



OFFICE OF THE CITY CLERK

REPORT

REPORT TO HONORABLE MAYOR AND CITY COUNCIL

DATE: August 14, 2003

REPORT NO.: 03-03

SUBJECT: Proposed City-wide "Global" Records Disposition Schedule

ISSUE

Should the City adopt a "global" records disposition schedule for those records common to many departments?

CLERK'S RECOMMENDATION

Adopt the proposed amendments to Chapter 2, Article 2, Division 26 of the San Diego Municipal Code to provide for the creation of a "global" records disposition schedule and adopt the global records disposition schedule.

BACKGROUND

In 1979, the City Clerk's Office initiated a comprehensive Records Management Program for the City of San Diego. Procedures governing the management of City records were codified as Municipal Code Sections 22.2601 - 22.2609 and responsibilities for records retention and destruction were delineated in Administrative Regulation 85.10.

The purpose of the Records Management Program is to provide assistance to the Mayor, Council and City departments with the systematic control of records from creation through processing and storage to final disposition. The primary objective of the program is to provide for the destruction of records no longer needed for administrative or legal reasons and to transfer inactive records and permanent records to low-cost storage.

The foundation of any records management program is a records disposition schedule which provides information on records retention and provides the legal authority for the destruction of records. From 1982 through 1995, City records were systematically inventoried and departmental schedules were developed and approved by the City Council. Thirty-five departmental schedules were adopted by the Council. The City has gone through several reorganizations since the schedules were developed, however, and some records originally identified as a part of one department are now the responsibility of another department. While some schedules have been updated to

reflect City reorganization, many of them are outdated. In some instances, there are also departments and programs without records disposition schedules.

In an effort to standardize the retention of records City-wide, reduce duplication and to provide a comprehensive records disposition schedule, the City Clerk's Office has developed a "global" records disposition schedule for the records common to most City departments. The records series proposed for inclusion in the global schedule are listed in Attachment A. The proposed global schedule with retention criteria is included as Attachment B. This schedule is essentially a re-formatting of existing departmental schedules which have been approved by the City Council. Records series have been taken from existing schedules for the records maintained by most departments and programs. Where retention periods differed between department schedules, we have consulted with representatives from Personnel, Auditors, and the Attorney's Office to determine what a consistent City-wide retention period should be.

Municipal Code provisions currently provide only for individual department retention schedules. Therefore, minor amendments to Sections 22.2604 and 22.2605 are necessary to provide for creation of the global schedule. Specifically, Section 22.2604 has been amended to include language referencing the global schedule in the definition of "Records Disposition Schedule." Section 22.2604 has been amended to specify that the Clerk, in conjunction with the City Attorney, shall develop the Global Records Disposition Schedule for the records common to most departments and that the City Council shall approve the schedule by resolution. Subsequent amendments to the schedule would be approved by the City Clerk in conjunction with the City Attorney. These proposed amendments are included as Attachment C.

Once the global schedule is approved by the City Council, it will be put on-line on the City's Intranet so that employees who need the information will have greater access to it. This schedule will provide disposal authorization to all departments and programs without an existing disposition schedule. Because retention information has been updated in some instances, departments with existing retention schedules will be encouraged to use the global retention guidelines for records series identified in the schedule. Once the schedule is approved, the Clerk's Office will work with each department to revise existing disposition schedules to include only those records unique to the department.

SUMMARY

In summary, the City Clerk proposes the creation of a global records disposition schedule to provide a comprehensive schedule for the records common to most departments. This schedule will also provide consistency in retention of records City-wide. Should you have any questions or comments, please contact Assistant City Clerk Joyce Lane at 533-4081.


Charles G. Abdelnour
City Clerk

CGA:JL
Attachments



Global Schedule Outline

1. Administrative Files

This category includes Department Policy Files, Working Files (both routine and transitory) and Program/Project administrative files, facilities management documents, and operational or management records.

2. Agreements, Contracts & Leases

This category contains all agreements, contracts and leases entered into by the City (**except Construction Contracts - see Capital Improvements below**) sub-divided by the approval required (i.e. the City Council, the City Manager, Purchasing, or Department Director) and details different retention periods based on whether documents are the original/official copy or a duplicate used by the department to administer the agreement, contract or lease.

3. Capital Improvements

This category covers all aspects of capital improvements including the construction contract and records associated with ongoing facilities administration and maintenance.

4. City Equipment

This category includes documentation kept by City departments relating to equipment inventory, safety inspection, condition checklists, tests, certifications, maintenance or repair records.

5. Correspondence Routine

This category includes incoming and outgoing communication (e.g. memos, letters, facsimiles, or e-mails) which document the routine operations of the organization.

6. Electronic Mail

Any e-mail, the substance of which constitutes a part of any record series, should be retained with that record series by printing it and adding it to those files for retention purposes, or by transferring it to an organized and secure electronic system that will allow accessibility to these documents for the lifetime required by the retention specified for that particular record series.

7. Environmental/Safety

This category includes safety records such as Material Safety Data Sheets, documentation of use, control and handling or transfer/transport of hazardous materials such as engine oil, pesticides, laboratory chemicals, etc.

8. Financial/Budget Files

Financial records include documentation of financial transactions including services, purchases, reimbursements, revenues and deposits.

Budget files contain documentation and working papers produced in the preparation, submission and revision of each department's budget. This category includes monthly expenditure reports, copies of preliminary budgets, statistical data, appropriations information and summaries of personnel payroll information.

9. Journals

Journals are written records of daily activities; work diaries.

10. Litigation

This category covers records produced in documenting claims against the city, litigation case files, claims recovery for the City from the plaintiff, prosecutions, trial information and subpoenas.

11. Logs

These are forms created and used by departments to record sequential details concerning repetitive actions taken in the performance of routine tasks. It does NOT include pesticide usage logs or the Fire Dept.'s Daily Communication's Log or any other log that tracks the usage of a substance potentially harmful to animal or plant life, or that contains information vital to protecting citizen's interests or rights.

12. Manuals

This category is made up of policy and procedural instruction manuals authored by City staff to provide guidance on how particular tasks are to be completed.

13. Materials/Consumables

This category is made up of records tracking the use and availability of fuel, parts and materials needed by City staff in the performance of their duties and maintained in stock rooms or supply rooms (including Central Stores). These types of records are kept primarily to ensure that adequate supplies are always available when they are needed.

14. Meetings

This category includes all records of City meetings. It includes agendas, minutes, ordinances, resolutions and other documents produced for a Council meeting, meetings of a board or commission or any group of City staff.

15. Permits/Licenses

This category contains applications and permits and licenses issued by the City for one time events, as well as those for the development of land and buildings.

16. Personnel Records

This category is broken into several subcategories including: Hiring, Job Status, Performance, Safety Related Records, Training/Education, Work Assignments/Schedules, Employee Suggestion Files, and Workers paid for by other Agencies/Volunteers.

17. Route Slips

This category contains requests for information or complaints from citizens regarding City policies and/or procedures which are referred to City staff for investigation and response.

18. Statements of Economic Interest

This category includes required reports filed by City officers, members of certain boards and commissions and certain City employees.

