



## **AGENDA**

**SPECIAL CITY COUNCIL MEETING**  
**Tuesday, October 16, 2018 – 6:00 p.m.**  
**Hillside Conference Room**

**SPECIAL CITY COUNCIL MEETING**  
**Tuesday, October 16, 2018 – 6:30 p.m.**  
**Hillside Conference Room**

**REGULAR CITY COUNCIL MEETING**  
**Tuesday, October 16, 2018 – 7:00 p.m.**  
**City Council Chambers**

**Meeting Location**  
El Cerrito City Hall  
10890 San Pablo Avenue, El Cerrito

Gabriel Quinto – Mayor

Mayor Pro Tem Rochelle Pardue-Okimoto  
Councilmember Paul Fadelli

Councilmember Janet Abelson  
Councilmember Greg Lyman

### **6:00 p.m. ROLL CALL - CONVENE SPECIAL CITY COUNCIL MEETING**

#### **1. ORAL COMMUNICATIONS FROM THE PUBLIC**

*All persons wishing to speak should sign up with the City Clerk. Remarks are typically limited to 3 minutes per person and to items on the special meeting agenda only.*

#### **2. COMMISSION INTERVIEWS, STATUS AND APPOINTMENTS**

Conduct interviews of candidates for the City Boards and Commissions.  
Interviews may result in an announcement of appointment at the meeting.

#### **3. ADJOURN SPECIAL CITY COUNCIL MEETING**

**6:30 p.m. ROLL CALL - CONVENE SPECIAL CITY COUNCIL MEETING**

**1. ORAL COMMUNICATIONS FROM THE PUBLIC**

*All persons wishing to speak should sign up with the City Clerk. Remarks are typically limited to 3 minutes per person and to items on the special meeting agenda only.*

**2. CLOSED SESSION**

**CONFERENCE WITH LABOR NEGOTIATORS** *(Pursuant to Government Code Section 54957.6)*

Agency Designated Representatives: Mayor Quinto and Councilmember Lyman  
Unrepresented Employee: City Manager

**3. POSSIBLE REPORT OUT OF CLOSED SESSION**

**4. ADJOURN SPECIAL CITY COUNCIL MEETING**

**7:00 p.m. ROLL CALL - CONVENE REGULAR CITY COUNCIL MEETING**

**1. PLEDGE OF ALLEGIANCE TO THE FLAG OR OBSERVATION OF MOMENT OF SILENCE** – *Councilmember Paul Fadelli*

**2. COUNCIL/STAFF COMMUNICATIONS**

*Reports of closed session, commission appointments and informational reports on matters of general interest which are announced by the City Council and staff.*

**3. ORAL COMMUNICATIONS FROM THE PUBLIC**

*All persons wishing to speak should sign up with the City Clerk. Remarks are typically limited to 3 minutes per person. The Mayor may reduce the time limit per speaker depending upon the number of speakers. Kindly state your name and city of residence for the record. Comments regarding non-agenda, presentation and consent calendar items will be heard first. Comments related to items appearing on the Public Hearing or Policy Matter portions of the Agenda are taken up at the time the City Council deliberates each action item. Individuals wishing to comment on any closed session scheduled after the regular meeting may do so during this public comment period or after formal announcement of the closed session.*

**4. ADOPTION OF THE CONSENT CALENDAR**

**A. Minutes**

Approve the Minutes for the meeting of September 17, 2018.

**B. Proclamation – Shelter-in-Place Education Day**

Approve a Proclamation proclaiming November 7, 2018 as “Shelter-in-Place Education Day”.

**C. Records Retention Schedule**

Adopt a Resolution adopting a Records Retention Schedule and rescinding Resolution No. 2003-41.

**D. Conflict of Interest Code**

Adopt a Resolution adopting a revised Conflict of Interest Code and rescinding Resolution No. 2016-77.

**E. Proclamation – United Against Hate Week**

Approve a Proclamation designating November 11-17, 2018 as “United Against Hate Week”.

**5. PRESENTATIONS**

**A. Presentation by East Bay Regional Park District on Measure FF**

Receive a presentation from EBRPD Board Member Dee Rosario on Measure FF, a measure to extend funding for regional parks, on the November 6, 2018 ballot.

**B. Presentation by West Contra Costa County Unified School District - District Elections**

Receive a presentation from Marcus Walton, Director of Communications for WCCUSD, on the transition to District Elections.

**C. Presentation by East Bay Municipal Utility District – Water System Overview**

Receive a presentation from Director Andy Katz, EBMUD, on an overview of the Water System.

**D. Presentation by Contra Costa County Animal Services – Animal Services Update**

Receive a presentation from Steve Burdo, Community and Media Relations Manager, Contra Costa County Animal Services, on Animal Services.

**6. PUBLIC HEARINGS - None**

**7. POLICY MATTERS - None**

**8. CITY COUNCIL LOCAL & REGIONAL LIAISON ASSIGNMENTS**

*Mayor and City Council communications regarding local and regional liaison assignments and committee reports.*

**9. ADJOURN REGULAR CITY COUNCIL MEETING**

The City Council meeting of November 6, 2018 has been cancelled due to Election Day. The next regularly scheduled City Council meeting is Tuesday, November 20, 2018 at 7:00 p.m. in the City Council Chambers, 10890 San Pablo Avenue, El Cerrito.

