



**CITY OF PLEASANT HILL**

**RECORDS RETENTION POLICY**

**and**

**DEPARTMENT RECORDS RETENTION SCHEDULES**

Adopted by the Pleasant Hill City Council  
July 18, 2005 Resolution No. 47-05  
Amended September, 2006 by Resolution No. 53-06 (City Manager Schedule)  
Amended February 2008 by Resolution No. 02-08 (Engineering Schedule)

# Records Retention Policy and Schedules

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## **Part 1**

# **RECORDS RETENTION POLICY**

(Previously adopted in 2001 by City Council Resolution No. 75-01)

## **1. PURPOSE OF THE RECORDS RETENTION POLICY.**

A written policy for a records retention program provides guidelines to ensure that records of the City of Pleasant Hill are maintained in a manner that makes them easily accessible and that records are retained in accordance with federal and state laws, contractual requirements, and regular business practices. The Policy also serves as a guideline for each City department in developing its own Records Retention Schedule, which will ensure permanent availability of vital information, as well as consistent and regular disposal of non-vital records after appropriate lengths of time.(History: Policy originally adopted September 17, 2001, City Council Resolution No. 75-01.)

## **2. RECORDS RETENTION PROGRAM.**

This Policy together with any Records Retention Schedules adopted for specific City departments make up the Records Retention Program. The Records Retention Program provides the following benefits in the economy and efficiency of the City operation:

- § Provides certainty that no record is destroyed prematurely and that valuable and legally required records are retained in compliance with legal retention requirements and with standard organizational practices for the retention and destruction of records.
- § Enables authorized employees to destroy records no longer of value.
- § Provides faster and more efficient retrieval of files as a result of the elimination of obsolete records.
- § Improves productivity through faster access to information.
- § Cuts costs of filing equipment and office and storage space with the elimination of obsolete original records and duplicate records.

## **3. RECORDS RETENTION SCHEDULES.**

Each department may prepare its own Records Retention Schedule, to be approved by the department director and City Attorney, and then by the City Council. All records shall be maintained at least as long as the legal requirements for particular types of records, and may be kept longer at the discretion of the department.

## **4. ACTIVE AND INACTIVE RECORDS; DESTRUCTION OF RECORDS.**

Active records are retained within each department to ensure they are readily accessible. Periodically, and at least annually, records within a department are reviewed to determine which are no longer active. The inactive records that are obsolete and no longer required to be kept under the Records Retention Schedule for the department may be destroyed. All other inactive records should be sent to the Records Retention Center, boxed in standard banker=s boxes, labeled, and organized whenever possible according to the eventual destruction date. A ARecord Transfer Notice@ is sent to the Records Coordinator along with each box sent for storage. A

copy is attached as Attachment A.

The City Records Coordinator maintains the master index lists for each department and division and administers retrieval and replacement of boxes of records in storage.

Before a record is destroyed, a list of the record, filename or contents of boxes is prepared by the Records Coordinator (for boxes in storage) or by an authorized person from the department. The list of records to be destroyed should be shown on the Records Destruction Certification, a sample of which is attached as Attachment B to this Policy. (The Records Destruction Certificate may include only a list or outline, with the Records Transfer Notice(s) attached.) An authorized person from the department shall verify that what is scheduled for destruction is consistent with the Records Retention Schedule. The list is sent to the department head and then to the City Attorney, for their written approval of the destruction. A copy of the Records Destruction Certification should be sent to the Records Coordinator if the Certification was prepared by the department.

The Records Coordinator shall keep a list of all destroyed documents or files, with the names of the final reviewer(s), the person destroying them, and the date destroyed. The Records Coordinator will periodically send updated copies of the destroyed document list to the affected department.

## **5. NOT APPLICABLE TO DUPLICATES OR NON-RECORDS.**

This Retention Policy applies to original records. It does not apply to duplicate copies or to non-records, as defined here. Duplicate copies and non-records may be destroyed at any time.

Duplicate copy; Reproduction. A record may be considered a duplicate copy only if the original is filed elsewhere in the City government. Examples includes documents kept by the City Clerk's Office (i.e. Council meeting agendas and minutes), or the City's Human Resources or Finance Departments, or duplicates within a department when the original is clearly kept elsewhere in the department.

Any record may be destroyed if it is reproduced or microphotographed strictly in accordance with Government Code section 34090.5.

Non-records. The following are considered non-records and need not be kept or filed:

- Blank forms
- Drafts, after final copy is completed
- Envelopes
- Extra copies
- Form letters
- FYI items
- Greeting cards
- Job announcements
- Magazines
- Materials for outside clubs or organizations
- Newsletters

Newspaper clippings  
Notices of meetings, retirements, holidays, etc.  
Personal files  
Post-it notes  
Sales, catalogs, brochures, technical manuals, pamphlets, books  
Shorthand notes  
Professional publications  
Technical reference files  
Transmittal and acknowledgment memos and letters  
Working papers and notes

## **6. FILING GUIDELINES.**

The goal is to achieve the most efficient use of space while providing the easiest retrieval at the lowest cost. There are many filing practices that can help the filing function be performed more efficiently and effectively.

- § Be sure all documents are dated before filing.
- § Use cross-reference sheets rather than filing multiple copies in multiple places.
- § Note the file folder code in the upper right corner of the record to be filed.
- § If a letter is sent to several people, file one copy with a distribution list rather than multiple copies of the same letter.
- § File records chronologically within the folder, with the most current date on the top.
- § Don't file multiple copies of documents.
- § Do not file original documents in working files or working notes in official files.
- § Documents marked "confidential" should be segregated from non-confidential material.

## **7. COMPUTER RECORDS.**

Materials stored in PC hard drives and on discs are also considered records. The same principles of identification, confidentiality and disposition followed for paper records should be practiced for electronic records.

