair Political Practices			
Administration/Campaign Statements and Conflict of Interest	CU + 5		FPPC Opinions
Campaign disclosure, Elected	P	GC 81009(b)(g)	FPPC Filings
Campaign disclosure, Not Elected	E + 5	GC 81009(b)	FPPC Filings
Campaign disclosure – Unsuccessful (all other committees)	E + 7	GC 81009	FPPC Filings
Candidate Statements	E + 4		Sample ballot retained permanently.
History	P	GC 34090	History of elections, sample ballots, certificates of destruction, other resolutions re: elections
Statement of economic interest – Elected Officials	T + 7	GC 81009 (e)	FPPC Filings
Statement of economic interest – Not Elected	E + 5	GC 81009(b)	FPPC Filings
Lobbyist Registration	P	EC 81009(b)	Statements

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Maps, Precincts/Voter Information	E + 2	GC 34090; EC 17501, 17301	
Nomination Papers Successful Unsuccessful	E + 4 E + 2	EC 17100; GC 81009(b)	
Notifications and Publications	E + 2	GC 34090	Proof of publication or posting, certification and listing of notice of posting; copy of newspaper notice and certification of offices to be voted for at forthcoming election.
Oaths of Office	T + 6	GC 34090; 29 USC 1113	Elected Officials
Petitions	.75	EC 17200, 17400; GC 7253.5; EC 14700 + GC 3756.8	From date of filing or election; Initiative, referendum, recall, Charter Amendments.
Precinct Records	E + .5	EC 17503	From date of election: precinct official material; declaration of intention, precinct board member applications, and order appointing members of precinct boards and designating polling places. Includes notice of appointment of office and record of service.
Roster (of Voters)	E + 5	EC 17300	From date of election: Initiative, referendum recall, general municipal election, Charter Amendments
Voter Affidavits	CL + 5	EC 17000	
Voter Registration Signature Copy	CU + 5	EC 17000	Fire, special district, or school district
GENERAL SUBJECT			
Administration	P	GC 34090	
Biographies	CU + 2	GC 34090	
Classifications and Appointments	P	GC 34090; GC 12946; 29 CFR 516.6(2); 29 CFR 1602.4	Includes supplemental Personnel records. Wage rate tables, 2 years.
Correspondence/Originating	CU + 2	GC 34090(d)	If not attached to agreement or project file

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Department			
Goals and Objectives	CU + 2	GC 34090	Departmental goals and objectives
Policies and Procedures, Departmental	S + 5	GC 34090(d)	Retain while current

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Promotional Marketing External Internal	CU + 7 2		
Reports Departmental Staff	CU + 2 CU + 2	GC 34090	Special or final summary, review or evaluation. Non-agenda related, includes supporting documentation.
Special Projects	CU + 2	GC 34090	
Support Services	CU + 2	GC 34090	Reproduction; printing; postal/mailing services, other internal resources.
Travel Records	CU + 2	GC 34090	
GRANTS			
Community Block Grant and Urban Development	T + 5	GC 34090; 24 CFR 570.502; 24 CFR 85.42*	Applications, reports, contracts, supporting documents. CDBG standard agreement.*OMB Cir. A-102, A-110, A-128 (State tells us to keep everything. TS 3-6-18)
Federal and State	CL + 5	GC 34090	Refer to grant application close-out procedure
Financial Reports	CL + 5	GC 34090	Refer to grant application close-out procedure
Unsuccessful	CL + 2	GC 34090	Applications not leading to a grant award
HUMAN RESOURCES			
Benefit Plan Claims	P	GC 6250 et seq.; OMB A-129; 29 CFR 1602.30.32; Lab. Rel. 1174*	May include dental, disability, education, health, life and vision, including dependent care and Employee Assistance. *29 CFR 1637.3; 29 USC 1027; 29 CFR 1627.3; 29 USC 1113.
Benefit Plan Enrollment, Denied	CL + 4	GC 34090; OMB A-128	
Bond, Personnel Fidelity	T + 2	GC 34090	Employee Fidelity Bonds
Employee Handbook	S + 2	GC 34090	General employee information, including benefit plans
Employee Programs	CL + 2	GC 34090; GC 12946	Includes EAP and Recognition.
Employee Rights		GC 12946; 29 CFR	May include Arbitration, grievances, union requests, sexual harassment and Civil Rights,

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General Employees Safety (Police)	T + 2 T + 5	1602; 29 USC 211(e); 20 (m); 207(g)	complaints, disciplinary actions
Hourly Employees	T + 6	GC 12946; GC 34090*	*29 CFR 1627.3, Labor Relations § 1174
Immigrant		Immigration Reform/Control Act 1986 Pub. L 99-603	1-9s
Medical Leave	CL + 30	FMLA 1993 US OSHA; 29 CFR 1910.20*	May include family leave; certifications; tests; W-4s *29 CFR 1602.30.32; 49 CFR 193-9
Motor Vehicle Pulls (DMV)	CL + 7	GC 23946*	*CA 91009; 8 USC 1324(a)
Negotiation	P	29 USC §§ 211(c), 203(m), 207(g)	Notes, notebooks, correspondence, contracts and Memorandums of Agreements
Non-Safety Employees	T + 3	29 CFR 1627.3; CCR § 1174; 29 CFR 1602.30.32; GC 6250 et seq.; 29 CFR; GC 12946, 34090*	Non-safety employees may include: Release authorizations; Certifications; Reassignments; outside employment; commendations, disciplinary actions; terminations, oaths of office; evaluations-pre-employee medicals; fingerprints; identification cards (ID=s) *1607.4; 29 CFR 655.202; 29 CFR 516.6 et. seq.; 45 CFR 1068.6(a)
Personnel Records (copies)	CU + 2	GC 34090; GC 6250	Attendance; evaluations; drafts; worksheets; postings
PERS, Social Security, SSI	P	29 CFR 1627.392); GC 12946; 34090	EEOC/ADEA
Recruitment	CL + 3	GC 12946; GC 6250 et seq.; 29 CFR 1602 et seq.; 29 CFR 1607; 29 CFR 1627.3	Applications, resumes, alternate lists/logs, indices; ethnicity disclosures; examination materials; examination answer sheets, job bulletins; eligibility; electronic database.
Reports	CU + 2	GC 34090	Employee statistics, benefit activity; liability loss.
Safety Employees	T + 5	29 CFR 16273; CCR § 1174; 29 CFR 1607.4*	Police, fire, emergency employees may include: Release Authorizations; Certifications Reassignments; outside employment; commendations disciplinary actions; terminations; Oaths of Office; evaluations, pre-employment medical, background investigations, and training records. *29 CFR 1602.30.32; 29 CFR 655.202; 29 CFR 516.6 et seq.; 45 CFR 1068.6(a)