*The City of El Cerrito serves, leads and supports our diverse community by providing exemplary and innovative services, public places and infrastructure, ensuring public safety and creating an economically and environmentally sustainable future.*

- Council Meetings can be heard live on FM Radio, KECG – 88.1 and 97.7 FM and viewed live on Cable TV - KCRT- Channel 28 and AT&T Uverse Channel 99. The meetings are rebroadcast on Channel 28 the following Thursday and Monday at 12 noon, except on holidays. Live and On-Demand Webcast of the Council Meetings can be accessed from the City's website <http://www.el-cerrito.org/streamingmedia>. Copies of the agenda bills and other written documentation relating to items of business referred to on the agenda are on file and available for public inspection in the Office of the City Clerk, at the El Cerrito Library and posted on the City's website at [www.el-cerrito.org](http://www.el-cerrito.org) prior to the meeting.
- In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk, (510) 215-4305. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. (28 CFR 35.102-35.104 ADA Title I).
- ***The Deadline for agenda items and communications*** is eight days prior to the next meeting by 12 noon, City Clerk's Office, 10890 San Pablo Avenue, El Cerrito, CA. Tel: 215–4305 Fax: 215–4379, email [skelly@ci.el-cerrito.ca.us](mailto:skelly@ci.el-cerrito.ca.us)
- IF YOU CHALLENGE A DECISION OF THE CITY COUNCIL IN COURT, YOU MAY BE LIMITED TO RAISING ONLY THOSE ISSUES YOU OR SOMEONE ELSE RAISED AT THE COUNCIL MEETING. ACTIONS CHALLENGING CITY COUNCIL DECISIONS SHALL BE SUBJECT TO THE TIME LIMITATIONS CONTAINED IN CODE OF CIVIL PROCEDURE SECTION 1094.6.
- The City Council believes that late night meetings deter public participation, can affect the Council's decision-making ability, and can be a burden to staff. City Council Meetings shall be adjourned by 10:30 p.m., unless extended to a specific time determined by a majority of the Council.



Date: October 16, 2018  
To: Honorable Mayor and Members of the City Council  
From: Sherry M. Kelly, Acting City Clerk  
Subject: Commission Interviews

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## INTERVIEW SCHEDULE

### October 16, 2018

|           |                       |                                                              |
|-----------|-----------------------|--------------------------------------------------------------|
| 6:00 p.m. | Sylvia Ettinger       | Human Relations Commission<br>( <i>student appointment</i> ) |
| 6:15 p.m. | Christine Gilmore     | Human Relations Commission                                   |
| 6:30 p.m. | Council Deliberations |                                                              |

### November 20, 2018

|           |                 |                     |
|-----------|-----------------|---------------------|
| 6:30 p.m. | Anatalio Ubalde | Planning Commission |
|-----------|-----------------|---------------------|

(*Mr. Ubalde is unable to interview on October 16<sup>th</sup> due to the fact that he is out of the country on business.*)

## BACKGROUND

Staff began publicizing vacancies on all the Boards, Commissions and Committees in September 2017 and has continued to publicize vacancies as they occur. Vacancies are published on the City's website and in the West County Times, posted at City Hall, the Community Center and Library. In addition, in the future staff will be utilizing social media outlets to increase awareness and opportunities for citizens to participate by attending meetings and/or serving on a board, commission or committee.

The attached matrix provides a listing of those individuals yet to be interviewed and those that have been interviewed, but have not been appointed to any board, commission or committee.

## **VACANCIES**

Existing vacancies on boards, commissions and committees in which members are directly appointed by the City Council include:

Citizens Street Oversight Committee – One Vacancy

One term to expire March 2020

Design Review Board – One Vacancy

One term to expire March 2019

Human Relations Commission – One Vacancy and One Student Vacancy

One term to expire March 2019. Student appointments are for a period of one year.

Planning Commission – One Vacancy

One term to expire March 2019

Attachments:

1. Applicant Matrix – Updated
2. Applications
3. Interview Questions

# 2018 Commission Vacancies as of October 16, 2018

Attachment 1

|  | <i>Arts &amp; Culture (0)</i> | <i>Citizens Street Oversight (1)</i> | <i>Civil Service Commission (0)</i> | <i>Committee on Aging (2)</i> | <i>Crime Prevention (8)</i> | <i>Design Review Board (1)</i> | <i>Economic Development (7)</i> | <i>Environmental Quality (0)</i> | <i>Financial Advisory Board (0)</i> | <i>Human Relations (1)</i> | <i>Park and Recreation (0)</i> | <i>Planning Commission (1)</i> | <i>Urban Forest Committee (9)</i> | <i>Interview Date</i> | <i>Appointed</i> |
|-----------------------------------------------------------------------------------|-------------------------------|--------------------------------------|-------------------------------------|-------------------------------|-----------------------------|--------------------------------|---------------------------------|----------------------------------|-------------------------------------|----------------------------|--------------------------------|--------------------------------|-----------------------------------|-----------------------|------------------|
| <b>Derik Hilliard</b>                                                             |                               |                                      |                                     |                               |                             |                                | 1                               |                                  |                                     | 2                          |                                |                                |                                   | 2/20                  |                  |
| <b>Douglas Hund</b>                                                               |                               |                                      |                                     |                               |                             | 2                              |                                 |                                  |                                     |                            |                                | 1                              |                                   | 2/20                  |                  |
| <b>Ashley James</b>                                                               |                               |                                      |                                     |                               |                             | 1                              |                                 | 2                                |                                     |                            |                                |                                |                                   | 7/17                  |                  |
| <b>Eva Jo Meyers</b>                                                              | 1                             |                                      |                                     |                               |                             |                                |                                 |                                  |                                     |                            |                                |                                |                                   | 4/17                  |                  |
| <b>Cathy Hanville</b>                                                             |                               |                                      |                                     |                               |                             |                                |                                 |                                  |                                     |                            |                                | 1                              |                                   | 8/21                  |                  |
| <b>Howdy Goudy</b>                                                                |                               |                                      |                                     |                               |                             |                                |                                 |                                  |                                     |                            |                                | 1                              |                                   | 9/17                  |                  |
| <b>Anatalio Ubalde</b>                                                            |                               |                                      |                                     |                               |                             |                                |                                 |                                  |                                     |                            |                                | 1                              |                                   | 11/20                 |                  |
| <b>Sylvia Ettinger (student)</b>                                                  |                               |                                      |                                     |                               |                             |                                |                                 |                                  |                                     | 1                          |                                |                                |                                   | 10/16                 |                  |
| <b>Christine Gilmore</b>                                                          |                               |                                      |                                     | 2                             |                             |                                |                                 |                                  |                                     | 1                          |                                |                                |                                   | 10/16                 |                  |



**October 16, 2018  
Special City Council Meeting**

**Commission Interviews**

**Attachment 2 Applications**

are available for review in hardcopy format at the  
following locations:

Office of the City Clerk  
10890 San Pablo Avenue  
El Cerrito  
(510) 215-4305

and

The El Cerrito Library  
El Cerrito  
6510 Stockton Avenue



**City of El Cerrito**  
**HUMAN RELATIONS COMMISSION INTERVIEW QUESTIONS**

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1. Will you give us a quick summary of why you chose to apply or how you selected the Human Relations Commission?
2. Briefly outline what in your professional background, work experience, education, or volunteer work would be relevant to the commission/board and highlight any special or unique qualifications or qualities you feel would contribute to the commission?
3. The Human Relations Commission is responsible for initiating educational and cultural programs that promote diversity, equity and inclusion in our community. Do you have any experience leading or participating in events with this type of focus?
4. Are you aware of any issues that this commission addressed recently? Have you attended any commission or council meetings?
5. Can you explain how and why you feel you would be able to make fair and equitable decisions that would be in the best interest of **all** residents of El Cerrito?

**EL CERRITO CITY COUNCIL  
MINUTES**

**SPECIAL CITY COUNCIL MEETING  
Monday, September 17, 2018 – 6:30 p.m.  
Hillside Conference Room**

**SPECIAL CITY COUNCIL MEETING  
Monday, September 17, 2018 – 7:00 p.m.  
City Council Chambers**

**Meeting Location**  
El Cerrito City Hall  
10890 San Pablo Avenue, El Cerrito

**ROLL CALL**

**Present:** Councilmembers Abelson, Fadelli, Lyman, Pardue-Okimoto, and Mayor Quinto

**CONVENE SPECIAL CITY COUNCIL MEETING**

Mayor Quinto convened the meeting at 6: 30 p.m.

**ORAL COMMUNICATIONS FROM THE PUBLIC**

There were no speakers.

**COMMISSION INTERVIEWS, STATUS AND APPOINTMENTS**

Conduct interviews of candidates for the City Boards and Commissions. Interviews may result in an announcement of appointment at the meeting.

**Action:** One interview completed.

**ADJOURNMENT**

The meeting adjourned at 6:50 p.m.

**ROLL CALL**

**Present:** Councilmembers Abelson, Fadelli, Lyman, Pardue-Okimoto, and Mayor Quinto

**CONVENE SPECIAL CITY COUNCIL MEETING**

Mayor Quinto convened the meeting at 7:00 p.m.

- 1. PLEDGE OF ALLEGIANCE TO THE FLAG OR OBSERVATION OF MOMENT OF SILENCE**

## 2. COUNCIL/STAFF COMMUNICATIONS

Councilmember Fadelli announced that he attended a conference sponsored by the Bay Area Quality Management District – *United Against GHGs: Diesel Free by '33*, at which he heard about promoting alternative energy fleets and efforts to be diesel free by 2033.

He also reported that he attended a swearing in ceremony of new police officers, explorers and volunteers at City Hall.

Councilmember Abelson reported she attended the League of California Cities Conference. Topics that she found of particular interest included dense high-rise factory-built housing and unconscious bias.

Councilmember Lyman announced upcoming events being held in the City during the month of October.