## **8. WORKING PAPERS.**

Working papers and files may be kept by individuals within a department. They should consist only of non-record material. Often they are incomplete because related files are in official department files. Often the creator of these is the only person who knows how the material is arranged, where it is filed and what it means. These materials can lead to legal problems if they surface during the discovery phase of litigation. It is strongly recommended that these files be purged upon completion of a project. Any official records that may have been accidentally

placed in a working file should immediately be moved to the proper file in the department's official files.

## 9. PUBLIC RECORDS ACT.

The California Public Records Act (Government Code section 6254 and following) provides generally that any record containing information relating to the conduct of the public=s business prepared, owned, used or retained by the City is a public record. Such records must be available to the public for inspection and copying, unless a particular type of record is listed as exempt under the Act. Public records include any writing, map or other document, including those kept electronically. The most common exemptions (which need not be disclosed to the public) include:

- § preliminary drafts, notes or interagency memoranda that are not retained by the City in the ordinary course of business;
- § records pertaining to pending litigation;
- § personnel, medical or similar files, the disclosure of which would constitute an unwarranted invasion of personal privacy;
- § records of complaints to, or investigations conducted by, or records of intelligence information or security procedures of the police department, or any investigatory files compiled by the city for correctional, law enforcement or licensing purposes (with some exceptions);
- § employment examinations;
- § real estate appraisals or engineering or feasibility estimates and evaluations made relative to the acquisition of property or to prospective public contracts;
- § information required from taxpayers in connection with the collection of local taxes that is received in confidence;
- § records protected by other state or federal laws.

Questions regarding disclosure of public records should be directed to the City Attorney=s office.

### **Attachments:**

- A Records Transfer Notice
- B Records Destruction Certificate

## **Part 2**

# **RECORDS RETENTION SCHEDULES**



## **Abbreviations used throughout the Records Retention Schedules**

All time periods are in years unless stated otherwise.

### **General**

C	Completion
CL	Closed
CY	Current Year
E	Election
MPA	Municipal Pooling Authority
P	Permanent
S	Until superseded
S/L	Statute of Limitations (See CCP 337, 337.15)
T	Termination
Term	Term of office

### **California State Codes and Regulations**

B&P	Business and Professions Code
CCP	Code of Civil Procedure
EC	Election Code
EvC	Evidence Code
GC	Government Code
H&S	Health and Safety Code
LC	Labor Code
PC	Penal Code
VC	Vehicle Code
WIC	Welfare and Institutions Code

CCR California Code of Regulations

### **Federal Codes and Regulations**

USC	United States Code
CFR	Code of Federal Regulations

**RECORDS RETENTION SCHEDULE  
CITY MANAGER**

s

	<b>File Descriptions</b>	<b>Statute</b>	<b>Minimum Legal Retention</b>	<b>City Manager Retention Period</b>
1	Accounting Files/Invoices/Payroll Reports (Originals in Finance)	GC 34090(d)	2	CY + 2
2	Agenda Packets – Committees/Commissions, including but not limited to: Commission on Aging, Civic Action Commission, Education/Schools Advisory Commission	GC 34090(e)	P	P
3	Americans with Disabilities Act City Plan and correspondence	28 CFR 35.150(d)	Unclear	S
4	Certificates of Appreciations/Recognition and Proclamations	GC 34090(d)	2	CY +5
5	Chronological Files	GC34090(d)	2	CY + 5
6	City newsletters to community and employees	GC 34090(d)	2	P
7	Committee and Commission Recruitments: Applications – Appointees Applications – Rejected Candidates Interview Packets/Notices	GC34090(d) GC34090(d) GC34090(d)	2 2 2	Term + 2 CY + 2 CY + 2
8	Consultant/Vendor Files	GC34090(d)	2	C + 5
9	Correspondence general	GC34090(d)	2	CY +5
10	Minutes – Committees/Commissions, including, but not limited to: Commission on Aging, Civic Action Commission and Education/Schools Advisory Commission	GC 34090(d)	2	CY + 5
11	Press Releases	GC 34090(d)	2	CY +5
12	Special Projects	GC34090(d)	2	CY + 2
13	Weekly Updates/Progress Reports	GC34090(d)	2	CY + 5

*C - Completion  
CY – Current year  
GC - Government Code  
Term- Term of office*

**RECORDS RETENTION SCHEDULE  
CITY ATTORNEY**

	<b>File Description</b>	<b>Statute</b>	<b>Minimum Legal Retention</b>	<b>Department Retention Period</b>
1	<b>City Attorney Department Administrative files</b> Outside counsel contracts Department Budget (Original in Finance) League of CA Cities materials Professional Associations Public Records Requests Purchase Orders/Invoices Emergency Procedures Manual Records Retention Log Chron file	GC 34090(d)	2	C + 4 CY + 2 CY + 2 CY + 2 CY + 5 CY + 2 CY P CY + 2
2	<b>City Attorney Work Product</b> (References; Project files) (Not public records. Ev. Code §954.)	GC 34090(d)	2	CY + 2
3	<b>City Council-Related Files</b> City Attorney Reports Closed Session Records & Minutes Conflict of Interest Issues Correspondence Council Rules and Procedures Election issues	GC 34090(d)	2	CY + 10 P CY + 5 CY + 5 CY + 4 CY + 10
4	<b>Claims</b> Claim files (Original files at MPA) MPA materials	GC 34090(d); (See also GC 25105.5.)		C + 5 CY + 10
5	<b>Code Enforcement files</b> (Non-litigation)	GC 34090(d)	2	CY + 10
6	<b>Contracts</b> Copies of City contracts with consultants, and insurance certificates. Project files re: City contracts (with significant involvement by this office)	GC 34090(d)	2	C + 4, or longer if req. by S/L C + 2
7	<b>Correspondence</b> (Internal and outside correspondence)	GC 34090(d)	2	CY + 5
7	Franchise Agreements (Cable, Solid Waste)	GC 34090(d)	2	P
	<b>Litigation</b> Annual audit letters (Orig. in Finance) Pleadings	GC 34090(d) GC 34090(b)	2 P	CY + 3 P