19. Technical Reference Materials

Includes manuals or reference materials produced by other city departments which are kept by most departments and some boards or commissions. Examples include the City's Personnel Manual, Administrative Regulations, copies of the Municipal Code, etc. This category also includes materials produced by an outside agency such as vendor brochures, office supply catalogs, reference books, dictionaries, etc.

Attachment B

City of San Diego Global Records Retention Schedule

Legal citations listed under Retention Criteria represent the only legal citation(s) found that would apply to those records. Frequently, the citation listed is Government Code section 34090 (d) which requires a minimum 2 year retention. The actual retention given may be 3 to 50 years. The difference between the legally required minimum and the actual retention listed is based on operational needs.

1. ADMINISTRATIVE FILES

This category includes Department Policy Files, Working Files (both routine and transitory) and Program/Project administrative files, facilities management documents, and operational or management records.

| <u>No.</u> | <u>Title</u> | <u>Retention</u> | <u>Retention Criteria</u> |
|------------|---|------------------------------|--|
| 1 | Administrative Files | | |
| | A) Department Policy | Permanent | <u>Government Code 34090(d)</u> ; to meet administrative & historical needs |
| | B) Dept. Working Files - Routine | | |
| | a. Original | 5 years | <u>Government Code 34090(d)</u> ; operational |
| | b. Duplicate | Until reference value ceases | <u>Government Code 34090.7</u> |
| | C) Dept. Working Files -- Transitory | | |
| | a. Original | 2 years | <u>Government Code 34090(d)</u> |
| | b. Duplicate | Until reference value ceases | <u>Government Code 34090.7</u> |
| | D) Program/Project/Operational Unit | | |
| | a. Administration Files (including Facilities Mgmt.) | | |
| | Note: Does not include Airport Facilities – see 14 <u>Code of Federal Regulations 171.3</u> | | |
| | 1) Original | Term +5 years | <u>Government Code 34090(d)</u> ; to meet administrative & operational needs |
| | 2) Canceled | 2 years | <u>Government Code 34090(d)</u> |
| | 3) Pending | 20 years | <u>Government Code 34090(d)</u> |
| | 4) Duplicate | Until reference value ceases | <u>Government Code 34090.7</u> |
| | b. Management Files | | |
| | 1) Original | 3 years | <u>Government Code 34090(d)</u> ; operational |
| | 2) Duplicate/Nonrecord | Until reference value ceases | <u>Government Code 34090.7</u> <u>Municipal Code 22.2604(e)</u> ; <u>22.260784</u> |

2. AGREEMENTS, CONTRACTS & LEASES

This category contains all agreements, contracts and leases entered into by the City (except **Construction Contracts - see Capital Improvements below**) and gives different retention periods based on whether documents are the original/official copy or a duplicate used by the department to administer the agreement, contract or lease. This distinction must be established carefully by the record holders.

| <u>No.</u> | <u>Title</u> | <u>Retention</u> | <u>Retention Criteria</u> |
|------------|--|------------------------------|---|
| 2 | Agreements, Contracts & Leases | | |
| | A) Development Agreements (Includes Infrastructure contracts, subdivision agreements, contracts for the sale or purchase of property, grant of easements, and those involving construction of improvements.) | | |
| | a. Original (NOTE: If approved by Council kept by City Clerk's Office permanently otherwise kept by the department permanently) | Permanent | <u>California Code of Civil Procedures 337</u> ; to meet historical needs |
| | b. Overseeing department | Term +4 years | <u>California Code of Civil Procedures 337</u> ; to meet historical needs |
| | B) Consultant/Service/Maintenance Contracts Includes advisory services provided by consultants; service or maintenance of equipment; agreements to provide products or services; large City purchases (such as fleet vehicles, Fire Engines or trash trucks). | | |
| | a. Original (Note: If approved by the City Manager, the City Clerk's Office retains a copy of some for 9 years.) | Term +5 years | <u>California Code of Civil Procedures 337.2 & 343</u> ; <u>Business & Professions 7042.5</u> ; <u>Public Utilities 7685</u> ; <u>Code of Federal Regulations 2</u> ; <u>Government Code 53066</u> ; to meet historical needs |
| | b. Overseeing department | Until reference value ceases | <u>Government Code 34090.7</u> |
| | C) Leases | | |
| | a. Long Term: for more than one year. | | |
| | 1) Original/Official Copy (Real Estate Assets No. 71) (NOTE: Real Estate Assets is the official record keeper of most building leases entered into by the City) | Term + 12 years | <u>California Code of Civil Procedures 337.2</u> ; to meet operational needs and for reference value |
| | 2) Original – any other department | Term +4 years | <u>California Code of Civil Procedure 337.2</u> |
| | 3) Duplicate | Term of lease | <u>Governmental Code 34090.7</u> ; operational needs & reference. |

| No. | Title | Retention | Retention Criteria |
|--|--|---------------|---|
| (Agreements, Contracts, Leases- continued) | | | |
| | b. Short Term: special use/event lease (also see Permits) These are primarily for lease of equipment. | | |
| | 1) Original | Term +2 years | <u>California Code of Civil Procedures 337</u> ; to meet historical needs |
| | 2) Duplicate | Term of lease | <u>Governmental Code 34090.7</u> ; operational needs & reference. |
| | c. Lease Payments | 3 years | <u>Government Code 34090 (d)</u> ; financial document kept for audit. |

3. CAPITAL IMPROVEMENTS

This category covers all aspects of capital improvements including the construction contract and records associated with ongoing facilities administration and maintenance.

| No. | Title | Retention | Retention Criteria |
|-----|---|-----------------------|---|
| 3 | Capital Improvements | | |
| | A) Construction | | |
| | a. Original completed (official copy) (NOTE: if approved by Council, City Clerk's keeps the copy sent for approval and any change orders sent by the department to the Clerk's Office permanently) | Permanent | <u>Government Code 34090(a) & 4003</u> ; <u>Health & Safety 19850 & 19853</u> |
| | b. Original - not awarded | 2 years | <u>Government Code 34090(d)</u> |
| | c. Pending/uncompleted | 20 years | <u>Government Code 34090(d)</u> |
| | d. Duplicate -- Overseeing Department | | |
| | 1) If not approved by Council, or if the construction contract was approved by Council but not all change orders have been sent to the Clerk's Office. | Permanent | <u>Government Code 34090(a)</u> , 4004; <u>Health and Safety Code 19850</u> . |
| | 2) If approved by Council and all change orders have been sent to the Clerk's Office | Completion +10 years | <u>Code of Civil Procedures 337.15</u> ; <u>Government Code 34090.7</u> ; <u>Municipal Code 22.2604(e) & 22.2607 B4</u> |
| | B) Inventory, Safety Inspection, Damage to Facilities | 2 years or superceded | <u>Government Code 34090(d)</u> ; operational |
| | C) Facilities Administration & Maintenance [see 1 D) a)] | | |
| | D) Facilities Operation [see 1 D) b)] | | |
| | E) Facilities Staffing | 2 years | <u>Government Code 34090(d)</u> |

4. CITY EQUIPMENT

This category includes documentation kept by City departments relating to equipment inventory, safety inspection, condition checklists, tests, certifications, maintenance or repair of records.