Mayor Pro-Tem Okimoto reported that she attended the League Conference and that her favorite session was on Disaster Recovery and hearing stories on the recent fires and what was done and what was learned

Mayor Quinto announced that he attended the League Conference and accepted three Beacon Spotlight Awards, which recognize an agency's holistic approach to addressing climate change, on behalf of the City. He reported that El Cerrito received a Gold Level Award for 14% Community Greenhouse Gas Reductions, a Platinum Level Award for 26% Energy Savings and a Platinum Level Award for 52% Natural Gas Savings.

The Mayor also reported that he represents the City on the League's Policy Committee and Resolution Committee. He stated that he serves as 2<sup>nd</sup> Vice President on the API Caucus and will be Chair in January and that he also serves on the LGBT Caucus at-large and the East Bay Division at-large.

## 3. ORAL COMMUNICATIONS FROM THE PUBLIC

Howdy Goudy, El Cerrito, asked the Council to enact an immediate moratorium on rent increases until a decision is made on what policies will be put in place. He also said that he isn't convinced that non-binding mediation works.

Ryk Tanalski, El Cerrito, stated that the City is not doing enough to remove excess vegetation, which could result in fires. He said that trees that overhang into the roadway could hamper fire vehicles from getting access to areas in an emergency.

April Tanalski, El Cerrito, echoed the same concerns about overhanging trees as well as problems with vegetation debris clogging storm drains.

Robin Mitchell, El Cerrito, stated support for a rent stabilization ordinance and a moratorium against rent increases until the City has a program in place.

Katherine Cesa, El Cerrito, expressed concern that cigarettes thrown from cars and on to walkways and trails may cause fires.

David Enday, El Cerrito, said that he represents neighbors that border the Berkeley Country Club and that they are concerned that the large eucalyptus trees on the Club's property will fall on their houses, but more importantly they are concerned that they pose a real fire threat. He asked when neighbors are negligent in taking care of their land, when does it become a City concern.

Al Miller, El Cerrito, announced the Library's "One City, One Book" program has been launched, with 150 copies of the book, *The 57 Bus*, being distributed in various locations throughout the City. He also announced that the Friends of the Library will hold their Fall book sale on September 29<sup>th</sup> and 30<sup>th</sup>.

Michael Fischer, El Cerrito, Library Commissioner, said that on September 4<sup>th</sup> the Library celebrated the debut of the County's first LGBT collection.

Susan Duncan, El Cerrito, stated that the overgrowth of vegetation in the Hillside Natural Area is a fire hazard and that there needs to be action, not more studies.

Marlene George, El Cerrito, agreed that overgrown trees and the Hillside Natural Area are high risk fire hazards. She said she would like this to be on a Council agenda for discussion and would like the City to work with the community to develop an action plan.

Nick Zamorano, El Cerrito, stated his support for prior statements concerning fire hazards. He asked the Council to consider this an urgent matter, and that the City prepare an action plan to address this, rather than be reactive after a disaster.

Scott Tipping, El Cerrito, agreed that the natural open spaces, especially areas with eucalyptus trees, present a fire danger. He felt the City already has done plenty of studies, but now needs to proceed with a long-term action plan.

Gary Prost, El Cerrito, distributed material recommending grading over the fire pit in the Hillside Natural Area. He stated that the pit presents a serious fire hazard.

Robert Howe, El Cerrito, agreed that eucalyptus and pine trees that are dead and dying are adding to the fire hazard. He recommended that trees be thinned or removed as needed to avoid a catastrophe.

Libby Tipping, El Cerrito, said that she lives by open space and that her family has done a lot of work around their home to limit the fire risk. However, she felt, that it is not "if," but "when" there will be a fire in this area.

Diane Straus, El Cerrito, referred to the Hillside Natural Area Fire Reduction Plan from 1994. She asked if any of its recommendations were ever acted on. She also expressed concern that there are talks to expand the Hillside Area and that

this would increase the fire risk. Ms. Straus also suggested that the City attempt to get emergency funds to address fire mitigation measures.

Paul Duncan, El Cerrito, agreed with points raised by others regarding fire hazards including: 1) the need for more fire mitigation; 2) implementing prior plans rather than spending money on preparing a master plan; and 3) obtaining grant funding for fire mitigation. He stated the community wants a commitment from the City to make fire safety a priority.

Sherry Drobner, El Cerrito, told a story of a tenant whose rent was raised to the point that she became homeless and had to leave California. She asked that the City put a freeze on rent increases until the Council implements other rent control programs.

Kathleen Wong, El Cerrito, said that every year she worries about the fire risks as she lives near the Hillside Natural Area. She stated that there is only so much a homeowner can do to protect his/her home. Ms. Wong asked that the City thin or take out the eucalyptus and other fuel in this area to help mitigate the fire hazard.

Miguel Espino, El Cerrito, expressed concern for the housing crisis and increasing rents, which leads to homelessness and people being forced out of the area. He said that he believes any new housing that is built should be affordable for people who have low and moderate incomes. He stated his support for a rent increase moratorium.

Makalia Aga, El Cerrito, informed the Council that her rent has increased 20% each year for the past three years. She expressed her belief that no one should have to chose between putting food on the table or paying rent. She urged the Council to put a rent freeze and renter protections in place.

Angelina Tyner, El Cerrito, stated that as a student and young professional, she is barely making it, and won't be able to as rents increase. She asked the Council to put a rent increase moratorium in place until the City comes up with rent control policies.