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Surveys and Studies	CU + 2	GC 12946, 34090; 29 CFR 516.6(2); 29 CFR 1602.14	Includes classification, wage rates
Training Records Non-Safety	CU + 7	GC 6250 et seq.	Employee applications, volunteer program training, class training materials, internships
Personnel (by name)	T + 7	GC 34090	Paperwork documenting officers' internal and external training.
Safety	CU + 2	GC 34090	Certifications/designations
Vehicle Mileage Reimbursement Rates	S + 2	GC 34090	Annual mileage reimbursement rates.
INFORMATION SERVICES			
Internet, World Wide Web	S + 2	GC 34090	Management/Policies and supporting documentation
Inventory, Information Systems	S + 2	GC 34090	Hardware/Software Inventory logs; systems manuals. Backup tapes are not a record.
Network Information Systems (LAN/WAN)	CU + 4	GC 34090; CCP 337.2; 343	Configuration maps and plans
Program Files and Directories	CU + 2 CU + 2 mo. CU + 1 CU + .5	GC 34040, 34090.7	Annual backup Daily backup Monthly backup Weekly backup
Tapes Information Systems	CU + 2	GC 34090	System Generation
LEGAL/LEGISLATIVE			
Agendas, Notices and Meetings	CU + 2	GC 34090	Original agendas and special meeting notices, including certificates of posting, original summaries, original communications and action agendas for Council, Boards and Commissions
Agenda Reports (Master,	CU + 2	GC 34090(d)	Documentation received, created or submitted to Council.

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Subject Files)			
Appeals, Civil	CU + 3	CCP 583.3209a)(3); GC 34090	
Applications, Boards, Commissions, Committees (Not Selected)	CL + 2	GC 34090	
Applications, Boards, Commissions, Committees (Selected)	T + 5	GC 34090; 40801	
Articles of Incorporation	P	GC 34090; CCP 337.2	
Case Log	CL + 7	CCP 337.2, 343	From Close of cases listed; Chronological listing of cases.
Case Records – High Profile	P	GC 6254	Significant cases that have importance or set legal precedent. Includes logs, complaints, police reports, court orders, motions, notes, briefs.
Case Records	CO + 7	42 USC 1983	Includes logs, complaints, police reports, court orders, motions, notes, briefs, closing statements (unless minors – 3 years after attaining 18)
Contracts and Agreements Excl. Capital Improvement	T + 5	CCP 337.2, 343; B&P 7042.5*	Includes leases, equipment, services or supplies. *PU 7685; 48 CFR 2; GC 53066
Contracts and Agreements Incl. Capital Improvement	P	2.08.110*	Construction *GC 37090(a), 4004; H&S 19850
Index, Attorney Case	L	GC 6254	Including notations on activities related to case
Legal Advertising	CU + 4	CCP 343, 349 et. seq.; GC 911.2, 34090	Includes public notices, legal publications.
Logs, Attorney Service Request	CU + 2	GC 34090	Service request, summary of monthly requests
Minutes	P	GC 34090(d), 36814, 40801	Official minutes and hearing proceedings of governing body or board, commission or committee
Opinions	S + 2	GC 34090; GC 6254	Confidential

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Ordinances	P	GC 34090(d), 40806	Charter amendments; municipal code
Petitions	CU + 1	GC 50115; GC 6253	Submitted to legislative bodies
Resolutions	P	GC 34090(d), 40801	Legislative bodies
Tapes, Audio/Video	CU + 3 mo.	GC 34090.7	When used for minute preparation and may have historical value
MUNICIPAL CLERK			
Assessment Districts	P	GC 34090	Original documentation
Inventory, Records	CU + 2	GC 34090; 80 Ops.Atty.Gen. 106	Inventory of non-current or inactive records holdings and location, indices. Tapes may be recycled.
Municipal Code	P	GC 34090	Supplements included
Public Records Request	CL + 2	GC 34090	
Records Management Policies	CL + 2	GC 34090	Document includes retrieval, transfers - inactive
Records Management Disposition Certification	P	GC 34090	Documentation of final disposition of records
Records Retention Schedules	S + 4	CCP 343	
POLICIES/PROCEDURES			
General Administrative	S + 2	GC 34090, 40801	All city policies and procedures
Policy, Council	S + 2	GC 34090	Directives rendered by council not assigned a resolution or ordinance number.
Proclamations	4		
PUBLIC INFORMATION			
Brochures, publications, newsletter, bulletins	S + 2	GC 34090	
Calendar, City	CU + 2	GC 34090	
CDBG-Public Information File	T + 5		CDBG Grant Management Manual, Chapter 18.