| <u>No.</u> | <u>Title</u> | <u>Retention</u> | <u>Retention Criteria</u> |
|------------|--|--|---|
| 4 | City Equipment | | |
| | A) Records of Equipment Inventories | | |
| | a. Equipment Inventory – Auditors (No. 132 & 189) | | |
| | 1) Original/Auditor | 5 years | <u>Government Code 34090(d)</u> ; administrative |
| | 2) Duplicate/Owning Dept. | 2 years or superceded whichever is later | <u>Government Code 34090(d)</u> ; operational |
| | 3) Forms Requesting Changes to Inventory | Once it appears on new listing | <u>Municipal Code 22.2604(e) & 22.2607 B4</u> |
| | b. Equipment Inventory - Individual Departments | | |
| | 1) Original | 2 years | <u>Government Code 34090(d)</u> |
| | B) Equipment Condition Checklist, Tests or Certifications | 2 years | <u>Government Code 34090(d)</u> |
| | C) Records of Equipment Service, Maintenance or Repair | | |
| | a. Original/Minor Repair | 2 years | <u>Government Code 34090(d)</u> |
| | b. Original/Major Repair | 2 years or disposal of equipment whichever is later | <u>Government Code 34090(d)</u> ; operational |
| | D) Vehicle Registration and Snog Certification | 2 years | <u>Government Code 34090(d)</u> |
| | E) Vehicle Ownership and Warranty Records | 2 years or disposal of equipment whichever is later | <u>Government Code 34090</u> ; operational |

5. CORRESPONDENCE ROUTINE

This category includes incoming and outgoing communication (e.g. memos, letters, facsimiles, or e-mails) which document the routine operations of the organization *and are not considered a part of any other Record Series.*

| <u>No.</u> | <u>Title</u> | <u>Retention</u> | <u>Retention Criteria</u> |
|------------|--------------------------|------------------|---------------------------------|
| 5 | Correspondence - Routine | 2 years | <u>Government Code 34090(d)</u> |

6. ELECTRONIC MAIL

Any e-mail, the substance of which constitutes a part of any record series, should be retained with that record series by printing it and adding it to those files for retention purposes, or by transferring it to an organized and secure electronic system that will allow accessibility to these documents for the lifetime required by the retention specified by that particular record series (Note: this includes the capability and commitment to migrate this information into new technologies as needed to meet the specified retention period.)

| <u>No.</u> | <u>Title</u> | <u>Retention</u> | <u>Retention Criteria</u> |
|------------|-----------------|----------------------|---------------------------|
| 6 | Electronic Mail | Dependent on content | Dependent on content |

7. ENVIRONMENTAL/SAFETY

This category includes safety records such as Material Safety Data Sheets, documentation of use, control and handling of or transfer/transport of hazardous materials such as engine oil, pesticides, laboratory chemicals, etc.

| <u>No.</u> | <u>Title</u> | <u>Retention</u> | <u>Retention Criteria</u> |
|------------|--|--|--|
| 7. | Environmental/Safety | | |
| | A) Safety Records | | |
| | a. Material Safety Data Sheets | Until superceded or material is all used | 8 <u>California Code of Regulations</u> section 3204(d)(1) & 5194 (c) & (g) |
| | b. Safety shoes (see <u>Financial/Budget Files</u>) | | |
| | B) Hazardous Materials | | |
| | a. Pesticide Usage Logs/Reports | 30 years | 29 <u>Code of Federal Regulations</u> 1910.20(11)(B) |
| | b. Plans used to avoid exposure Of staff/Staff exposure | 30 years | 8 <u>California Code of Regulations</u> 3204(d)(1)(B) |
| | c. Transfer/Transport of Hazardous Mat'ls | Transfer +3 years | 40 <u>Code of Federal Regulations</u> 262.40 (1997) |
| | d. Control/Handling Hazardous Materials | 5 years | as recommended by Environmental Services/City Facilities Inspections-Training and City Attorney's office |

8. FINANCIAL/BUDGET FILES

Financial records include documentation of financial transactions including services, purchases, reimbursements, revenues and deposits.

Budget files contain documentation and working papers produced in the preparation, submission and revision of each department's budget. This category includes monthly expenditure reports, copies of preliminary budgets, statistical data, appropriations information and summaries of personnel payroll information.

| <u>No.</u> | <u>Title</u> | <u>Retention</u> | <u>Retention Criteria</u> |
|------------|--|--|---|
| 8. | Financial/Budget Files | | |
| A) | Financial Records (Office Mgmt. Files) | 3 years | <u>Government Code 34090(d); Audit</u> |
| a. | Audit or Deposit Records | | <u>Government Code 34090(d) 29 Code of Federal Regulations 516.5(c)</u> |
| b. | Printing/Photography Requests | 3 years | <u>Government Code 34090(d) 29 Code of Federal Regulations 516.6(b)</u> |
| c. | Central Stores | 3 years | <u>Government Code 34090(d);operational</u> |
| d. | Reimbursement 1) of Staff 2) of Public 3) Redemption of Bonds | 3 years | <u>Government Code 34090(d);operational</u> |
| e. | Expenditures for Goods & Services | | |
| | 1) Expenditures made with departmental funds | 3 years | <u>Government Code 34090(d); Audit</u> |
| | 2) Expenditures made with grant funds | | |
| | i) Auditors | 10 years | |
| | ii) All other departments | Submission of final expenditure report +3 years or until audit is completed whichever is sooner. | 24 <u>Code of Federal Regulations 85.24</u> |

| <u>No.</u> | <u>Title</u> | <u>Retention</u> | <u>Retention Criteria</u> |
|--------------------------------------|---|------------------------------|--|
| (Financial/Budget Files – continued) | | | |
| B) Budget Documents | | | |
| a. | Budget Working Files | 5 years | <u>Government Code 34090(d); operational</u> |
| | 1) Original - Summaries & Reports | | |
| | 2) Financial Mgmt. Accounting Reports | | |
| | i) Microfiche/Period | 2 years | <u>Government Code 34090(d)</u> |
| | ii) Microfiche/Yr. end | 5 years | <u>Government Code 34090(d); operational</u> |
| | 3) Fin. Mgmt.'s Budget Status Reports | 5 years | <u>Government Code 34090(d); operational</u> |
| | 4) Financial Mgmt.'s Revenue Forecast Reports | 5 years | <u>Government Code 34090(d); operational</u> |
| | i) Microfiche | 25 years | <u>Government Code 34090(d); operational</u> |
| | 5) Financial Mgmt.'s Revenue Status Reports | | |
| | i) Duplicate | 5 years | <u>Government Code 34090(d); operational</u> |
| | ii) Microfiche | 25 years | <u>Government Code 34090(d); operational</u> |
| | 6) Other Depts. (Budget Working Files, etc.) | | |
| | i) Budget Working Files | 5 years | <u>Government Code 34090(d); operational</u> |
| | ii) Original Daily/Biweekly/Monthly or Quarterly Detailed Rpts. | 2 years | <u>Government Code 34090(d)</u> |
| | iii) Duplicate - Fiche | Until reference value ceases | <u>Government Code 34090.7</u> |
| | iv) Duplicate - Paper | Until reference value ceases | <u>Government Code 34090.7</u> |
| b. | Budget – Printed | | |
| | 1) Annual Budget - Official Copy (City Clerk's) | Permanent | <u>Government Code 34090(d); historical</u> |
| | 2) Proposed Budget (Financial Mgmt.) | 75 years | <u>Government Code 34090(d); operational</u> |
| | 3) All other departments [see No. 19 - Technical Reference Materials] | | |

| No. | Title | Retention | Retention Criteria |
|-----|-------|-----------|--------------------|
|-----|-------|-----------|--------------------|