	Correspondence Sealed records	GC 34090(d)	2 2 or terms required upon sealing	C + 5 Tenure of employee + 10 unless agreement provides otherwise
	Pitchess motions Weapons confiscation		2 2	CY + 5 CY + 5
10	<b>Ordinances</b> Background materials (Adopted ordinances kept by City Clerk)	GC 34090(d)	2	CY + 10
11	<b>Personnel Related Files</b> (Originals kept in HR Department except for sealed records. See Litigation, above.)	GC 34090(d)	2	Tenure of employee + 10
12	<b>Project Files</b> (Duplicate of most materials kept in other department files.)	GC 34090(d)	2	CY + 5
13	<b>Public Finance Authority files</b> (Original bond files kept in Finance Dept.)	GC 34090(e)	P	P

*C - Completion*  
*CCP – Code of Civil Procedure*  
*CY - Current Year*  
*Ev. Code – Evidence Code*  
*GC - Government Code*  
*MPA – Municipal Pooling Authority*  
*P – Permanent*  
*S/L – Statute of Limitations (See CCP 337, 337.15)*

**RECORDS RETENTION SCHEDULE  
CITY CLERK**

	<b>File Descriptions</b>	<b>Statute</b>	<b>Minimum Legal Retention</b>	<b>City Clerk Retention Period</b>
1	Accounting Files/Invoices/Payroll Reports (Originals in Finance)	GC34090(d)	2	CY + 2
2	Agenda Packets - City Council. Agendas only	GC34090(e) GC34090(d)	P 2	P CY + 2
3	Assessment Districts.	GC34090(a)	P	P
4	Petitions: ** Initiative, referendum & recall  **Not a public record: Petitions found to be insufficient are open <b>only</b> to proponents and their representatives (GC 6253.5)	EC 17200, 17100	8 months after certification of election results or Clerk's final examination	8 months after certification of election results or Clerk's final examination
5	Chronological File: cross reference of correspondence filed by date.	GC34090(d)	2	CY + 5
6	Consultant/Vendor Files	GC34090(d)	2	CY + 5
7	Correspondence general.	GC34090(d)	2	CY + 5
8	Elections:  Procedures and correspondence, candidate packets, workshops, briefings  Nomination papers: Elected officials Unsuccessful candidates  Notifications and Publications (Proof of publications/postings, certifications and copies of newspaper notices)	GC 34090(d)  EC17100 GC81009(b)  GC34090(d)	2  Term + 4 E + 2  E + 2	CY + 2  Term + 4 E + 2  E + 2
9	FPPC-Required documents: Statements of Economic Interest City Council Individuals designated in City's Conflict of Interest Code  Campaign Statements (Including Statements of Organization, Termination, etc.) City Council  Others (Committees)	GC 81009(e) GC 81009(b) GC 81009(e)  GC 81009(b) GC 81009(e) GC 81009(c)	7 (if elected) 5 (if not) 7  P (if elected) 5 (if not) 7	Term + 7 5 7  P 5 7

	<b>File Descriptions</b>	<b>Statute</b>	<b>Minimum Legal Retention</b>	<b>City Clerk Retention Period</b>
10	FPPC Correspondence/manuals	GC34090(d)	CY + 2	CY +4
11	Lobbyist Statements	GC 86110, 2 CCR 18615	5	5
12	Minutes - City Council meetings.	GC34090(e)	P	P
13	Ordinances - City Council.	GC34090(e)	P	P
14	Resolutions - City Council.	GC34090(e)	P	P
15	Tapes (Audio and Video), CDs & Other Recordings of City Council public meetings	GC54953.5(b) GC34090.7 City Council Res. No. 106-81 & 37-92	30 days 90 days 5 years	5

*E - Election*  
*EC - Election Code*  
*GC - Government Code*  
*CY-- Current year*  
*P -Permanent*  
*Term - Term of office*

**RECORDS RETENTION SCHEDULE  
CITY TREASURER**

(Previously approved in 1997 by Resolution No. 16-97)

	<b>Description</b>	<b>Retention Period</b>
1	Cancelled checks Payroll, Accounts Payable, Petty Cash, Police Account	7
2	Bank statements and reconciliations	7
3	Monthly Treasurer's Reports to City Council	7

**RECORDS RETENTION SCHEDULE  
FINANCE DEPARTMENT**

(Previously approved in 1997 by City Council Resolution No. 16-97)

	Description	Finance Retention Period
	<b>CASH RECEIPTS</b>	
1	General ledger – daily audit trails, copies of receipts, duplicate copies of deposit slips	5
2	Cash Receipt Activity Report (by month)	10
	<b>ACCOUNTS PAYABLE</b>	
1	Paid vendor files – invoices, authorizations for payment, copies of checks	7
2	Cash disbursement report by vendor (part of City Clerk’s Permanent file of agenda items)	7
3	Copies of 1099s and transmittal forms	7
4	Petty cash checking account stubs/petty cash log (no longer in use)	7
5	Check listing audit trails (list by ck no.)	3
6	Month-end audit trails/reports	3
7	Calendar year-end audit trails/reports	3
8	1099 audit trails/reports	3
9	P.O. receipt audit trails/reports	3
10	Cash requirements reports	3
11	A/P invoice update reports	3
12	Invoice print/update reports	3
	<b>PAYROLL</b>	
1	W-2 audit trails (printouts)	P
2	Copies of W-2s and transmittal forms (incl LTD & YTD adj folder, calendar year spreadsheet)	P
3	PERS printouts and payment copies file	P
4	401(a) Money purchase plan file (PACE and mgmt plans)	P
5	Correspondence file	P
6	Employee Registers (printouts showing gross & net pay, all deductions and withholdings, all City-paid benefits, accounts charged, leave accruals and usage – all by dept and employee)	10
7	Workers Comp Printouts	10