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Media Relations	CU + 2	GC 34090	Includes cable, newspaper, radio, message boards, and presentations.

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COMMUNITY DEVELOPMENT DEPARTMENT

Records Series	Retention	Citation	Descriptor
ADMINISTRATION			
Benchmark Data	CU + 2	GC 34090(d)	Horizontal, vertical & control
Bids & Proposals (Unsuccessful)	CL + 2	GC 34090(d)	
Bonds Development Security	CL + 10 CL + 2	CCP 337.5 GC 34090	Housing; Industrial Development Documentation created or received in connection with the performance of work/services for the City, or for parcel maps and subdivision work.
Code Books	P	GC 34090(e)	National Electrical Code, Uniform Building, Fire, Mechanical, Plumbing and Supplements
Contractor	CU + 2	GC 34090(d)	Current listing
Correspondence	CU + 2	GC 34090(d)	Working documentation
Development Conditions	L	GC 34090	Mitigation measures; filed with case files
Development Agreements	P	CCP 337, 337.1(a), 337.15; GC 34090; 48 CFR 4.703	Infrastructure contracts, franchises. Original maintained for 7 years.
Development Standards	P	GC 34090(a)	Landscape mediums, parkway landscape development, public works construction. Zoning, Subdivision, and Sign Ordinance Standards
Drawings, Project Plan	CU + 2	GC 34090(d)	Does not include those usually filed with case or project.
Franchises	P	GC 65964, 65869.5, 34090*	Including subdivision agreements, contracts for sale or purchase of property, cable, grant of easements or involving construction of improvements. *CCP 337.2, 343; AC 16023
General Subject Files	CU + 2	GC 34090(d)	Internal working files, including correspondence
Grants, Community/Urban Development (includes CDBG)	CL + 5	24 CFR 570.502(b)(3); 241 CFR 85.42; OMB	Project files, contracts, proposals, statements, reports, sub-recipient docketts, Environmental review, grant documents, applications, inventory, consolidated plan, etc. Includes Section 108 loan guarantee

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		Cr. A-110, Attach. C*	*OMB Cir. A-102 & 128 HUD regulations. For planning grants only.
Historic Preservation Inventory	S + 2	GC 34090(d)	Historic structures and landmarks
Incident Files	2	GC 34090(d)	Emergency Call Outs
Land Uses, nonconforming	P	GC 34090(a)	Building or site usage which does not conform to current standards
Logs	CU + 5		Logs, registers or similar records listing permits, certificates of occupancy issued; may include inspection, building activity, daily, plan check, utility
Maps and Plats	P	GC 34090(a)	Engineering and field notes and profiles; cross-section of roads, streets, right-of-way, bridges; may include annexations, parks, tracts, block, storm drains, water easements, bench marks, trees, grading, landfill, fire hydrants, base maps, etc.
Master Plans, Annual	S + 2	GC 34090	Special or long range program plan for municipalities – coordination of services; strategic planning.
Permits, Construction	P	GC 34090(a); H&S 19850; 4003, 4004	Plans, building, signs, grading, encroachment, including blueprint and specification.
Permits, Other	CL + 2	GC 34090(d)	Alterations, encroachment, excavations, road, street sidewalk and curb alterations, transportation, swimming pool draining, temporary uses, etc.
Photographs	S + 2	GC 34090(d)	Aerial photographs
Projects, Not Completed or Denied	CL + 2	GC 34090(d)	Building, engineering, planning
Reports	CU + 2	GC 34090	Activity, periodic
Seismic Retrofit Program	P	GC 34090(a)	Includes Certificates of Compliance
Street Names and House Numbers	P	GC 34090(a)	Street dedications, closings, address assignments/changes
Studies, Special Projects & Areas	CL + 2	GC 34090(d)	Engineering, joint powers, noise, transportation.
Surveys	P	GC 34090(a)	Recording data and maps
BUILDING			
General Information	2		

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Address Files	P	GC 34090d	Paper & Microfiche, address assignments
Projects in Plan Check	C + 2	GC 34090	Destroy when Plan Check expires
Final Projects	P	GC 34090	Plans, building, signs, grading. Destroy paper after scanning
Code Books	P	GC 34090e	National Electrical Code, Uniform Building, Fire, Mechanical, Plumbing & Supplements
Archive Plans	P	GC 34090d	Residential & Commercial; Large projects retained pursuant to the Reilly Act – pertains to schools and public buildings that are not exempt from the Architectural Practices Act.
Contractors	C	GC 34090	Current list-contractor database is contained within Permits Plus software
Structural Calculations	D/R	GC 34090	Destroyed when permit final
Issued Permit Documents	P	GC 34090a; H&S 19850	
RZZR	P	GC 34090	Residential property inspections
Inspection Logs	C + 2	GC 34090	Daily inspections
General Information	2		
	P	GC 34090d	Paper & Microfiche, address assignments
CODE ENFORCEMENT			
Abandoned Vehicles	CL + 2	GC 34090(d)	
Case Files	CL + 2	GC 34090(d)	Building, housing and mobile home code violation records including inspections; public