C) Payroll Records

- a. Report is available on-line. Auditor is the official recordkeeper. (No. 225 = 20 years) Recommend each department print their own and retain it
End of fiscal year +3 years

| <u>Report No.</u> | <u>Report Name</u> | <u>Retention Criteria</u> |
|-------------------|-------------------------------|---|
| J03-330-01 | CAPPS Timesheet by Pay Period | Government Code 34090.7; Municipal Code 22.2604(c) & 22.2607 B4 |

- b. Computer reports available on-line; not required to be printed. If printed, retention is:

| <u>Report No.</u> | <u>Report Name</u> | <u>Retention</u> | <u>Retention Criteria</u> |
|-------------------|--|-------------------|---|
| | | Paper (duplicate) | Until reference value ceases |
| | | | Government Code 34090.7; Municipal Code 22.2604(e) & 22.2607 B4 |
| J02-068 | A/L Accrual Hours Lost | | |
| J0-253-2 | Biweekly C/CP Reimbursement Paid Summary (Auditor's keeps 10 years) | | |
| J02-254 | C/CP Mileage Not Paid List | | |
| J02-253 | C/CP Mileage Reimbursement | | |
| J02-258 | C/CP Mileage Statistics - Monthly | | |
| J03-333-01 | CAPPS Employee Comp Time, Hourly Employee Hours, Sick and Annual Leave Listings (by Pay Period) (Auditor's keeps 10 years) | | |
| J02-264 | CAPPS Employee Projected to Reach Their Annual Leave Limit Within Next 120 Days (by Pay Period) | | |
| J02-502-01 | CAPPS Payroll Warrant Check Register (Auditor's No. 181 = 50 years) | | |
| J02-622 | CAPPS Report of Projected Pre-Date to Exceed Annual Leave Accrual Limit (by Pay Period) | | |
| J03-334-01 | CAPPS Timesheet Administration Summary | | |
| J02-550 | FLSA (Fair Labor Standards Act) Hours Earned | | |
| J0-568 | Gross Adjustment Transaction by Department/Earning Code | | |
| J02-567 | Gross Adjustment Transaction by Department/Employee | | |
| J02-452-01 | Manual FLSA (Fair Labor Standards Act) | | |
| J02-582-01 | OT/COMP/PAY/FLSA (Fair Labor Standards Act) | | |
| J02-774-01 | Labor Distribution Appropriation Salaries and Fringe Summary | | |
| J03- 254-01 | CAPPS Annual Employee Performance Review Notices | | |
| J03-416 | CAPPS Employees Without a Performance Received Date | | |
| J03-322-01 | CAPPS Monthly Service Award Eligibility List | | |

| <u>No.</u> | <u>Title</u> | <u>Retention</u> | <u>Retention Criteria</u> |
|--|---|---|--|
| (Financial-Budget Files/Payroll - continued) | | | |
| h. | Payroll Change Notices (Form No. CS-1522) | | |
| | 1) Original - Personnel (No. 44) | 2 years or until reference value ceases whichever is longer | <u>Government Code 34094(d)</u> |
| | 2) Duplicate - all other Depts. | Until reference value ceases (see Personnel/Performance/Payroll) | <u>Government Code 34094.7; Municipal Code 22.2604(e) & 22.2607 B4</u> |
| i. | Payroll Deduction Forms | | |
| | 1) Original - Auditor* (No. 173) | 3 years | <u>Government Code 34094(d)</u> |
| | 2) Duplicate - all other Depts *some are kept by agencies outside the City | End of fiscal year +3 years (see Personnel/Performance/Payroll) | <u>29 Code of Federal Regulations 516.2, 516.5 & 516.6</u> |
| j. | Tax forms | | |
| | 1) Original - Auditor's (No. 110) | Termination +4 years | <u>Government Code 34090(d)</u> |
| | 2) Duplicate - all other depts | Until reference value ceases | <u>Government Code 34090.7; Municipal Code 22.2604(e) & 22.2607 B4</u> |
| k. | Time Sheet Correction Notices | | |
| | 1) Original - Auditor's | To be determined | <u>Government Code 34090(d)</u> |
| | 2) Duplicate - all other depts | Until reference value ceases | <u>Government Code 34090.7; Municipal Code 22.2604(e) & 22.2607 B4</u> |
| D) Revenue Records | | | |
| a. | Invoices paid to the City | | |
| | 1) Tenant Lease Payments (see No. 2 C) c) | | |
| b. | Bonds | | |
| | 1) Performance Bonds | | |
| | i) One time bonds | Completion +2 years | <u>Government Code 34090(d) & 53921</u> |
| | ii) Annual & continuing bonds | Cancellation +12 years | <u>Code of Civil Procedures 337.5</u> |
| | 2) Bonds that affect title to real property | Permanent | <u>Government Code 34090(a)</u> |
| | 3) Bonds not secured by real property | Life +4 years | <u>Government Code 34090(d) & 53921</u> |
| | 4) General Obligation Bonds | Life +10 years | <u>Government Code 34090(d) & 53921</u> |
| c. | Other Sources of Revenue | 3 years | <u>Government Code 34090(d)</u> |

9. JOURNALS

Journals are written records of daily activities; work diaries.

| <u>No.</u> | <u>Title</u> | <u>Retention</u> | <u>Retention Criteria</u> |
|------------|--------------|------------------|---------------------------------|
| 9. | Journals | 2 years | <u>Government Code 34090(d)</u> |

10. LITIGATION

This category covers records produced in documenting claims against the city, litigation case files, claims recovery for the City from the plaintive, prosecutions, trial information and subpoenas.

| <u>No.</u> | <u>Title</u> | <u>Retention</u> | <u>Retention Criteria</u> |
|------------|-------------------------------------|------------------|---|
| 10. | Litigation | | |
| | A) Claims Against the City (Damage) | Paid +5 years | <u>Government Code 34090(d) & 25105.5</u> |
| | B) Claims Recovery | 2 years | <u>Government Code 34090(d)</u> |
| | C) Subpoenas (duplicate) | 1 year | <u>Government Code 34090.7 & Municipal Code 22.2604(e) & 22.2607 B4</u> |

11. LOGS

These are forms created and used by departments to record sequential details concerning repetitive actions taken in the performance of routine tasks. It does NOT include pesticide usage logs or the Fire Dept.'s Daily Communication's Log or any other log that tracks the usage of a substance potentially harmful to animal or plant life or contains information which is vital in protecting citizen's interests or rights.

| <u>No.</u> | <u>Title</u> | <u>Retention</u> | <u>Retention Criteria</u> |
|------------|--------------|--|--|
| 11. | Logs | 2 years or until reference value ceases whichever is later | <u>Government Code 34090(d) & Municipal Code 22.2604(e) & 22.2607 B4</u> |