8	Federal tax files and reports – incl qtrly and annual reconciliations	7
9	State tax files and reports – qtrly and annual reconciliations	7
10	American Fidelity file (flex plan & insurance)	7
11	457 Deferred Comp Plan	7
12	Timesheets	7
13	Copies of paychecks	5
14	Calendar year-end reports/printouts	5
15	Fiscal year-end reports/printouts	5
16	Federal and State tax printouts	5
17	Accrual reports/printouts	5
18	Payroll file maintenance changes (printouts)	5
19	Check registers (printouts in check no. order by month)	5
20	Journals 05 and 06 (printouts) (transaction interface with GL)	5
21	Garnishment files/misc. vendors/Workers Comp back- up	5
22	Credit union deduction/direct deposit files and reports	5
23	Bank direct deposit files and reports	5
24	Charity deduction files and reports	5
25	Health insurance files and reports (dental, medical, vision)	5
26	Life insurance and long term disability files and reports (Municipal Pooling Authority, Myers-Stevens, & Standard Life)	5
27	Dental insurance files and reports	5
28	Quattro payroll spreadsheets (Distribution worksheets)	5
29	Payroll billings for Rec & Park, Transpac, RDA, and Municipal Pooling Authority	5
30	Update worksheets (work copies, not printouts)	5
31	Employee union/association dues files	5
32	Month-end audit trails/reports (payable listings)	5
33	Quarterly audit trails/reports (listings per payroll)	5

	<b>GENERAL LEDGER</b>	
1	Audited financial reports, management letters, single audit reports, compliance reports, etc. (all produced by auditors after year end); includes Comprehensive Annual Financial Report (CAFR).	P
2	Final (audited) 6/30 balance sheets (MOMS and Quattro); status reports by fund, dept, and object; and encumbrance detail – both budgetary-basis and GAAP-basis.	P
3	Detailed transaction activity printout for entire year, all accounts	P
4	Printed approved budget document	P
5	General journal entries	P
6	Assessment District Files (improvement districts) <ul style="list-style-type: none"> <li>a) district creation documents</li> <li>b) prepayment records and bond call reports</li> <li>c) other records and correspondence</li> </ul>	P P P
7	Bond files – debt for which City was/is responsible <ul style="list-style-type: none"> <li>a) Official Statements, related debt issuance files, &amp; correspondence</li> <li>b) Debt service schedule and payments</li> <li>c) Fiscal agent statements</li> </ul>	P P 5 after debt is paid off
8	Bond files – conduit debt for which City was never responsible, but which carries our name (eg. – mortgage revenue bonds) <ul style="list-style-type: none"> <li>a) Official statements, related debt issuance files, &amp; correspondence</li> <li>b) Fiscal agent statements</li> </ul>	P 3
9	Fixed Asset records by year (purchases, disposals, summaries of activity, copies of purchase documents)	P
10	Journals from other modules (cash receipts, accts payable, payroll, business license receivable, accounts receivable, etc.) updated at least monthly	5
11	Grant files (grant authorization documents, claim documentation, correspondence, etc)	5 after grant completion
12	Audit binders (staff-generated spreadsheets and documentation for independent auditors use in annual audit)	3
13	Budget entry audit trails for original approved budget	3
14	Budget revisions and transfers – authorizing documents and posting audit trails	3
15	Monthly balance sheets (MOMS and Quattro)	Completion of audit *
16	Monthly status reports by fund, dept and object	Completion of audit *

17	Monthly encumbrance detail reports	Completion of audit *
	<b>BUSINESS LICENSE</b>	
1	Ceased business files (applications of businesses no longer in business in PH)	3 after cease date
2	Adjustment audit trails	3
3	Month-end audit trails	3
4	Calendar year-end audit trails	3
5	Renewal and reminder/late notice audit trails	3
6	License print audit trails	3
	<b>ACCOUNTS RECEIVABLE</b>	
1	Paid/written off invoices (includes our file copy of City invoices, documentation requesting us to bill, copies of any related correspondence and log of contracts, receipts showing payment or write-offs/adjustments)	7
2	Uncollectible and collection accts/records/correspondence	7
3	Billing, adjustment, and write-off audit trails	3
4	Month-end audit trails, including aged balances	3
	<b>MISCELLANEOUS</b>	
1	Deeds held by Finance in safe	P
2	State Controllers reports, Special District and Street Reports to State, etc.	P
3	Revenue legislative history files	P
4	Revenue/general ledger activity files	10
5	Sales and use tax returns	10
6	Franchise agreements	10 after end of agreement

\* Two year minimum rule doesn't apply because monthly reports are superseded by final audited 6/30 reports, which are kept forever.

**RECORDS RETENTION SCHEDULE  
HUMAN RESOURCES DEPARTMENT**

	<b>Description</b>	<b>Statute</b>	<b>Minimum legal retention</b>	<b>HR Retention</b>
1	<b>Correspondence</b> General correspondence both internal and external	GC 34090	2	CY + 10
2	<b>Employee Rights</b> <b>General employees</b> <b>Safety (Police)</b> May include arbitration, grievances, claims, union requests, sexual harassment and Civil Rights complaints, disciplinary actions	29 USC 211(c); GC 34090	2	T + 3 T + 5 or until final disposition
3	<b>Family &amp; Medical Leave Act (Federal)/Family Rights Act (State)</b> Records of leave taken, City policies relating to leave, notices, communications related to leave	29 CFR 825.500 GC 12946	2-3	CY + 3
4	<b>General Subject Files</b>	GC 34090	2	CY + 2
5	<b>Immigration</b> I-9's.	8 USC 1324a(b)(3)	3	T + 3 (3 years after date of hire or one year after termination, whichever is later.)
6	<b>Job Specifications</b> Job descriptions for classifications within the City	GC 34090	2	S + 5
7	<b>Medical Files</b> May include family leave requests and verification; pre-employment physical examination results; workers' compensation information; certification; tests; correspondence; reports Medical records (OSHA)	GC 12946  29 CFR 1910.1020 (d)(1)(i); 8 CCR 3204(d)	2  T + 30	T + 5  T + 30
8	<b>Labor Negotiations</b> Notes, notebooks, correspondence, contracts, Memorandums of Understandings, and Side Letters of Agreement Memoranda, bargaining unit correspondence reports, petitions, by-laws	29 USC 211(c), 29 USC 516.6 GC 34090	2	P