Michel Maharbiz, El Cerrito, said that all of his neighbors are concerned that there will be fires in El Cerrito and that the Hillside Natural Area is a catastrophe waiting to happen.

Eleanor Rosch, El Cerrito, said that everyone has already pointed out that the Hillside Natural Area is a natural disaster waiting to happen. She stated that it should be the first priority, because if this area catches fire, there goes El Cerrito, and nothing else will matter. She suggested that if the Charter measure passes, the first funding priority should be for public safety and fire prevention.

Ronnie Polonsky, El Cerrito, reported that the El Cerrito Progressive Alliance has requested the City implement a temporary rent freeze.

Tomi Nagai-Rothe, El Cerrito, from the El Cerrito Progressive Alliance, read a statement from an El Cerrito renter, whose rent has been raised \$200 a month every year for the past three years and is getting close to being priced out of the City. She spoke in support of a rent freeze until the Council adopts options for controlling rents.

Nicholas Galloro, El Cerrito, said he supports a rent freeze and a just cause for eviction program. He expressed his opinion that non-binding mediation does not work. Mr. Galloro referred to the report, *The Housing Crisis Hits Home In Concord*, which was published by the East Bay Alliance for a Sustainable Economy, the Central County Regional Group and First 5 Contra Costa. He stated that report provides useful information on the problems and offers proposals to improve Concord's program.

Kathy Compagno, El Cerrito, stated her support for fire mitigation action plans as raised by others.

Joe Christen, El Cerrito, said he is in support of rent control and just cause for eviction ordinances.

Jeff Levin, El Cerrito, Policy Director of East Bay Housing Organizations, stated support of a freeze on rents and no-fault evictions. He said the only real solution is to build more affordable housing; but in the meantime, measures need to be put in place to protect tenants. He reported that there are 4,000 renters in El Cerrito, 40% make less than \$50,000 a year. Using the standard of 30% for rent, he assessed that they can afford \$1,200 a month for rent, but 80% of these renters are paying more than 30%, and over 50% are paying over 50% of their income for rent. He felt that these households are in risk of displacement and asked the Council to take action now to prevent this.

George Gager, El Cerrito, an affordable housing consultant for HUD, provided statistical information regarding job growth in the Bay Area, which will have an enormous impact on the real estate market in El Cerrito. He reported, that according to HUD data, the Bay Area has higher rents than any area in the U.S.

#### **4. ADOPTION OF THE CONSENT CALENDAR**

**Action:** Moved, seconded (Lyman/Pardue-Okimoto) and carried unanimously to approve the Consent Calendar as indicated below.

##### **A. Approval of Minutes**

Approve the Minutes for meeting of August 21, 2018.

**Action:** Approved minutes.

##### **B. Proclamation recognizing Janet Bilbas**

Approve a Proclamation recognizing Janet Bilbas, Recreation Supervisor, for her years of service.

**Action:** Approved proclamation.

**C. Proclamation – Hispanic Heritage Month**

Approve a Proclamation designating September 15 through October 15, 2018 as Hispanic Heritage Month.

**Action:** Approved proclamation.

**D. Proclamation - National Arts and Humanities Month**

Approve a Proclamation recognizing October as National Arts and Humanities Month.

**Action:** Approved proclamation.

**E. Proclamation - Clean Air Day**

Approve a Proclamation designating October 3, 2018 as Clean Air Day.

**Action:** Approved proclamation.

**F. Appointment of Matean Everson to the Committee on Aging**

Approve the Committee on Aging's recommendation to appoint Matean Everson to the Committee on Aging.

**Action:** Approved appointment of Matean Everson to the Committee on Aging.

**G. Appointment of Santiago Cilley to the Economic Development Committee**

Approve the Economic Development Committee's recommendation to appoint Santiago Cilley to the Economic Development Committee.

**Action:** Approved the appointment of Santiago Cilley to the Economic Development Committee.

**H. Final Subdivision Map for El Dorado Townhomes**

Adopt a Resolution approving the Final Subdivision Map for a six-lot subdivision for condominium purpose, as part of development of a 29-unit multi-family residential project located at 5800, 5802, 5828 El Dorado Street.

**Action:** Adopted Resolution No. 2018-50.

**I. Speed Limits for Eight Speed Zones**

Adopt a Resolution establishing speed limits for eight Speed Zones to allow for enforcement using radar, lidar and other electronic devices in conformance with State of California requirements.

**Action:** Adopted Resolution No. 2018-51.

**J. Amendment to Classification Plan**

Adopt a Resolution amending the City's Classification Plan revising class specifications for: 1) Human Resources Technician; 2) Senior Human Resources Analyst; and 3) Human Resources Manager.

**Action:** Adopted Resolution No. 2018-52.

**5. PRESENTATIONS**

**A. Presentation on the 2018 E.C. S.T.A.R.S. Internship Program**

Receive a presentation on the 2018 El Cerrito Students Training and Ready for Success ("EC STARS") Internship Program.

**Action:** Human Resources Manager Kristen Cunningham gave an overview of the Internship Program and presented the five interns, Madelyn Arechiga Smith, Jordan Tecson, Vincent Nguyen, Sam Mann, and Prasad Thapa.