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			nuisance rubbish and weed abatement, vehicle abatement, citations, massage parlor permits, general.
Liens & Releases, Supporting Recorded	CL + 2 P	GC 34090	Utilities, abatement, licenses
Logs	CU + 2	GC 34090(d)	Lien recovery, citations, complaints
Regulations	S + 2	GC 34090(d)	Includes rules
Reports, Federal and State	P	GC 34090(a)	Code enforcement statistics; may contain records affecting title to real property or liens thereon.
Violations, Building, Property & Zoning	CL + 2	GC 34090(d)	Supporting code enforcement activity.
ENVIRONMENTAL QUALITY			
Air Quality (AQMD)	CU + 7	CCP 338(k); GC 34090	Participants/voucher logs, Total Daily Mileage Survey (TDM); various local authorities; Commute Alternative
Asbestos	P	GC 34090(a)	Documents abatement projects, public buildings
California Environmental Quality Act (CEQA)	P	GC 34090(a) + CEQA Guidelines	Exemptions, Environmental Impact Report, Mitigation monitoring, negative declaration, notices of completion and determination, comments, statements of overriding considerations
Congestion Management	CU + 2	GC 34090(d)	Ride sharing, trip reduction
Environmental Review	CL + 2	GC 34090(d)	Correspondence, consultants, issues, conservation
Pest Control	CU + 2	GC 34090(d)	Pesticide applications, inspections & sampling, documents
Soil	CL + 2	GC 34090(d)	Analysis, construction recommendations
Soil Reports	P	GC 34090(d)	Final Reports
HOUSING			
Bonds	CL + 4	CCP 337	Revenue Bond Documentation
Programs	CL + 5	24 CFR	Includes comprehensive Housing Authority Strategy, Meeting Credit Certificate,

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City of Pacific Grove Records Management and Records Retention Schedule

		570.502(b)(3); 24 CFR 85.42 & OMB Cir. A-110, #C	Housing bond advisory, HOME, In-Lieu Housing Mitigation, Low/Moderate Housing, Rental Housing Assistance.
Redevelopment Budgets	P	GC 34090, 40802, 53901;	Includes annual audit
Bond Issues	P	GC 43900 et seq.	
MUNICIPAL FACILITY			
Capital Improvements, Construction	P	2.083110; GC 34090(a), 4004; H&S 19850; GC 34090(a)	Contains records re: Planning, design, construction, conversion or modification of local government-owned facilities, structures and systems.
Facility Rentals/Use	CU + 2	GC 34090	Permits, contracts, diagrams, schedules, insurance binders
Maintenance & Operations	CU + 2	GC 34090(d)	Service requests, invoices, supporting documentation; buildings, equipment, field engineering, public facilities including work orders and graffiti removal
PLANNING			
Case files, Planning and Zoning	P	GC 34090(a); H&S 19850; 4003, 4004	Pertains to real property. May include case-tracking reports, project-related photos, approval resolutions and project-related Board/Commission meeting minutes, blueprints, drawings, maps, plans, reports, evaluations, correspondence, uses, permits, variances, studies, appeals, compliance certificates, lot line adjustments or other planning-related matters brought before legislative body.
Certificates	L	GC 34090	Retain during life of structure
Flood Records	CU + 2	GC 34090	
General Plan and Elements	P	GC 34090	Includes sphere of influence
General Plan Amendments Approved Denied	P CU + 2	GC 34090 GC 65103*	*GC 50110

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Interpretations	S + 2	GC 34090	
Maps, Plans, Drawings, Exhibits, Photos	P	GC 34090; H&S 19850; GC 34090.7	Zoning, tentative subdivision, parcel, land use map, aerial photos, specific plans
PROPERTY			
Abandonment	P	GC 34090(a)	Buildings, Condemnation, Demolition
Acquisition/Disposition	CL + 10	GC 34090(a); GC 6254	Supporting documents re: sale, purchase, exchange, lease or rental of property by City
Annexation Case Files	P	GC 34090(a)	Reports, agreements, public notices
Appraisals	CL + 2	GC 34090, 6254(h)	Exempt until final acquisition or contract agreement obtained
Deeds & Promissory Notes	P	GC 34090(a)*	*24 CFR 570.502(b)(3); 24 CFR 8.42 & OMB Circ. SA-110
Maps, City Boundary	P	GC 34090	Recorded maps, surveys and monuments
Lot Split Cases	P	GC 34090(d)	
Relocation Files	CL + 2	GC 34090	e.g., Redevelopment

FINANCE

Records Series	Retention	Citation	Descriptor
ACCOUNTING			
Accounts Payable	AU + 5	GC 34090	Invoices, check copies, supporting documents
Accounts Receivable	AU + 5	GC 34090	
Applications	CL + 2	GC 34090	Utility connections, disconnects, registers, service
Assessment Districts	P	GC 34090	Collection information; original documentation files with City Clerk
Bank Reconciliation	AU + 5	GC 34090; 26 CFR	Statements; summaries for receipts, disbursements, and reconciliation

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City of Pacific Grove Records Management and Records Retention Schedule

		16001-1	
Budget	P	GC 34090	
Budget Adjustments, journal entries	AU + 5	GC 34090	Account transfers
Checks	AU + 5	GC 34090; CCP 337	Includes payroll, canceled and voided checks
Deposits, Receipts	AU + 5	GC 34090; CCP 337	Checks, coins, currency
Invoices	AU + 2	GC 34090	Copies sent for fees owed, billing, related documents
Ledger, General Voucher	P AU + 5	GC 34090* GC 34090; CCP 337	*CCP 337 Account postings with supporting documents
Taxes, Receivable	AU + 5	CCP 338	
Warrant Register	AU + 5	GC 34090.7	
ADMINISTRATIVE SERVICES			
Budget Operating (copies)	S	GC 34090	Departmental Reference
Budget Proposed Adopted	CU + 2 P	GC 34090	Presented to Council
FIXED ASSETS			
Inventory	AU + 5	GC 34090; 26 CFR 301 65-1(F)	Reflects purchase date, cost, account number
Surplus Property Auction Disposal	AU + 2 AU + 5	GC 34090 GC 34090; CCP	Listing of property Sealed bid sales of equipment