9	<b>Personnel Policies and Procedures</b> Personnel rules, procedures & policies	29 CFR 1602.12, 1627.3	3	S + 3
10	<b>Recruitments – Fulltime</b> Applications, resumes, alternate lists/logs, indices; ethnicity disclosures; examination materials; answer sheets; job bulletins; eligibility; electronic database	GC 12946 29 CFR 1607.4; 29 CFR 1627.3	2-3	CL + 3
11	<b>Reports</b> Employee statistics, benefit activity; liability loss, affirmative action Equal Employment Opportunity Commission reports (EEO – 4s)	GC 34090  29 CFR 1602.32, - .30	2  3	CY + 10  CY + 10
12	<b>Salary Schedule</b> List of salaries for all classifications	GC 34090	2	P
13	<b>Surveys and Studies</b> Includes classification wage rates, benchmark data	GC 12946; GC 34090 29 CFR 516.6; 29 CFR 1602.14	2	CY + 5
14	<b>Personnel Files</b> Official file kept in HR Department	GC 34090, 12946; LC 1174; (EEO) 29 CFR 1602.31	2	P
15	<b>Payroll</b>	(Age disc.)29 USC 626; 29 CFR 1627.3; (FLSA) 29 USC 206(d)(1); 29 CFR 515.6	3	P
16	<b>OSHA</b> OSHA 300 and 300A Logs  Exposure and medical records	LC 6410; 8 CCR 14300.33; 29 CFR 1904.29 29 USC 657; 29 CFR 1910.1020 (d)(1)(i); 8 CCR 3204(d);	5 - 30  T + 30	T +30  T + 30
17	<b>Employee Benefit Plans</b> Medical, Dental, Vision, EAP, Disability, IRS Section 125 Plan	GC 34090; 29 CFR 1627.3(b)	2 - 3	CY + 6
18	<b>Cal PERS</b> Actuarial studies and contract revisions	(ERISA) 29 USC 1001-1381, at 1027	6	P

19	<b>ICMA Retirement Corporation 401(a) and 457 Plans</b> Plan documents, establishment of plan and revisions Member statements, general correspondence	(ERISA) 29 USC 1001-1381, at 1027  GC 34090	6  2	P  CY + 3
20	<b>Workers Compensation</b> (Working files. Originals filed with MPA) See also: Medical Files, OSHA, Risk Management Reports.	8 CCR 1400.33 and, 15400.2	5	P
21	<b>Risk Management (MPA) Reports</b> Records of illness and injuries  Reports (loss analysis, safety, actuarial), claims data and statistics	See Medical Files and OSHA references. GC 34090	T + 30  2	T + 30  CL + 5
22	<b>Employee Training</b> Safety training attendance sheets, handouts, employee training course documentation	GC 34090	2	CY + 10
23	<b>Social Security</b> Medicare information, general correspondence	29 CFR 1627.3; 29 CFR 516.6; GC 12946	2-3	CY + 3

*CY – Current Year*

*CL – Closed*

*T – Termination*

*P – Permanent*

*S – Until superseded*

*MPA – Municipal Pooling Authority*

*GC – Government Code*

*LC – Labor Code*

*CCR – California Code of Regulations*

*USC – United States Code*

*CFR – Code of Federal Regulations*

**RECORDS RETENTION SCHEDULE**  
**POLICE DEPARTMENT**  
(Previously adopted in 2001 by Council Resolution No. 76-01)  
**INVESTIGATIONS DIVISION**

	<b>Description</b>	<b>Statutory authority</b>	<b>Minimum Retention Period</b>
1	Case files The destruction of a case files is not permitted if it relates to or involves any of the following: <ul style="list-style-type: none"> <li>a. an unadjudicated arrest, except for H&amp;S 11357 or H&amp;S 11360 violations;</li> <li>b. an unserved warrants;</li> <li>c. identifiable items which have not been recovered;</li> <li>d. PC 290, PC 457.1 or H&amp;S 11590 regulations;</li> <li>e. a violations listed in PC sections 799 and 800;</li> <li>f. a case which is presently involved in either civil or criminal litigation.</li> </ul>	GC 34090	2 years
2	Daily Bulletin/Schedules of officers on duty	GC 34090	2 years
3	Permit and license applications, all, including: masseuse permits alarm systems/false alarms (by address)	GC 34090	2 years
4	Concealed weapons applications and permits (PC 12050, 12053). Retention period measured from the date of denial, expiration or revocation of permit.	GC 34090	2 years
5	Youth Services Bureau counseling reports on individuals not 18 or older	GC 34090	2 years
6	Pawn slips (B&P 21628)	GC 34090	2 years
7	Fingerprints: latent fingerprint "lifts" from crime scenes, excluding homicide investigations, and "ten print" fingerprint cards and "palm print" cards, which are no longer necessary for investigative purposes.	GC 34090	2 years
8	Photographs, booking (whether stored electronically or as a tangible photograph) which are no longer necessary for investigative purposes.	GC 34090	2 years
9	Ride-along applications	GC34090	2 years
10	Case assignment logs	GC 34090	2 years
11	Undercover/Buy fund financial disbursements records	GC 34090	2 years
12	National Crime Information Center (NCIC) entry validation lists	GC 34090	2 years

13	Federal Firearms Licensing applications and investigations	GC 34090	2 years
14	<p>Copies need not be kept when the original is kept elsewhere, including documents from other criminal justice agencies:  Statistical (UCR), Uniform Crime Reports Mandatory to DOJ (LEIC): FBI include Return A/Supplement: Supplementary Homicide Report; Law Enforcement Officers Killed or Assaulted; Monthly Return of Arson Offenses Known to Law Enforcement; Number of Violent Crimes Committed Against Senior Citizens; Monthly Report of Domestic Violence Related Calls for Assistance; Monthly Arrest and Citation Register; Monthly Hate Crimes Incidents; Death in Custody Reporting.  Dealer Reports of Gun Sales sent to DOJ (PC 12070).  Child Protective Services (CPS) Reports (PC 11166, 11169).  Notices from ABC.</p>		



**RECORDS RETENTION SCHEDULE  
POLICE DEPARTMENT  
ADMINISTRATION DIVISION**

	<b>Description</b>	<b>Statutory authority</b>	<b>Minimum Retention period</b>
1	General Orders, Division Orders or Department Directives	GC 34090	2 years after superceded or expired
2	General subject files not otherwise covered	GC 34090	2 years
3	General correspondence files, including: response letters to public inquiries to and from material and supply vendors (if matter is closed)	GC 34090	2 years
4	Finances: department budget documents records of department purchases petty cash records	GC 34090	2 years
5	Police Facility: documents re: operation of Police Facility and facility support equipment	GC 34090	2 years
6	Employees: Citizen complaints against personnel Discipline records Internal investigation reports (EvC1045, GC12946, PC 801.5, 803(c), VC 2547)  (Period measured from the end of employment) Personnel records Progress file counseling notes Overtime and time-off request slips Grievance files (by employees) Employment applications/background reports when applicant not hired (GC 12946) Records of training attended	PC 832.5 PC 832.5 PC 832.5  GC 34090 GC 34090 GC 34090 GC 34090 GC 34090 GC 34090	5 years 5 years 5 years  2 years 2 years 2 years 2 years 2 years 2 years
7	Contra Costa Community College District, correspondence and agreements	GC 34090	2 years after expiration of agreement
8	State Commission on Peace Officer Standards and Training (POST): correspondence	GC 34090	2 years
9	Gasoline tank and dispenser: correspondence and other materials	GC 34090	2 years

10	Training: lesson plans and associated materials for in house training classes.	GC 34090	2 years
11	Vehicles in use	GC 34090	2 years after final use
12	Reserve officers: personnel records (retention period measured from time service ends) Reserve officers: activity logs	GC 34090	2 years
13	Volunteers files (retention period measured from time service ends)	GC 34090	2 years
14	Equipment: phones; weapons (Manuals, instructions, procedures)	GC 34090	End of use + 2 years

**RECORDS RETENTION SCHEDULE  
POLICE DEPARTMENT  
PATROL DIVISION/TRAFFIC**

	<b>Description</b>	<b>Statutory authority</b>	<b>Retention period</b>
1	Traffic speed surveys and studies (VC 40803(c))	GC 34090	2 years from expiration
2	Personnel scheduling; intra-department memos	GC 34090	2 years
3	Records of permits (i.e. tow trucks)	GC 34090	2 years from expiration
4	Reserve officer activity logs	GC 34090	2 years
5	Vehicles in use	GC 34090	2 years after use ends
6	Weapons inventory	GC 34090	2 years
7	Records of Special Events	GC 34090	2 years after event
8	Temporary Holding Facility (THF): correspondence and other materials re: operation, inspections and management	GC 34090	2 years
9	Tow company list	GC 34090	2 years
10	Radar calibration, during period of use	GC 34090	2 years

**RECORDS RETENTION SCHEDULE  
POLICE DEPARTMENT  
SUPPORT SERVICES DIVISION -- RECORDS, SERVICES, COMMUNICATIONS**

	<b>Description</b>	<b>Statutory authority</b>	<b>Minimum Retention period</b>
1	Dispatch: E-911 telephone logs 24-hour daily voice recordings from telephone and radio communications.	GC 34090 GC 34090.6	2 years 100 days
2	Daily Bulletin/ Schedules of officers on duty	GC 34090	2 years
3	Computerized records		Depends upon type of record, as listed in this Retention Sch.
4	Case files, investigations or police reports with an assigned case number (whether on paper or in electronic form), except for homicide, kidnapping or embezzlement of public funds. Homicide, kidnapping or embezzlement of public funds files (PC 799) (See PC 799-804 re: time of commencement of criminal actions)	GC 34090	2 years* <sup>1</sup>  Permanent
5	Arrest/conviction for H&S '11357 (b)(c)(d)(e) or H&S '11360(b) after 1/1/96 (marijuana), including citations for the above violations.	H&S 11361.5	2 years Exception: juvenile - retain until age 18.
6	Records sealed or destroyed: Adult: mandatory sealing or destruction pursuant to court order. Juvenile: mandatory sealing or destruction pursuant to court order.	PC 851.8  WIC 826(a)(b) and 781(a)	Per court order.
7	Subpoena logs (court schedule)	GC 34090	2 years
	Summary Report of Statistical Activity created by the		

<sup>1</sup> \* *The destruction of case files is only permitted if they do not relate to or involve any of the following:*

1. *an unadjudicated arrest except for H&S 11357 or H&S 11360 violations;*
2. *unserved warrants;*
3. *identifiable items which have not been recovered;*
4. *PC 290, PC 457.1 or H&S 11590 regulations;*
5. *Violations listed in PC sections 799 and 800;*
6. *Cases which are presently involved in either civil or criminal litigation.*

8	Department	GC 34090	2 years
9	Arrest logs (adult and juvenile)	GC 34090	2 years
10	Records of stolen or recovered property	GC 34090	2 years
11	Records of property sent to auction	GC 34090	2 years
12	Traffic citations (whether infraction or misdemeanor) and parking citations, including officer notes	GC 34090	2 years
13	Computer equipment and software: software licenses no longer being used records of hardware removed from inventory	GC 34090 GC 34090	2 years 2 years
14	Field interrogation cards; Records or contacts with persons not listed in City files as having been arrested	GC 34090	2 years
15	Vehicles: abandoned auto tags repossession/impounds	GC 34090	2 years
16	Bicycles: licenses; citations	GC 34090	2 years
17	Mobile Data Terminal messages (paper or electronic)	GC 34090	2 years
18	Towing: rotation list and logs repossession and private property towing lists and logs	GC 34090 GC 34090	2 years 2 years
19	Cash accounting, dispatcher's book	GC 34090	2 years
20	Registration files: arson (PC '457.1), sex (PC'290), narcotics (H&S'11590). (Forwarded to DOJ. Retain fingerprint, photo and information.)	GC 34090	Life of registrant within PH + 2 years