**6. PUBLIC HEARINGS**

**A. Fire Hazard Abatement**

Conduct a Public Hearing and upon conclusion, adopt a Resolution confirming the report of costs of abatement of public nuisance conditions resulting from the presence of weeds, rubbish, litter or other flammable material on designated private property pursuant to El Cerrito Municipal Code Chapter 16.26.

**Presentation:** Joseph Gagne, Fire Prevention Officer, presented the staff report. Lance Maples, Fire Chief, answered Council questions related to the public concerns raised under “public comment”.

**Public Hearing:** Mayor Quinto opened the public hearing. There being no one wishing to speak to this matter, it was moved, seconded (Lyman/Pardue-Okimoto) and carried unanimously to close the public hearing.

**Action:** Moved, seconded (Lyman/Pardue-Okimoto) and carried unanimously to adopt Resolution No. 2018-53.

**7. POLICY MATTERS - None**

**8. CITY COUNCIL LOCAL & REGIONAL LIAISON ASSIGNMENTS**

Mayor Pro-Tem Pardue-Okimoto announced that the Environmental Quality Committee will be hosting an El Cerrito Volunteer Recognition and EQC 10<sup>th</sup> Anniversary Party on October 4<sup>th</sup> at 6:30 p.m. at the Recycling Center. She also reported that the Committee will be hosting “EC Sun Shares Workshop” to help houses get ready for electric vehicles on October 15<sup>th</sup> at City Hall. from 6 p.m.- 7:30 p.m.

Councilmember Fadelli announced that the Human Relations Committee has been working on a proposed ordinance related to a rent increase moratorium.

**9. ADJOURNMENT**

The meeting adjourned at 9:18 p.m.

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Gabriel Quinto, Mayor

This is to certify that the foregoing is a true and correct copy of the minutes of the special City Council meetings of September 17, 2018 as approved by the El Cerrito City Council.

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Sherry M. Kelly  
Acting City Clerk



***EL CERRITO CITY COUNCIL PROCLAMATION  
Shelter-in-Place Education Day***

WHEREAS, public and private schools and childcare centers throughout Contra Costa County will be participating in the Shelter-in-Place Drill on November 7, 2018; and

WHEREAS, Contra Costa Community Awareness Emergency Response Group (CAER) is sponsoring the 17<sup>th</sup> Annual Shelter-in-Place Drill and assisting schools and childcare centers with their emergency preparedness; and

WHEREAS, emergency response agencies including fire, sheriff and health officials all recommend Shelter-in-Place as the immediate action to take in case of a hazardous release; and

WHEREAS, the Shelter-in-Place Drill increases public awareness about Shelter-in-Place as a protective action and gives students and teachers practice in implementing this important procedure; and

WHEREAS, the County Office of Education has endorsed the Shelter-in-Place Drill and encouraged all sites to participate.

NOW THEREFORE, the City Council of the City of El Cerrito does hereby recognize the importance of preparing for emergencies and encouraging participation in the Contra Costa Community Awareness Emergency Response (CAER) Group's public education efforts. In support of the parents, teachers, students and staff that will be participating with hundreds of other schools and childcare centers in the Shelter-in-Place Drill, the City Council does hereby proclaim November 7, 2018 as "Shelter-in-Place Education Day" in the City of El Cerrito.

Dated: October 16, 2018

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Gabriel Quinto, Mayor



## AGENDA BILL

### Agenda Item No. 4(C)

**Date:** October 16, 2018  
**To:** El Cerrito City Council  
**From:** Sherry M. Kelly, Acting City Clerk  
**Subject:** Records Retention Schedule

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#### **ACTION REQUESTED**

Adopt a Resolution adopting a Records Retention Schedule and rescinding Resolution No. 2003-41.

#### **BACKGROUND**

A City's Records Retention Schedule provides legal authority to dispose of specified records that no longer have administrative, legal, fiscal or historical value and are eligible for destruction by law. Retention schedules should be reviewed on a regular basis to ensure that all classifications of records are included and that all legal citations are current.

The last time the City adopted a Records Retention Schedule was on May 5, 2003 by Resolution No. 2003-41. Staff has determined some classifications of records are not included in this schedule and not all legal citations are current. In addition, the Records Retention Schedule does not include a classification index of each record series, which is a critical tool for document identification within electronic storage repositories and databases.

In 2016, the City contracted with Records Systems Associates, Inc. (RSA) to create a Uniform Classification Index for the City's physical and electronic records and to prepare a Records Retention Schedule, to include all department records. During the period July 2017 through May 2018, designated staff in each department met with a representative from RSA for purposes of identifying all records created and retained by each department. RSA then developed record series indexes for all the records within each department and assigned retention periods for each record series based on the appropriate legal authorities. RSA prepared a records retention schedule for each department, incorporating the record series index code, record series name and description, the office of record, retention period, and legal basis and citations. Departments were then given the opportunity to review and incorporate any administrative changes into their schedules, prior to final approval.

#### **ANALYSIS**

Council adoption of the Records Retention Schedule will provide staff with the authority, upon written approval of the head of the department and the City Attorney, to destroy those records identified in the Records Retention Schedule, once they have been deemed to no longer have administrative, legal, fiscal or historical value.