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City of Pacific Grove Records Management and Records Retention Schedule

		337	
Vehicle Ownership & Title	L	VC 9900 et. seq.	Title transfers when vehicle sold
PAYROLL			
Adjustments	AU + 6	GC 34090; 29 CFR 516.5 – 516.6	Audit purposes
Employee Time Sheets	AU + 6	GC 34090; 20 CFR 516.2*	Signed by employee for audit and FEMA Reports *20 CFR 516.6(1); IRS Reg. 31.6001-1(e)(z); R&T 19530; LC 1174(d)
Public Employee Retirement System (PERS) Employee Deduction Reports	T + 6	GC 34090; CAC 22-1085-2	Record of deductions 26 CFR 31.6001-1; 29 CFR 516.5, 516.6, LC 1174(d)
Register	P	GC 34090, 37207	Labor costs by employee and program
Salary Records	T + 6	GC 34090; 29 CFR 516.2	Deduction authorization, beneficiary designations, unemployment claims, garnishments
PURCHASING			
Bids, RFQs, RFPs, Successful Unsuccessful	AU + 2 AU + 5 CU + 2	GC 34090; CCP 337*	Requests for Qualifications; Requests for Proposals regarding goods and services. *GC 25105-1, GC 34090
Requisitions Purchase Orders Stores	AU + 5 CU + 2	GC 34090; CCP 337	Original documents. Completed forms for ordering.
Vendor Register	P	GC 34090	Alpha vendor listing of purchase orders, invoices, account numbers and check date.
FINANCIAL REPORTING			
Audits	P	GC 34090	
Deferred Compensation	T + 5	GC 34090; 26 CFR 16001-1*	Records of employee contributions and city payments *29 CFR 1627.3(2)

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City of Pacific Grove Records Management and Records Retention Schedule

Federal and State Tax	AU + 6	GC 34090; 29 USC 436*	Forms 1096, 1099, W-4s and W-2s *26 CFR 31.6001.1-4; IRS REG 31.6001-1(e)(2); R&T 19530; 29 CFR 516.5-516.6
Financial, Annual	P	GC 34090.7	
Investment Transactions	P	GC 34090; CCP 337; GC 53607	Summary of transactions, inventory and earnings report.
RISK MANAGEMENT			
Accident Reports – City Assets	CL + 7	29 CFR 1904.2*	Reports and related records *29 CFR 1904.6
Bonds, Insurance	P	CCP 337.2, 343	Bonds and other insurance policies insuring city property and other assets.
Claims, Damage	CL + 7	GC 34090, 25105.5	Paid/denied.
Incident Reports	CL + 7	29 CFR 1904.2; 29 CFR 1904.6	Theft, arson, vandalism, property damage or similar occurrence (excluding fire/law enforcement)
Insurance, ACCEL JT Powers Agreement	P	GC 34090	(Authority California Cities Excess Liability Insurance) B Accreditation/MOU = s/agreements/agendas
Insurance, Certificates	P	GC 34090	Insurance certificates filed separately from contracts, includes insurance filed by licensees
Insurance, Liability/Property	P	GC 34090	May include liability, property, Certificates of Participation, deferred use of facilities
Insurance, Workers Compensation	P	GC 6410; 29 CFR 1910.20	Indemnity; PERS – working files – originals with Administrator
Photographs, Negatives, Film	CL + 7	GC 34090	
Risk Management Reports	CL + 7	OMB 1220-0029; 29 CFR 1904.4; GC 34090	Federal OSHA Forms; Loss Analysis Report; Safety Reports; Actuarial Studies
TREASURER			
Bank Statements	AU + 5	FC 3368, 30210;	Financing authority.

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City of Pacific Grove Records Management and Records Retention Schedule

		GC 43900 et seq.	
Bonds			
Account Statements	CL + 10	GC 34090; CCP	Monthly statement of transactions
Administration	CL + 10	337.5; GC 53921	Supporting documents
Bonds and Coupons	CL + 2		Paid/canceled.

EL CARMELO CEMETERY

Record Series	Retention	Citation	Destripor
Administration	P		Deeds, Disposition of Human Remains, Death Certificates, Letters Correspondence from families/Executor and Invoices.
Work Orders	AU+5		Work Orders for burial and maintenance around gravesite, i.e. keeping gravesite presentable and removing debris

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City of Pacific Grove Records Management and Records Retention Schedule

PUBLIC SAFETY

Record Series	Retention	Citation	Descriptor
EMERGENCY MANAGEMENT			
EOP, Monterey County Multijurisdictional Hazard Plan	S		
LAW ENFORCEMENT			
Administrative Police Department Records	CU + 2	GC 34090	Administrative Police Records including, but not limited to Ride-Along waivers, Subpoenas Duces Tecum, Project and Program Files, Special Event and Film Permit Files Staff Schedules, Press Releases, Shift Notes, Survey Responses, General Correspondence,
Department Policy	S	GC 34090	Includes General Orders, Procedure Manuals, Training Bulletins, and CALEA files.
Department-Issued Equipment Radar and Breathalyzer Calibration Records	S + 2 L + 2	GC 34090	Equipment inventory, manuals, audits, assigned to the department and each employee
Internal Affairs Investigations Officer Involved Shootings Personnel Complaints Internal Investigations Use of Force Supervisor Review	P CL + 5 CL + 2 CL + 2	PC 832.5, EVID 1045, PC 832.18	Initiated by citizens' complaints; includes complaint, reports, findings. Hard copy. Initiated by the Department; includes complaint, reports, findings. Hard Copy.
Asset Forfeiture	CL + 2	GC 34090	Investigations, Proceedings, Case Files, Financials, & Notifications
Homicide Investigator's File	P	PC 799	Hard copy & Electronic