(except for pesticide usage logs, Airports Facility Logs and Fire Department's Daily Communication logs)

12. MANUALS

This category is made up of policy and procedural instruction manuals authored by City staff to provide guidance on how particular tasks are to be completed.

| <u>No.</u> | <u>Title</u> | <u>Retention</u> | <u>Retention Criteria</u> |
|------------|--------------|------------------------------|--|
| 12. | Manuals | | |
| | A) Policy | | |
| | a. Original | Permanent | <u>Government Code 34090(d)</u> ; to meet administrative & historical needs |
| | b. Duplicate | Until reference value ceases | <u>Government Code 34090.7 & Municipal Code 22.2604(e) & 22.2607 B4</u> |
| | B) Procedure | | |
| | a. Original | Superseded +5 years | <u>Government Code 34090(d)</u> ; to meet administrative needs |
| | b. Duplicate | Superseded | <u>Government Code 34090.7 & Municipal Code 22.2604 (e) & 22.2607 B4</u> |

13. MATERIALS/CONSUMABLES

This category is made up of records tracking the use and availability of fuel, parts and materials needed by City staff in the performance of their duties and maintained in stock rooms or supply rooms (including Central Stores). These types of records are kept primarily to ensure that adequate supplies are always available when they are needed.

| <u>No.</u> | <u>Title</u> | <u>Retention</u> | <u>Retention Criteria</u> |
|------------|---------------------------------|------------------|-----------------------------------|
| 13. | Materials/Consumables | | |
| | A) Fuel Records | 3 years | <u>Government Code 34090(d)</u> . |
| | B) Parts & Material Inventories | 3 years | <u>Government Code 34090(d)</u> |
| | C) Stores Inventories | 2 years | <u>Government Code 34090(d)</u> |

14. MEETINGS

This category includes all records of City meetings. It includes agendas, minutes, ordinances, resolutions and other documents produced for a Council meeting, meetings of a board or commission or any group of City staff.

| No. | Title | Retention | Retention Criteria |
|--|--------------------------------------|---|--|
| 14. Meetings | | | |
| A) Dockets & Agendas | | | |
| a. City Council Meetings | | | |
| | 1) Original/Clerk's Office | 7 years | <u>Government Code 34090(d)</u> ; retain longer for operational needs |
| | 2) Duplicate - all other departments | Until reference value ceases | <u>Government Code 34090.7 & Municipal Code 22.2604 (e) & 22.2607 B4</u> |
| | 3) Notices of Docket Closing Date | Until reference value ceases | <u>Government Code 34090.7 & Municipal Code 22.2604 (2) & 22.2607 B4</u> |
| b. Board, Commission or Agency | | | |
| | 1) Original/Liaison Department | 2 years | <u>Government Code 34090(d)</u> |
| | 2) Duplicate - all other department | Until reference value ceases | <u>Government Code 34090.7 & Municipal Code 22.2604(e) & 22.2607 B4.</u> |
| c. Advisory/Action Committee/Subcommittee or Staff Meetings | | | |
| | 1) Original | 2 years | <u>Government Code 34090(d)</u> |
| | 2) Duplicate | Until reference value ceases | <u>Government Code 34090.7 & Municipal Code 22.2604(e) & 22.2607 B4</u> |
| B) Minutes | | | |
| a. City Council Meetings | | | |
| | 1) Original/Clerk's Office | Permanent | <u>Government Code 34090(e), 36814 & 40801</u> |
| | 2) Duplicate - all other departments | Until reference value ceases | <u>Government Code 34090.7 & Municipal Code 22.2604(e) & 22.2607 B4</u> |
| b. Board, Commission or Agency | | | |
| | 1) Original/Liaison Department | Permanent | <u>Government Code 34090(e), 36814 & 40801</u> |
| | 2) Duplicate - all other departments | Until reference value ceases | <u>Government Code 34090.7 & Municipal Code 22.2604(e) & 22.2607 B4</u> |
| c. Advisory/Action Committee/Subcommittees or Staff Meetings | | | |
| | 1) Original | 2 years or until reference value cease whichever is later | <u>Government Code 34090(d)</u> |
| | 2) Duplicate | Until reference value ceases | <u>Government Code 34090.7 & Municipal Code 22.2604(e) & 22.2607 B4</u> |

| No. | Title | Retention | Retention Criteria |
|--|--------------------------------------|---|---|
| (Meetings - continued) | | | |
| d. Audio Recordings (of meetings) | | | |
| | 1) Original | Completion of the written minutes unless otherwise specified in the department's Records Disposition Schedule | 64 Op. Cal. Att'y Gen. 317, 327 (1981) |
| | 2) Duplicate | Until reference value ceases | 64 Op. Cal. Att'y Gen. 317, 327 (1981) |
| C) Ordinances | | | |
| a. Adopted by Council | | | |
| | 1) Original/Clerk's | Permanent | <u>Government Code 34090(e) & 40806</u> |
| | 2) Duplicate - all other departments | Until reference value ceases | <u>Government Code 34090.7 & Municipal Code 22.2604(c) & 22.2607 B4</u> |
| b. Passed by a Board, Commission or Agency | | | |
| | 1) Original/Liaison Department | Permanent | <u>Government Code 34090(e)</u> |
| | 2) Duplicate - all other departments | Until reference value ceases | <u>Government Code 34090.7 & Municipal Code 22.2604(c) & 22.2607 B4</u> |
| D) Requests for Council Action | | | |
| | a. Original - City Clerk | Permanent | <u>Government Code 40801</u> |
| | b. Duplicate - all other departments | Until reference value ceases | <u>Government Code 34090.7 & Municipal Code 22.2604(e) & 22.2607 B4</u> |
| E) Resolutions | | | |
| a. Adopted by Council | | | |
| | 1) Original- City Clerk | Permanent | <u>Government Code 34090(e) & 40801</u> |
| | 2) Duplicate - all other departments | Until reference value ceases | <u>Government Code 34090.7 & Municipal Code 22.2604(e) & 22.2607 B4</u> |
| b. Adopted by Board, Commission or Agency | | | |
| | 1) Original - Liaison Department | Permanent | <u>Government Code 34090(e)</u> |
| | 2) Duplicate - all other departments | Until reference value ceases | <u>Government Code 34090.7 & Municipal Code 22.2604(e) & 22.2607 B4</u> |
| c. Adopted by Advisory or Action | | | |
| | Committee Mtg. | 5 years | <u>Government Code 34090(d); kept longer to meet administrative needs</u> |