**RECORDS RETENTION SCHEDULE  
PUBLIC WORKS/COMMUNITY DEVELOPMENT DEPARTMENT  
BUILDING DIVISION**

	<b>File Descriptions</b>	<b>Statute</b>	<b>Minimum Legal Retention</b>	<b>Building Retention Period</b>
1	Accounting Files/Invoices/Payroll Reports/Purchase Orders	GC34090(d)	2	5 years
2	Budget Files	GC34090(d)	2	5 years
3	Building – Certificates of Occupancy	GC34090(d) HS 19850	Life of Building	Life of Building
4	Building – Soils Report, foundation plan	GC34090(d) HS 19850	2	Life of Building
5	Building - Structural Calculations	GC34090(d) HS 19850	2	Life of Building
6	Building -Code Books (National Electrical Code, Uniform Building, Fire, Mechanical, Plumbing & Supplements)	GC34090(e)	P	P
7	Building Permits Reports	GC34090(a) HS 19850	P	P
8	Building construction, blueprints, specifications	GC34090(e) HS 19850	2 Life of Bldg – commercial	5 years – residential Life of Building - Commercial
9	Chronological File: cross reference of correspondence filed by date	GC34090(d)	2	5 years
10	Contractor files (professional services agreements, payments, correspondence)	GC34090(d)	2	Inactive + 2 years
11	Correspondence	GC34090(d)	2	5 years
12	Professional Associations/Community Organizations newsletters		0	CY + 2
13	Progress reports to City Council (original files kept in City Manager's office)	GC34090(d)	2	CY + 2
14	Rolled Plans/Maps	GC334090(d) HS19850	2 Commercial – life of building	Residential - 5 years Commercial – life of building

*CY – Current Year*

*P – Permanent*

*GC – Government Code*

*HS – Health and Safety Code*

**RECORDS RETENTION SCHEDULE**  
**PUBLIC WORKS/COMMUNITY DEVELOPMENT DEPARTMENT**  
**BUILDING DIVISION**  
**CODE ENFORCEMENT**

	<b>File Descriptions</b>	<b>Statute</b>	<b>Minimum Legal Retention</b>	<b>Code Enforcement Retention Period</b>
1	Accounting Files/Invoices/Payroll Reports/Purchase Orders	GC34090(d)	2	5 years
2	Chronological File: cross reference of correspondence filed by date	GC34090(d)	2	5 years
3	Code Enforcement Case Files by Type/Year	GC34090(d)	2	CY + 10 years
4	Code Enforcement Liens & Releases Recorded	GC34090(d)	2	P
5	Code Enforcement Procedures	GC34090(d)	2	CY + 2
6	Code Enforcement Reports	GC34090(d)	2	CY + 2 years
7	Contractor files (professional services agreements, payments, correspondence)	GC34090(d)	2	Inactive + 2 years
8	Correspondence	GC34090(d)	2	5 years

*CY – Current Year*  
*P – Permanent*  
*GC – Government Code*

**RECORDS RETENTION SCHEDULE  
PUBLIC WORKS/COMMUNITY DEVELOPMENT DEPARTMENT  
ENGINEERING AND MAINTENANCE DIVISIONS**

	<b>File Descriptions</b>	<b>Statute</b>	<b>Minimum Legal Retention</b>	<b>Engineering/Maintenance Retention Period</b>
1	Accounting Files/Invoices/Payroll Reports	GC34090(d)	2	CY + 2
2	Acquisitions	GC34090(a)	P	P
3	Aerial photographs	GC34090(d)	2	P
4	Agenda Packets: Task Force Committees, Traffic Safety Committee	GC34090(e)	P	P
5	Agreements public agencies, misc.	GC34090(d)	2	P
6	Annexation Procedures, annexation files	GC34090(a)	P	P
7	Assessment Districts	GC34090(a)	P	P
8	Bike Lane/Trails	GC34090(a)	P	P
9	Bond projects	GC34090(d)	2	P
10	Bridges: General, inspections, repair, grants	GC34090(d)	2	P
11	Capital improvement budget	GC34090(d)	2	5 years
12	Chronological File: cross reference of public works correspondence filed by date	GC34090(d)	2	5 years
13	Construction tracking: curbs, gutters, sidewalks	GC34090(d)	2	P
14	Correspondence	GC34090(d)	2	5 years
15	Creek abatement, maintenance program	GC34090(d)	2	P
16	Diablo Vista Water (see specific category for retention period)			
17	Drainage maintenance, issues	GC34090(d)	2	P
18	Easements, dedications, rights-of-way	GC34090(a)	P	P
19	Encroachment permits, violations (except revocable)	GC34090(d)	2	P
20	Encroachment permits, revocable	GC34090(d)	2	CY + 2
21	Emergency preparedness plans	GC34090(d)	2	P
22	Fleet: assignment, accident reports, fueling	GC34090(d)	2	5 years
23	Fleet: inventory, ownership and title	GC34090(d)	2	Life of vehicle + 2 years



	<b>File Descriptions</b>	<b>Statute</b>	<b>Minimum Legal Retention</b>	<b>Engineering/Maintenance Retention Period</b>
24	Flood issues– storm drains, records, maps	GC34090(d)	2	P
25	Freeway general, sound walls, studies	GC34090(d)	2	P
	Inspector Daily Reports	GC34090(d)	2	Life of project +2 years
26	Landscaping: plants, tree maintenance, plans (except for plans, inventory)	GC34090(d)	2	5 years
27	Lighting/PG&E (except for inventory)	GC34090(d)	2	5 years
28	Maintenance and operations: work orders, reports, complaints	GC34090(d)	2	5 years
29	Maps and plats, city boundary, surveys	GC34090(a)	P	P
30	Minutes of Task Force Committees	GC 34090(e)	P	P
31	National Pollution Discharge Elimination System (NPDES) correspondence, reference materials, reports	GC34090(d)	2	CY + 2
32	Parking: Lots, garages, regulations	GC34090(d)	2	CY + 2
33	Permits, grading	GC34090(a)	P	P
	Planning referrals (commercial/residential) engineering, new construction, modifications	GC34090(d)	2	P
34	Project files: correspondence, architectural drawings, civil engineering issues	GC34090(d)	2	P
35	Request for Proposals	GC34090(d)	2	CY + 2
36	Signage (except for inventory), street repair, striping	GC34090(d)	2	CY + 2
37	Street widening	GC34090(a)	P	P
38	Street/alley (abandonment/vacation)	GC34090(a)	P	P
39	Subdivisions/land divisions	GC34090(a)	P	P
40	Surveys (recording data and maps)	GC34090(a)	P	P
41	Tapes, CD's, Recordings, Audio, Video (traffic safety meetings, task force meetings, pipes)	GC54953.5(b) GC34090.7	30 days 90 days	2 years
42	Traffic counts, traffic safety, traffic signals, traffic studies, traffic complaints, pedestrian crosswalks	GC34090(d)	2	5 years
	Waste Management: AB939 reports, rates, contracts, landfills, oil recycling grants, hazardous waste, Recycling/reuse, composting, yard waste, meetings, workshops	GC34090(d)	2	5 years

*CY – Current year  
P – Permanent  
GC – Government Code*

**RECORDS RETENTION SCHEDULE  
PUBLIC WORKS/COMMUNITY DEVELOPMENT DEPARTMENT  
PLANNING DIVISION**

	<b>File Descriptions</b>	<b>Statute</b>	<b>Minimum Legal Retention</b>	<b>Planning Retention Period</b>
1	Accounting Files/Invoices/Payroll Reports/Purchase Orders	GC34090(d)	2	5 years
2	Agenda Packets: Architectural Review Commission, Planning Commission, Zoning Administrator	GC34090(d)	2	P
3	Annexation/Deannexation Files	GC34090(d)	2	20 years
4	Boards, commissions, committee correspondence, terms of office, salaries	GC34090(d)	2	20 years
5	Budget Files (original files kept in Finance)	GC34090(d)	2	5 years
6	Capital Improvement project files (duplicate files of those in Public Works)			Retention in Plng Dept. not required
7	Chronological File: cross reference of correspondence filed by date	GC34090(d)	2	5 years
8	City Public Works correspondence, street alignments, drainage (duplicate files of those in Public Works)			Retention in Plng Dept. not required
9	Contractor files (professional services agreements, payments, correspondence)	GC34090(d)	2	Inactive + 2 years
10	Correspondence	GC34090(d)	2	5 years
11	Emergency Planning (earthquake preparedness, flood hazards, hazardous waste)	GC34090(d)	2	5 years
12	Environmental Impact Reports by site	GC34090(d) CEQA Guidelines	2	Life of project + 2 years
13	Event Permits	GC34090(d)	2	CY + 2
14	General Plan Amendments including various elements of plan: noise, safety, seismic safety, transportation, housing, scenic highways, etc	GC34090(d)	2	P
15	General Plan background files.	GC34090(d)	2	15 years
16	Home Occupation Permits	GC34090(d)	2	Life of permit
17	Minutes of Planning Commission, Architectural Review Commission and Zoning Administrator meetings.	GC34090(e)	P	P
18	Misc. Permits (Bingo, Carnival, Pumpkins, Christmas Tree lots, newspaper dispensers, tree removal, garage exemption permits, electronic game permits)	GC34090(d)	2	CL + 5 years
19	Ordinance (by subject, correspondence). (Originals kept by City Clerk)	GC34090(d)	2	10 years

	<b>File Descriptions</b>	<b>Statute</b>	<b>Minimum Legal Retention</b>	<b>Planning Retention Period</b>
20	Planning Project Files: Architectural Review Commission (ARC); Development Plans (DP); Planning Commission (PC); Signage (S) including sign programs, general information; Zoning (ZA) by address	GC34090(d)	2	Life of Project + 2 years
21	Professional Associations/Community Organizations (APA Newsletters, League of CA Cities, Pleasant Hill Historical Society, etc.)	GC34090(d)	2	CY + 2
22	Progress reports to City Council	GC34090(d)	2	CY + 2
23	Public transportation (Caltrans, Transpac, Pleasant Hill Sphere of Influence, BART, CCTA)	GC34090(d)	2	5 years
24	Rolled Plans/Maps (Other) Rolled Plans/Map Relating to Landscaping Maintenance Agreements	GC334090(d)	2 Life of agreement	CY + 10 Life of agreement
25	Regional/County Agencies Correspondence (ABAG, Bay Area Quality Management District, League of Women Voters, Central Contra etc.)	GC34090(d)	2	5 years
26	Resolutions – Planning Commission	GC34090(e)	P	P
27	Rezoning by location	GC34090(a)	P	P
28	Special Area Studies (E.g., Circulation Study Vineyards, CC Golf & Country Club, Oak Park Specific Plan, Pacheco Annexation, Taylor Boulevard Scenic Corridor, etc)	GC34090(d)	2	15 years
29	Subdivision Files by site and general information, (duplicate files of those in Public Works)	GC34090(d)	2	Retention in Plng Dept. not required
30	Tapes, CD's, Recordings, Audio, Video	GC54953.5(b) GC34090.7	30 days 90 days	5 years

*CL – Closed*  
*CY – Current year*  
*P – Permanent*  
*GC – Government Code*