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City of Pacific Grove Records Management and Records Retention Schedule

Informant Files	CL		
H & S 11357(a-c) & 11360(b) arrests and convictions, occurring after Jan. 1, 1976	see statute	H & S 11361.5	Electronic
Inked Fingerprint cards	After sent to CA DOJ		Persons previously booked into detention facility, before the use of LiveScan
Concealed Carry Weapon Permits	CU + 2	GC 34090	
Mug Shots	CU + 2		In use prior to electronic RMS
Property & Evidence Files	P	GC 34090	Includes Logs, Chain of Custody, Property Destruction Records, Property Receipts, weapon and narcotic destruction records. Electronic and Hard Copy.
Subpoenas	CU + 2	GC 34090	Subpoenas received/served daily.
Registration Files		GC 68152(c)(2)	Arson, Sex, Gang, Narcotic Registrant Files. Electronic.
Case Report Files Felony, Capital Crimes Misdemeanor Infractions Non-Criminal, Informational Child Abuse/Neglect, Unsubstantiated, Inconclusive	P CL + 10 CL + 2 CL + 2 CL + 10	PC 799, 800, 801, PC 802 GC 34090 GC 34090 PC 11169, 1170	Case Report Files include Narratives, Arrest Reports, Dispositions, Photographs, and other Records related to the case. Provided there are no outstanding warrants, unrecovered weapons, criminal deaths, they are no historically significant, and not classified under PC 800, 290, H&S 11850, Statute of Limitations. Electronic.
Traffic Collision Report Files Non-Injury, Non-Criminal Injury, Non-Criminal Fatality	CL + 5 CL + 7 P		

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NCIC Validation Reports	CU + 2	GC34090	Electronic
Animal Bite Reports	CU + 3	GC34090	Animal Bite Reports and Rabies Control Records
Range and Armory	P	GC 34090	Includes inventories, audits, weapons database, and logs.
Reporting to DOJ	CU + 2	GC 34090	Monthly Arrest & Citation Register (MACR); Death in Custody; Uniform Crime Reports (UCR); Hate Crime Incidents; Law Enforcement Officers Killed or Assaulted (LEOKA); Juvenile Detention Logs.; Originals kept by Department of Justice, or Board of State and Community Corrections. Electronic.
Reporting (Traffic)	CU + 2	GC 34090	Statewide Traffic Report System (SWTR-CHP)); Dept of Transportation (DOT) Originals kept by CHP or DOT. Electronic
Records Management System Back-Up	S		Electronic
Sealed Records Adult Found Factually Innocent	Seal for three years and then destroy.	PC 851.8	General provision: Upon petition, records of agency must be sealed and destroyed in accordance with statute.
Juvenile	Mandatory destruction upon and pursuant to court order	WIC 826(a) & (b) WIC 781 (a)	Upon petition, local laws enforcement records within WIC 826(b) may be destroyed as ordered by the court, if related probation and juvenile court records have been destroyed by the probation officer. Records involving arrests, detention and/or petitioning juvenile before juvenile court.
Audio, Telephone and Radio Communications	CU + 180 days	GC 34090.6	Exception: Recordings used as evidence in a criminal prosecution or claim filed or litigation or potential claims and litigation shall be preserved for 100 days after conclusion of the court action.
Automated License Plate Recognition System Non-Evidentiary	48 hours	GC 34090	Includes images, data and video. Exception: Recordings used as evidence in a criminal prosecution or claim filed or

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Parking Citation	CL + 2		litigation or potential claims and litigation shall be preserved for 100 days after conclusion of the court action.
Surveillance/Security Video	30 Days	GC 34090.6	Exception: Recordings used as evidence in a criminal prosecution or claim filed or litigation or potential claims and litigation shall be preserved for 100 days after conclusion of the court action.
Body Worn & In-Car Camera Video Non-Evidentiary Evidentiary, Use of Force, Arrest/Detention Access Logs	60 Days 2 Years P	PC 832.18	Retain for the same length of time as other evidence relevant to a criminal prosecution, or at least for 2 years under any of the following circumstances: Use of Force Incident, incident that leads to the detention or arrest of an individual or relevant to a formal or informal complaint.
Warrants, Unserved	Until served, or recalled		Electronic and on clipboard
Field Interview Cards	CU + 2	GC 34090	Electronic
Citations Administrative, Infractions Parking Traffic, Non-Criminal	CL + 5 CL + 2 CL + 2	GC 34090	Electronic Includes Administrative Hearing and Appeal Records. Includes Administrative Reviews, Hearing and Appeal Records. Originals forwarded to court.
Patrol Requests (Correspondence)	CU + 2	GC 34090	From citizens for patrol presence
Repossession/Private Impounds	CU + 2	GC 34090	
Permits and Licenses Alcoholic Beverage Control	CU + 2 L + 2	GC 34090	Alarm, Bicycle, Parking, Sound, Dumpster, Film, Garage, Dog, Alcohol Beverage Control, Massage and others issued by the Police Department.. Electronic.
Restraining Orders	CU + 2	PC 273.5; PC 273.6; PC 646.9; PC 12028.5; PC 13700; FC 6380-6383.	Emergency Protective Orders, Temporary Restraining Orders, Legal Stipulations, Orders After Hearing. Electronic.