| <u>No.</u> | <u>Title</u> | <u>Retention</u> | <u>Retention Criteria</u> |
|------------------------|---|------------------------------|--|
| (Meetings - continued) | | | |
| F) | Reports to | | |
| a. | City Council (all kept by Clerk's Office) | Permanent | <u>Government Code 40801</u> |
| | 1) City Manager Reports | | |
| | i) Original/City Manager | Permanent | <u>Government Code 34090(d)</u> ; kept longer to meet operational needs |
| | ii) Authoring Department | Until reference value ceases | <u>Government Code 34090.7 & Municipal Code 22.2604(e) & 22.2607 B4</u> |
| | 2) Planning Reports | | |
| | i) Original/Planning | Permanent | <u>Government Code 34090(d)</u> ; kept longer to meet operational needs |
| | ii) Duplicate - Authoring Department | Until reference value ceases | <u>Government Code 34090.7 & Municipal Code 22.2604(e) & 22.2607 B4</u> |
| | 3) Annual Reports | | |
| | i) Original - City Clerk | Permanent | <u>Government Code 34090(d)</u> ; kept longer to meet administrative & historical needs |
| | ii) Duplicate - Authoring Department | Until reference value ceases | <u>Government Code 34090.7 & Municipal Code 22.2604(e) & 22.2607 B4</u> |
| b. | a Board, Commission or Agency | 25 years | <u>Government Code 34090(d)</u> ; kept longer to meet administrative & operational needs |
| G) | Room Schedules (for meetings) | 2 years | <u>Government Code 34090(d)</u> |
| H) | Video Tapes (of meetings) | 3 months | <u>Government Code 34090.6</u> |
| I) | Working Files | | |
| a. | For City Council Meeting (& Council Committees) | | |
| | 1) Original | 5 years | <u>Government Code 34090(d)</u> ; kept longer to meet administrative needs |
| | 2) Duplicate | Until reference value ceases | <u>Government Code 34090.7 & Municipal Code 22.2604(e) & 22.2607 B4</u> |

| <u>No.</u> | <u>Title</u> | <u>Retention</u> | <u>Retention Criteria</u> |
|--------------------------------------|--|---|--|
| (Meetings/Working Files - continued) | | | |
| b. | For Board, Commission or Agency | | |
| | 1) Original (liaison department) | 5 years or until reference value ceases | <u>Government Code</u> 34090(d); kept longer to meet administrative needs |
| | 2) Duplicate | Until reference value ceases | <u>Government Code</u> 34090.7 & <u>Municipal Code</u> 22.2604(e) & 22.2607 B4 |
| c. | For an Advisory, Action Committee, Subcommittee or Staff | | |
| | 1) Original | 2 years or until reference value ceases | <u>Government Code</u> 34090(d) |
| | 2) Duplicate | Until reference value ceases | <u>Government Code</u> 34090.7 & <u>Municipal Code</u> 22.2604(e) & 22.2607 B4 |

15. PERMITS/LICENSES

This category contains applications and permits and licenses issued by the City for one time events, as well as those for the development of land and buildings.

| <u>No.</u> | <u>Title</u> | <u>Retention</u> | <u>Retention Criteria</u> |
|------------|--|---------------------|---|
| 15. | Permits/Licenses | | |
| | A) Applications for Permit and Licenses | Expiration +5 years | <u>Government Code</u> 34090(d); kept longer to meet administrative needs |
| | B) Permits/Licenses | | |
| | a. One time events | Event +2 years | <u>Government Code</u> 34090(d) |
| | b. Permits of limited duration | | |
| | Includes: Alcohol Beverage Control License, concealed weapons, improvements (curbs, sidewalks, applications for excavation, fill, alterations), oversized load, Residential Parking, paving, temporary use (special events). | | |
| | 1) Permits that go before Council | Expiration +5 years | <u>Government Code</u> 34090(d); kept longer to meet administrative needs |
| | 2) Permits issued without Council approval | Expiration +3 years | <u>Government Code</u> 34090(d); kept longer to meet operational needs |
| | (Except Underground Storage Tank, Home Occupation Permits, & National Pollutant Discharge Elimination System NPDES) which are to be kept permanently) | | |

| <u>No.</u> | <u>Title</u> | <u>Retention</u> | <u>Retention Criteria</u> |
|---|----------------------------------|------------------------------|---|
| (Permits – continued) | | | |
| c. Permits that affect Land & Buildings (including signs)- Construction - includes plans, building signs, grading, encroachment permits | | | |
| 1) Permits that go before Council | | | |
| | i) City Clerk | Permanent | <u>Health & Safety 19850; Government Code 34090(a)</u> |
| | ii) Issuing Department | Permanent | <u>Health & Safety 19850; Government Code 34090(a)</u> |
| | iii) Auditors | 10 years | <u>Government Code 34090(d)</u> ; kept longer for Audit purposes |
| | iv) All other depts. (duplicate) | Until reference value ceases | <u>Government Code 34090.7 & Municipal Code 22.2604(e) & 22.2607 B4</u> |
| 2) Permits issued without Council Approval | | | |
| | i) Pending | 2 years | <u>Government Code 34090(d)</u> |
| | ii) Completed (issuing dept.) | Permanent | <u>Health & Safety 19850; Government Code 34090(d)</u> |
| | iii) Duplicate (other depts.) | Reference value | <u>Government Code 34090.7 & Municipal Code 22.2604(e) & 22.2607 B4</u> |

16. PERSONNEL RECORDS

This category is broken into several subcategories including: Hiring, Job Status, Performance, Safety Related Records, Work Assignments/Schedules, Employee Suggestion Files, and Workers paid for by other Agencies/Volunteers.

| <u>No.</u> | <u>Title</u> | <u>Retention</u> | <u>Retention Criteria</u> |
|------------|---|--|---------------------------------|
| 16. | Personnel Records | | |
| | A) Hiring | | |
| | a. Certification Documents | | |
| | 1) Certification Lists (Personnel No. 26) | 50 years | <u>Government Code 34090(d)</u> |
| | 2) Certification Lists & Requests for Certification - all other depts.* [Includes Requests for Certification (Form CS-490)] | 3 years | <u>Government Code 34090(d)</u> |
| | *The department receives 2 such lists upon request; Both should be marked showing those who had been interviewed and which one was selected to fill that position. One list is to be returned to Personnel. | The second is to be retained by the department for 3 years after the date of hire. | <u>Government Code 34090(d)</u> |

| No. | Title | Retention | Retention Criteria |
|---|---|--|--|
| (Personnel Records/Hiring – continued) | | | |
| b. | Interview Files | | |
| | 1) Prep for Interviews | 3 years or until reference value ceases whichever is later | 29 <u>Code of Federal Regulations</u> 1607.2-8; 1627.3 & 1602 et seq |
| | 2) Questions & Categorized answers | 3 years or until reference value ceases whichever is later | 29 <u>Code of Federal Regulations</u> 1607.2-8; 1627.3 & 1602 et seq |
| | 3) Interview Notes | 3 years | 29 <u>Code of Federal Regulations</u> 1607.2-8; 1627.3 & 1602 et seq |
| | 4) Selection Documentation (Rating Shts) | 3 years | 29 <u>Code of Federal Regulations</u> 1607.2-8; 1627.3 & 1602 et seq |
| | 5) New Hire Orientation | Termination +3 years (thru transfers) | <u>Government Code</u> section 34090(d) |
| | 6) Employment Application & Resume | | |
| | i) Hired | | |
| | A) Employees | Termination +3 years (thru transfers) | 29 <u>Code of Federal Regulations</u> 1627.3; <u>Government Code</u> 12946 |
| | B) Boards, Commissions, Committees | Termination +5 years | <u>Government Code</u> 12946; administrative |
| | ii) Not Hired/Selected | | |
| | A) Applicants for City positions | Position filed +3 years | <u>Government Code</u> 34090(d) |
| | B) Boards, Commissions, Committees | Closed or Completed +2 years | <u>Government Code</u> 34090(d) |
| B) | Job Status | | |
| | a. Medical Records | | |
| | 1) Pertinent to transferring employee's new job | * | (see individual retention criteria below) |
| | 2) Not pertinent to transferring employee's new job | ** | |
| | *NOTE: Transfer as part of employee's personnel file to new department. | | |
| | **NOTE: Kept by losing department for 3 years after date of transfer. | | |
| The two retention categories above pertain to medical records added to the employee's personnel file. These may include but are not limited to the following list. Risk Management is the official record keeper for the listed records and their retention by Risk Management is as follows: | | | |
| | i) Industrial Injury | | |
| | A) Risk Mgmt.'s R.S. 41 (CAL/OSHA logs) | 5 years | 29 <u>Code of Federal Regulations</u> 1904.2, 1904.4, 1904.6 & 1904.10 |
| | B) Risk Mgmt.'s R.S. 45 (Injury reports) | 2 years | 29 <u>Code of Federal Regulations</u> 1904.2, 1904.4, 1904.6 & 1904.10 |
| | C) Risk Mgmt.'s R.S. 44 | 50 years | Occupational Safety and Health Administration; 29 <u>Code of Federal Regulations</u> 1904 and 1910 |