The uniform index included in the Records Retention Schedule provides a hierarchical taxonomy of City information and is used to classify both physical and electronic documents. This taxonomy is the first step in developing a comprehensive records management program evaluation and needs assessment, and a critical tool for uniform document identification within electronic storage repositories and databases.

The next steps, after adoption of the Records Retention Schedule, will be to draft a Records Management Program Policy Manual and Procedure Manuals. Along with the Records Retention Schedule, these documents will provide policies and procedures to assist staff in the efficient and economical management of the creation, utilization, maintenance, retention, preservation and disposal of City records in all formats.

### **STRATEGIC PLAN CONSIDERATIONS**

A current Records Retention Schedule is in alignment with the following organizational values identified in the City's Strategic Plan: Ethics and Integrity, Professional Excellence and Transparency and Open Communication.

### **FINANCIAL CONSIDERATIONS**

There is no cost associated with adopting the Records Retention Schedule.

### **LEGAL CONSIDERATIONS**

Government Code Section 34090 provides that city councils, by resolution and with the written consent of the city attorney, may give the head of a department authority to destroy certain records when they are no longer required. The Council's adoption of a Records Retention Schedule provides this authority to staff to destroy those records identified in the Records Retention Schedule, with approval from the head of the department and the city attorney.

**Reviewed by:**



**Scott Hanin**  
**City Manager**

**Attachments:**

1. Proposed Resolution and Exhibit A

RESOLUTION NO. 2018–

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CERRITO ADOPTING A  
RECORDS RETENTION SCHEDULE AND RESCINDING RESOLUTION NO. 2003-41

WHEREAS, the City has an obligation to maintain and store records in accordance with government laws and regulations and accepted records management practices; and

WHEREAS, a records retention schedule is an agency's legal authority to dispose of official records that no longer have administrative, legal, fiscal or historical value and are eligible for destruction by law; and

WHEREAS, Government Code Section 34090 provides a procedure whereby City records which have served their purpose and are no longer required may be destroyed; and

WHEREAS, on May 5, 2003, by Resolution No. 2003-41, the City of El Cerrito adopted a Records Retention Schedule; and

WHEREAS, the City of El Cerrito continues to store a large volume of records, both in paper copy and electronically, due to the fact the current retention schedule does not identify all the types of records created and maintained by the City; and

WHEREAS, due to advancements in technology more records are being created and retained in an electronic format and records management policies and retention schedules should reflect this; and

NOW THEREFORE BE IT RESOVED, that the City Council of the City of El Cerrito adopts the City's new Records Retention Schedule, Exhibit A, which is attached herein and made a part thereof.

BE IT FURTHER RESOLVED, that the City Council of the City of El Cerrito rescinds Resolution No. 2003-41 in its entirety.

I CERTIFY that at a regular meeting on October 16, 2018 the City Council of the City of El Cerrito passed this Resolution by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

IN WITNESS of this action, I sign this document and affix the corporate seal of the City of El Cerrito on \_\_\_\_\_, 2018.

\_\_\_\_\_  
Sherry M. Kelly, Acting City Clerk

APPROVED:

\_\_\_\_\_  
Gabriel Quinto, Mayor

City of El Cerrito  
Record Retention Schedules and UFIRST Index

01-00-00 CITYWIDE ADMINISTRATIVE FUNCTION (ALL DEPARTMENTS)

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AD - After Disposition, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AS - After Separation, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EY - Event Year, H - Historical, IND - Indefinite, L - Life of Board, Building, Vehicle, Registrant, Improvement or System, P - Permanent, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