Note 1: The destruction of felony, misdemeanor and infraction Crimes/Supplemental Reports is permitted providing all of the following conditions are met:

1. They do not relate to an unadjudicated arrest except for H&S 11357 or H&S 11360 violations;

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2. They do not relate to unserved warrants;
3. They do not involve identifiable items that have not been recovered;
4. They do not relate to PC 290, PC 457.1, or H&S 11590 registrants;
5. They do not relate to violations listed in PC Sections 799 and 800; and
6. The cases are not presently involved in either a civil or criminal litigation.

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City of Pacific Grove Records Management and Records Retention Schedule

PUBLIC WORKS

Record Series	Retention	Citation	Descriptor
ENGINEERING			
Capital Improvement Projects	CL + 10	CC 337.15	Supporting documents including bidders list, specifications, reports, plans, work orders, schedules, etc.
Construction Tracking, Daily	P	CC 337.15	Assesses value of real property
Drawings, Traffic Control Plan	P	GC 34090(a)	Signs, signing and striping, road construction.
Flood Control	CL + 2	GC 34090(d)	Storm drains
Special Districts	P	GC 34090(a)	Supporting documents re: improvement, lighting, underground utility; bonds, taxes & construction
Street/Alley (Abandonment/Vacation)	CL + 2	GC 34090(d)	Relinquishment of rights and fee title
Traffic Signals	CL + 2	GC 34090(d)	Counts, collisions, accidents
PARKS			
Agenda, Board	CU + 2	GC 34090	
Grants (refer to Admin.)			
Inventory, Equipment	AU + 2	GC 34090	Warranties, Purchase Orders
Landscape	CU + 2	GC 34090	Drawings, contracts, complaints, specifications, photos, reports
Maintenance/Operations	C + 2	GC 34090	Includes work orders, inspection, repairs, cleaning, reports, complaints
Maps	P	GC 34090	Irrigation, plot plans
Minutes, Board	P	GC 34090	
Photographs	S + 2	GC 34090	
Plans, Proposed	CU + 2	GC 34090	Future plans, new sites, expansions
Policies and Procedures	S + 2	GC 34090	Includes rules and regulations
Railroad Right-of-way	CL + 3	36 CFR 64.11	Land acquisitions, correspondence, improvements, statutory records
Reports			

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Accidents	CL + 2	GC 34090	Patrons, employees
Others	CL + 2	GC 34090	
Studies	CL + 2	GC 34090	Future sites, expansions
Resolutions, Boards	P	GC 34090	
Schedules, Class & Events	CU + 2	GC 34090	Enrollment, liability releases, evaluations, attendance, flyers
			Electronic files
SANITATION, SOLID WASTE, WASTEWATER			
Maintenance and Operations	CU + 2	GC 34090	Includes work orders, inspection, repairs, cleaning, reports, complaints
Maps, Septic Tank	P	GC 34090	Location maps
Rates	CU + 2	GC 34090	
Recycling Programs	S + 2	GC 34090	
Regulations	S + 2	GC 34090	Includes legislation
Reports			
Studies	CL + 2	GC 34090	
Tonnage	CU + 2	GC 34090	
STREETS/ALLEYS			
Abandonment/Vacations	P	GC 34090	
Closures	P	GC 34090	
Easements, Dedications, Rights-of-Way	P	GC 34090	
Field Books	P	GC 34090	
Grants (see Admin.)			
Intersection Records	CU + 2	GC 34090	Includes correspondence, volume counts, accident history
Inventory, Traffic Control Device	S + 2	GC 34090	Signs, lights
Landscaping	CU + 2	GC 34090	Plants, tree maintenance, work orders

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City of Pacific Grove Records Management and Records Retention Schedule

Lighting	CU + 2	GC 34090	Maintenance, work orders
Maintenance/Operations	CU + 2	GC 34090	Includes work orders, inspection, repairs, cleaning, reports, complaints, signals, striping
Maps	P	GC 34090	Fire hydrants, lighting districts, wheel chair ramps, storm drains, streets, sidewalks, sewers
Master Plans	CU + 2	GC 34090	Copies
Parking			
Lots	CU + 2	GC 34090	
Regulations	S + 2	GC 34090	
Reports/Studies	CL + 2	GC 34090	
Permits			
Encroachment	P	GC 34090	
Improvement	CL + 2	GC 34090	May include curbs, sidewalks; Applications for excavation, fill, alterations
Paving	CL + 2	GC 34090	
Use (Temporary)	CU + 2	GC 34090	Includes Special Events
Photographs	S + 2	GC 34090	Includes aerials
Plans, Capital Improvement, Projects	P	GC 34090	Streets, curbs, gutters, sidewalks, storm drains
Policies and Procedures	S + 2	GC 34090	Includes rules, regulations, standards
Naming and Numbering	P	GC 34090	
Speed Limits	S + 2	GC 34090	
Programs			
Federal Aid Urban	CL + 2	23 CFR 633 (a), (c)	
Traffic Safety	S + 2	GC 34090	Drivers Education, Pedestrian Safety, Bicycle Lanes
Reports			
Inspection	CU + 2	GC 34090	Includes intersection, sidewalks. Bridges and Overpasses, keep life of structure

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City of Pacific Grove Records Management and Records Retention Schedule

Studies	CL + 2	GC 34090	Traffic volume, accident history, requests, statistics, drawings supporting traffic devices
Traffic Count	CL + 2	GC 34090	Evaluation of traffic volume
Vehicle Accident	CL + 2	GC 34090	
Routes, School Bus & Truck	S + 2	GC 34090	Truck routes, access ramps, rest areas
Signage	L + 2	GC 34090	Log books, index register cards, inventory lists, records of traffic signs
Traffic Signals	L		Logs, drawings, wiring diagrams, codes, circuit numbers, installation records, testing and maintenance
UTILITIES			
Facilities	T + 2	GC 34090	If city owned
Gas & Electric Rates	S + 2	GC 34090	
Underground	P	GC 34090	GC 4003, 4004; H&S 19850
WATER			
Connection Records	P	GC 34090	Maps, water line connections
Flood Control			
Drainage Facilities	P	GC 34090	Includes dams, lakes, basins, creeks
Flood Zones	P	GC 34090	Includes flood maps
Insurance Programs	S + 2	GC 34090	Includes copies of policies, rules, programs
Policies/Procedures	S + 2	GC 34090	Rules and Regulations
Reports/Studies	CL + 2	GC 34090	
Grants (see Admin.)			
Inventory, Equipment	CU + 2	GC 34090	
Locations	P	GC 34090	Mains, valves, hydrants, wells
Maintenance and Operations	CU + 2	GC 34090	Includes work orders, inspection, repairs, cleaning, reports, complaints
Service	CU + 2	GC 34090	Includes work orders, entry cards, manholes, service to property owners
Well & Pumping	CU + 2	GC 34090	Times operational, power used and quantity

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City of Pacific Grove Records Management and Records Retention Schedule

Maps	P	GC 34090	Line location; easements
Master Plans	CU + 2	GC 34090	Copies
Meter Operations	CU + 2	GC 34090	Reader reports, orders, tests, Maintenance Reports
Permits			
National Pollutant Discharge Elimination System (NPDES)	P	40 CFR 122.28	Municipalities of 100,000 or more, compliance with Clean Water Act re: pollutants
Others	CU + 2	GC 34090	May depend on terms of state or federal agency
Policies and Procedures	S + 2	GC 34090	Includes rules and regulations
Rates	S + 2	GC 34090	
Reclamation	CU + 5	GC 34090	Daily operations including sewage flow, grit removal, chlorine usage, lab analysis results, etc.
Reports			
Conservation	CU + 2	GC 34090	
Consumption	CU + 2	GC 34090	
Corrosion Control	CU + 12	40 CFR 141.91	Compliance documentation
Discharge Monitoring	CU + 5	40 CFR 122.41	Average amount of pollution discharged into waters of municipality
Drinking Water Corrections	CU + 10	40 CFR 141.33	
Hydrograph	P	GC 34090	Daily flow of streams
Lead Service Line	CU + 12	40 CFR 141.91	Compliance documentation
Public Education	CU + 12	40 CFR 141.91	Compliance documentation
Quality Parameters	CU + 12	40 CFR 141.91	Compliance documentation
Sanitary Surveys	CU + 10	40 CFR 141.33	Statistics, reports, correspondence
Source Water	CU + 12	40 CFR 141.91	Compliance documentation, e.g. lead and copper
State Certification	CU + 12	40 CFR 141.91	Compliance documentation
Variances, Water System	CU + 5	40 CFR 141.33	
Well Level	CU + 2	GC 34090	
Sources	CU + 2	GC 34090	May include wells, rivers, lakes, districts
Surveyor Field Notes	P	GC 34090	Notes preparatory to maps of water installations

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City of Pacific Grove Records Management and Records Retention Schedule

Surveys, Water System Sanitary	CU + 10	40 CFR 141.33	Statistics, reports, correspondence
Tests			
Bacteriological Analysis	CU + 5	40 CFR 141.33	Compliance records include location, date, method and results; corrections, analysis of bacterial content
Chemical Analysis		40 CFR 141.33	Compliance records include location, date, method used and results; corrections, analysis of chemical content
Quality		40 CFR 141.91	Compliance documentation including sampling data, analysis, reports, surveys, documents, evaluations, schedules, valves, etc.
Valve and Main Records	P	GC 34090	
Violations, Drinking Water	CU + 3	40 CFR 141.33	Retention applies to each violation.

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City of Pacific Grove Records Management and Records Retention Schedule

TRANSPORTATION

Record Series	Retention	Citation	Descriptor
ADMINISTRATION			
Agreements	T + 4	CCP 337	Including concessionaire, slip rental, facility storage
Special Events	CU + 2	GC 34090	Permits, correspondence, related documents re use of rights of way
Fueling	AU + 3	CCP 337	Meter readings, fuel consumption reports, invoices, receipts and records pertaining to refueling operations
Hazardous Waste Disposal	CU + 10	CAL OSHA; 40 CFR 122.21	Documentation re: the handling and disposal of hazardous waste
Inventory, Equipment, Parts & Supplies	L + 2		Includes vehicles, aircraft, vessels and related documents re repairs
Inventory, Vehicle Ownership and Title	L + 2		Owner's manual, warranty documents, DMV title and registration, and related documents
Licenses, Permits	CU + 2		Forms, related documentation re: licenses and permits required by federal and state agencies
Maintenance/Operations	L + 2	GC 34090	Related to requests for service and work orders for fuel, vehicle and equipment maintenance and repairs
Report, Accident (Copies)	CU + 2	GC 34090	Memos and working documents
Vehicle Assignment	CU + 2	GC 34090	Log books, request forms, lists
GROUND TRANSPORTATION			
Auto for Hire	T + 4	GC 34090	License, permits for Taxicabs, shuttles, etc.
HARBOR			
Registers, Transient Vessel	AU + 3		Reservation applications, receipts, and index registers relating to boats in transit,

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Reservation			temporarily moored.
Slip Rental Index	CU + 5		Annual and periodic reports of slip renters
Slip Rental Permits	CL + 2		Applications, statement of rental conditions, vessel inspection check sheets, copy of DMV registration, boat owner information, and other documents re: dock slip spaces.
Slip Rental Waiting List	CU + 2		

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