| <u>No.</u> | <u>Title</u> | <u>Retention</u> | <u>Retention Criteria</u> |
|--|--|---|---|
| (Personnel Files/Job Status/Medical Records - continued) | | | |
| | ii) Long Term Disability | | |
| | A] Risk Mgmt.'s R.S. 17 | Closed + 99 years | <u>Government Code 34090(d)</u> |
| | iii) Rehabilitation | | |
| | A] Risk Mgmt.'s R.S. 35 (Rehabilitation Fls) | Closed +50 years | Occupational Safety and Health Administration; 29 <u>Code of Federal Regulations 1904 and 1910</u> |
| | iv) Worker's Compensation | | |
| | A] Injuries or Illness resulting in 3 days or less of loss time at work. | | |
| | a] Risk Mgmt.'s R.S. 56A | 5 years | <u>California Code of Regulations, Title 8, sections 14311 & 15400.2; Labor Code, 5404</u> |
| | B] Injuries or Illness resulting in more than 3 days of loss time at work | | |
| | a] Risk Mgmt.'s R.S. 56 | 50 years | <u>California Code of Regulations, Title 8, sections 14311 & 15400.2; Labor Code, 5404</u> |
| | b. Position Classification Studies | 2 years or reference | <u>Government Code 12946 & 34090; 29 Code of Federal Regulations 516.6 (2) & 1602.14</u> |
| | c. Employee Information | 2 years or reference | <u>Government Code 34090(d)</u> |
| C) | Performance | | |
| | a. Position Expectations-Performance Plans | 2 years or superseded or position is cut, whichever is longest | <u>Government Code 34090(d); operational</u> |
| | b. Job Performance | | |
| | 1) Performance Evaluations | When an employee transfers, all performance evaluations and supplemental performance reports completed in the past year are forwarded to the employees new department; all others are destroyed 3 years from the date of transfer. All such files left in the folder are to be destroyed 3 years after termination (with the entire file). | *See listing on page 20 |
| | 2) Promotion, Demotion, Transfer Records | Transfer +3 years | <u>Government Code 34090(d); kept longer to meet operational & administrative needs</u> |
| | 3) Counseling Documentation | Specified by the Memorandum of Understanding with the appropriate union covering each position at the time of the documentation. | *See listing on page 20 |

| No. | Title | Retention | Retention Criteria |
|-----|-------|-----------|--------------------|
|-----|-------|-----------|--------------------|

(Personnel Files/Performance/Job Performance - continued)

| | | | |
|-----|---|--|--------------------|
| 4) | Disciplinary Action Records | Specified by the Memorandum of Understanding with the appropriate union covering each position at the time of the documentation. | *See listing below |
| 5) | Grievances | | |
| | i) Grievances | Termination +3 years (thru transfers) | *See listing below |
| | ii) Correspondence re: Grievances | When an employee transfers, the losing department keeps these 3 years and then shreds them. | *See listing below |
| 6) | Employee Recognition Awards | Termination +3 years (thru transfers) | *See listing below |
| 7) | Letters of Commendation or Appreciation | Termination +3 years (thru transfers) | *See listing below |
| 8) | Letters of Complaint Against Employee | Specified by the Memorandum of Understanding with the appropriate union covering each position at the time of the documentation. | *See listing below |
| 9) | Waivers or Extensions of Probation (if pertinent to the new job) | Termination +3 years (thru transfers) | *See listing below |
| 10) | Discharge & Employee separation | Employee's Personnel File is destroyed 3 years after cessation of City employment. | *See listing below |

*** For Safety Employees** (i.e. Police, Fire, Emergency)

29 Code of Regulations 516.6 et seq, 655.202, 1602, 1602.30.32, 1607.4, and 1627.3

45 Code of Regulations 1068.6(a)

Code of California Regulations 1174

Government Code 12946

29 United States Code 203(m), 207(g), and 211(e).

For Non Safety Employees

29 Code of Federal Regulations 516.6 et seq, 655.202, 1602, 1602.30.32, 1607.4, and 1627.3

45 Code of Federal Regulations 1068.6 (a)

Code of California Regulations 1174

Government Code 1607.4, 12946, and 34090(d)

| <u>No.</u> | <u>Title</u> | <u>Retention</u> | <u>Retention Criteria</u> |
|------------|--------------|------------------|---------------------------|
|------------|--------------|------------------|---------------------------|

(Personnel Files/Performance - continued)

c. Payroll Related Employee Records

California Code 1174; 29 Code of Federal Regulations 516.5 & 516.6

The following records are typically kept in each department's Personnel File (AKA: employee file). It is recommended that items with shorter retentions should be kept on only one side of the folder to allow for annual review and disposal.

- | | | | |
|----|---|--|--|
| 1) | Notices of Absence or Overtime | | |
| | i) Original – Auditors | To be determined | |
| | ii) Duplicate – all other departments | End of fiscal year +3 years | |
| 2) | Out of Class Assignment | Termination +3 years (thru transfers) | |
| 3) | Pay Off Identification (Form No. AC-423) | | |
| | i) Original – Auditors(No. 171) | 5 years | |
| | ii) Duplicate – all other departments | Until reference value ceases | |
| 4) | Payroll Change Notices (Form No. CS-1522) | | |
| | i) Original – Personnel (No. 44) | 2 years or until reference value ceases | |
| | ii) Duplicate – all other departments | Until reference value ceases | |
| 5) | Payroll Deduction Forms | | |
| | i) Original – Auditors* (No. 173) | 3 years | |
| | ii) Duplicate – all other departments | End of fiscal year +3 years | |
| | * some are kept by agencies outside the City | | |
| 6) | Salary Add-on Documentation | Termination +3 years (thru transfers) | |
| | There are over 300 different types of salary add-ons(such as shift differential pay and standby pay, etc. Copies of certifications or state registrations required in order to receive specialty pay should be kept in each departments Personnel File (AKA employee file) | | |