| Series Code     | Series Name                                            | Description of Documents, As Needed                                                                                                                                        | Office of Record | Special Attributes | Total Retention | © Citations & Legal Basis                                                                                                                                                                |
|-----------------|--------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|--------------------|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>01-01-00</b> | <b>Administrative Materials</b>                        |                                                                                                                                                                            |                  |                    |                 |                                                                                                                                                                                          |
| 01-01-01        | General Information                                    | Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group. | All Depts        |                    | AR              | Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.                |
| 01-01-02        | Correspondence & Reports - External                    |                                                                                                                                                                            | All Depts        |                    | CY+2, AR        | GC 34090; 2 year minimum<br>Administrative Record, State of California Guidelines                                                                                                        |
| 01-01-03        | Correspondence & Reports - Internal                    |                                                                                                                                                                            | All Depts        |                    | CY+2, AR        | GC 34090; 2 year minimum<br>Administrative Record, State of California Guidelines                                                                                                        |
| 01-01-04        | Departmental Goals/Objectives                          |                                                                                                                                                                            | All Depts        |                    | S+5             | GC 34090; 2 year minimum<br>Administrative Record, State of California Guidelines recommends retaining for 5 years after superseded.                                                     |
| 01-01-05        | Staff, Interdepartmental & Internal Committee Meetings | Includes informal meeting agendas.                                                                                                                                         | All Depts        |                    | EY+2            | GC 34090; 2 year minimum<br>Administrative Record, State of California Guidelines                                                                                                        |
| 01-01-06        | Surveys, Studies & Questionnaires - General City       |                                                                                                                                                                            | All Depts        |                    | AC+2            | GC 34090; 2 year minimum<br>State of California Guidelines; 2 years after completion for general studies and surveys                                                                     |
| 01-01-07        | Supervisor's Files                                     | Includes supervisor files on employees. File sent to HR after employee separates from the City.                                                                            | All Depts        |                    | ACT             | Transitory Record; Maintain as long as necessary for current business activities.<br>GC 34090.7; Duplicate information may be destroyed within the 2 year minimum retention requirement. |
| 01-01-08        | Transitory Electronic Communications                   | Includes e-mail, social media, calendars, texts and other transitory communications via electronic sources.                                                                | All Depts        |                    | IND             | Reference Administrative Procedure 1B4 for retention of electronic communications.                                                                                                       |
|                 |                                                        |                                                                                                                                                                            |                  |                    |                 |                                                                                                                                                                                          |
| <b>01-02-00</b> | <b>Reference Materials</b>                             |                                                                                                                                                                            |                  |                    |                 |                                                                                                                                                                                          |
| 01-02-01        | General Information                                    | Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group. | All Depts        |                    | AR              | Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.                |
| 01-02-02        | Chronological Files                                    |                                                                                                                                                                            | All Depts        |                    | ACT             | GC 34090.7; Duplicates may be destroyed within the 2 year minimum period.<br>Administrative Record, State of California Guidelines                                                       |
| 01-02-03        | Professional Associations/Organizations                |                                                                                                                                                                            | All Depts        |                    | CY+2            | GC 34090d; 2 year minimum requirement<br>Administrative Record, State of California Guidelines                                                                                           |
| 01-02-04        | Community Organizations/Foundations                    |                                                                                                                                                                            | All Depts        |                    | CY+2            | GC 34090d; 2 year minimum requirement<br>Administrative Record, State of California Guidelines                                                                                           |
| 01-02-05        | Complaint Files                                        | General complaints to City departments. Does not include claims against the City or formal complaints with the Police Department.                                          | All Depts        |                    | AC+7            | 42 USC 1983; Settlement of complaint plus 7 years                                                                                                                                        |
| 01-02-06        | Mailing Lists                                          |                                                                                                                                                                            | All Depts        |                    | S               | Administrative Record, State of California Guidelines                                                                                                                                    |

City of El Cerrito  
Record Retention Schedules and UFIRST Index

01-00-00 CITYWIDE ADMINISTRATIVE FUNCTION (ALL DEPARTMENTS)

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| Series Code | Series Name                                                             | Description of Documents, As Needed                                                                                                                                        | Office of Record | Special Attributes | Total Retention | © Citations & Legal Basis                                                                                                                                                                                                                                           |
|-------------|-------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|--------------------|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 01-02-07    | Community Information/Events                                            |                                                                                                                                                                            | All Depts        |                    | CY+2, AR        | GC 34090; 2 year minimum<br>Administrative Record, State of California Guidelines<br><br>Administrative Decision: Current year plus 2 years, review annually for historical content                                                                                 |
| 01-02-08    | Historical Information/Events                                           |                                                                                                                                                                            | All Depts        |                    | P               | GC 34090; 2 year minimum<br>Administrative Record, State of California Guidelines<br><br>Administrative Decision: Retain permanently for historical value.                                                                                                          |
| 01-02-09    | Public Relations<br>Information/Handouts/Speeches/Biographies           |                                                                                                                                                                            | All Depts        |                    | EY+7, AR        | GC 34090; 2 year minimum requirement<br>State of California Guidelines; Current year plus 7<br><br>Administrative Decision: Review before destruction for potential historical content and reclassification to Historical Information/Events as a permanent record. |
| 01-02-10    | Technical Reference                                                     |                                                                                                                                                                            | All Depts        |                    | ACT             | GC 34090.7; Duplicates and reference materials may be destroyed within the 2 year minimum.                                                                                                                                                                          |
| 01-02-11    | Informational Brochures, Leaflets & Handouts                            |                                                                                                                                                                            | All Depts        |                    | CY+2            | GC 34090; 2 year minimum<br>Administrative Record, State of California Guidelines                                                                                                                                                                                   |
| 01-03-00    | <b>Materials from Agencies &amp; Other Cities - Non-project Related</b> |                                                                                                                                                                            |                  |                    |                 |                                                                                                                                                                                                                                                                     |
| 01-03-01    | General Information                                                     | Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group. | All Depts        |                    | AR              | Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.                                                                                           |
| 01-03-02    | Federal Agencies                                                        | Correspondence & reports not attached to contracts, agreements or specific projects. Review annually for content.                                                          | All Depts        |                    | CY+2, AR        | GC 34090; 2 year minimum<br>State of California Guidelines; Administrative Record                                                                                                                                                                                   |
| 01-03-03    | State Agencies                                                          | Correspondence & reports not attached to contracts, agreements or specific projects. Review annually for content.                                                          | All Depts        |                    | CY+2, AR        | GC 34090; 2 year minimum<br>State of California Guidelines; Administrative Record                                                                                                                                                                                   |
| 01-03-04    | Regional/National Agencies                                              | Correspondence & reports not attached to contracts, agreements or specific projects. