

Attachment B
Community Planning Group Records
From forthcoming 2015 Administrative Guidelines

In accordance with Article VI, Section 2 (d) (4), community planning groups manage many types of documents in conducting group business. Some of these documents community planning groups create to meet City requirements of Council Policy 600-24 and to assure consistent and fair operation of their planning group. Some of these documents are required by CP600-24 to be handed over to the City. Because the City requires submittal of these documents to review planning group operation and provide public information or planning group assistance as needed, these become City records. Other documents are ones that the planning group creates or receives and distributes to a majority of the planning group members in order to conduct business at meetings. Many of these remain with the planning group and are subject to the Brown Act requirement of availability to the public upon request. Other documents that the planning group receives may not need to be retained.

Document/Record Type	Required Retention or Availability
Records the CPG must submit to the City either as draft (bylaws) or as a copy (rosters, annual reports, approved minutes of the CPG or its standing subcommittees, materials used in investigation of alleged violations of CP or adopted bylaws by CPG or CPG member); voting procedures for atypical situations; reports from CPG regarding filling lengthy vacancies	City to include these items in an RRE for City retention of required documents with appropriate timeframes identified in the RRE.
	CPGs should have these records available as operational documents as long as there is use of them by the CPG. Specifically: bylaws should be available if they are current; current rosters should be available as should any past rosters used to determine length of term of current elected CPG members; most recent annual report; approved minutes for 2 years or until information in them is outdated.
Recommendations, either created electronically or in paper format, from CPGs to the City on projects or plans that fulfill responsibilities contained in CP 600- 24.	City to include this item in an RRE for City retention of required documents with appropriate timeframes identified in the RRE. Will be retained as part of a project or plan record.
	These are records subject to public availability required by the PRA. CPGs should have these records available as operational documents as long as there is a use of them by the CPG, e.g., while a development project is active or a plan is a draft.
Records the CPG received or produced that do not qualify as a record of the City and are not required to be submitted to the City, such as: published agendas of the CPG or its standing subcommittees, correspondence generated by the CPG; correspondence submitted to the CPG; meeting sign-in	City will not develop an RRE to retain these documents even if sent to the City; these are not City records. Any holding or managing of these documents by the City is voluntary and sporadic.
	These are records subject to public availability required by the PRA. CPGs should have these records available as operational documents as long as there is a use of them by the CPG.

<p>sheets used to determine elected-member eligibility or documentation.</p>	<p>Specifically: published agendas should be retained until minutes of that meeting are prepared (reflecting the final agenda); correspondence should be available for at least 1 year or until its use has passed (e.g., related to a proposed project until the project is heard); meeting sign-in sheets should be available until the next election cycle.</p>
<p>Non-records of the CPG are those that are copies of documents received by the CPG to review such as: project plans or environmental documents; and miscellaneous notices or materials received by the CPG either by mail or at a meeting.</p>	<p>City will not develop an RRE for these non-records.</p> <p>CPGs do not need to make these documents available since they are not records of the CPG. CPG should hold these documents as long as needed to utilize them for their intended purposes.</p>