| <u>No.</u> | <u>Title</u> | <u>Retention</u> | <u>Retention Criteria</u> |
|--|---|--|--|
| (Personnel Files – continued) | | | |
| D) Safety Related Records | | | |
| a. | Emergency Notification Information | Termination +3 years (thru transfers) | <u>Government Code 34090(d)</u> ; administrative |
| b. | Vehicle Collision Review & Prevention Program Cert. | Termination +3 years (thru transfers) | <u>Government Code 34090(d)</u> ; administrative 8 <u>California Code of Regulations Div. 1</u> chapter 4, Subchapter 7, 3203 (a)(4) & (5) and 3205(b)(1)&(2) |
| c. | Safety Footwear Procurement | Termination +3 years (thru transfers) | <u>Government Code 34090(d)</u> ; administrative |
| d. | Safety & Hazardous Material Training | | |
| | 1) Risk Mgmt. R.S. 49 | 50 years | 8 <u>California Code of Regulations section</u> 3204(d)(1)(C) |
| E) Reimbursement of Staff (See Financial – Budget, page 6) | | | |
| F) Work Assignments/Schedules - All Departments | | | |
| a. | Supervisor's Daily Work Assignments (nonrecords) | Until reference value ceases | <u>Government Code 34090.7</u> ; <u>Municipal Code</u> 22.2604(e) & 22.2607 B4 |
| b. | Work Assignment Shts., Logs, Schedules, Watch Schedules. | 2 years | <u>Government Code 34090(d)</u> |
| c. | Facility Staffing | 5 years | <u>Government Code 34090(d)</u> ; administrative |
| G) Employee Suggestion Files | | | |
| a. | Original - Risk Mgmt. R.S. 19 | 5 years or until reference value ceases | <u>Government Code 34090(d)</u> ; kept longer to meet administrative needs |
| b. | Duplicate - all other departments | Not required; but if retained, keep until reference value ceases | <u>Government Code 34090.7 & Municipal</u> <u>Code 22.2604(e) & 22.2607 B4</u> |
| II) Workers Paid for by other Agencies/Volunteers | | | |
| a. | Applications | Inactive +3 years | <u>Government Code 34090(d)</u> ; operational |
| b. | Payroll records (hours worked) | 2 years or until reference value ceases unless otherwise specified in the specific contract with the individual agency. | <u>Government Code 34090(d)</u> ; operational |
| c. | Job descriptions & evaluations | Term of Service +5 yrs | <u>Government Code 34090(d)</u> ; operational |

17. ROUTE SLIPS

This category contains requests for information or complaints from citizens regarding City policies and/or procedures which are referred to City staff for investigation and response.

| No. | Title | Retention | Retention Criteria |
|------------|--------------------------------------|--|---|
| 17. | Route Slips | | |
| | A) Mayor & Council (original) | 4 years | <u>Government Code 34090(d)</u> ; kept longer to meet operational needs |
| | B) Citizens Assistance | 5 years | <u>Government Code 34090(d)</u> ; kept longer to meet operational needs |
| | C) All other departments (duplicate) | 6 months or until reference value ceases | <u>Government Code 34090.7</u> ; <u>Municipal Code 22.2604(e) & 2607 B4</u> |

18. STATEMENTS OF ECONOMIC INTEREST

This category includes required reports filed by City officers, members of certain boards and commissions and certain City employees.

| No. | Title | Retention | Retention Criteria |
|------------|--|------------------|--|
| 18. | Statements of Economic Interest | | |
| | A) Candidates & Office Holders | | |
| | a. Original | Sent to FPPC | <u>Government Code 81009 (F.P.P.C)</u> |
| | b. Record Copy – Clerk’s | Term + 4 years | <u>Government Code 81009 (F.P.P.C)</u> |
| | B) Designated Employees - (includes members of Boards & Commissions) | | |
| | a. Original/Record Copy - Clerk’s | 7 years | <u>Government Code 81009 (F.P.P.C)</u> |
| | b. Duplicate. - all other departments | 1 year | <u>Government Code 34090.7</u> ; <u>Municipal Code 22.2604(c) & 22.2607 B4</u> |

19. TECHNICAL REFERENCE MATERIALS

Includes manuals or referenc materials produced by other city departments which are kept by most departments and some boards or commissions. Examples include the City's Personnel Manual, Administrative Regulations, copies of the Municipal Code, etc. This category also includes materials produced by an outside agency such as vendor brochures, office supply catalogs, reference books, dictionaries, etc.

| <u>No.</u> | <u>Title</u> | <u>Retention</u> | <u>Retention Criteria</u> |
|------------|---|---|--|
| 19. | Technical Reference Materials | | |
| | A) Produced by the City | | |
| | a. Department of Record (See department's Records Disposition Schedule) | | |
| | b. All other departments | Superseded or until reference value ceases | <u>Government Code 34090.7; Municipal Code 22.2604(e) & 22.2607 B4</u> |
| | B) Produced by another Agency. | Until reference value ceases | <u>Municipal Code 22.2604(e) & 22.2607 B4</u> |

Proposed Amendments to Chapter 2, Article 2, Division 26
of the San Diego Municipal Code

§22.2604 Definitions

- (a) - (i) No change in text.

- (j) "Records Disposition Schedule"— A listing of records series in the City or by department, indicating for each series the length of time it is to be maintained in office areas and in the Records Center. The Schedule constitutes authority for the destruction of records listed thereon, after required retention periods have lapsed.

- (k), (l) No change in text.

§22.2605 Records Disposition Schedule

The Records Disposition Schedule will serve as the basis for the City's Records Management Program. The City Clerk, in conjunction with the City Attorney, shall develop a Global Records Disposition Schedule for the records common to most departments. The head of each department shall have prepared a Records Disposition Schedule for the unique records of his/her department and any subsequent proposed amendments thereto. With the assistance of the Records Management Officer, this preparation shall include:

- (a) A physical inventory and appraisal of all records to determine their administrative, fiscal, legal and historical value.

- (b) Identification of an official record series title for all department records and specific and accurate descriptions of records listed thereunder in accordance with guidelines developed by the City Clerk. Terms used as record series titles or as description of files on the Records Disposition Schedule or any revision thereto, shall be descriptive. They shall not include the use of the words "miscellaneous" or "various," or words of similar connotation; nor shall any such schedule or request bearing such nomenclature be submitted to the City Clerk and the City Attorney for their consideration and approval.

- (c) A periodic review or audit of records to make sure they are properly covered by the Records Disposition Schedule.

Following the review or audit, the City Clerk will be notified of any proposed amendments to the Records Disposition Schedule that are needed. Such amendments may include the addition of new record series titles to the Records Disposition Schedule, or requests to have superseded record series titles removed from the Records Disposition Schedule.

Final approval of the Global Records Disposition Schedule shall require the written consent of the City Clerk and the City Attorney. The Global Records Disposition Schedule must then be approved by the City Council by resolution. Amendments and revisions thereto shall require the written consent of the City Attorney and the City Clerk.

Final approval of the Records Disposition Schedule for individual departments shall require the written consent of the department head, the City Attorney, and the City Clerk. The Records Disposition Schedule for the department must then be approved by the City Council by resolution. Amendments and revisions thereto shall require the written consent of the department head, the City Attorney, and the City Clerk.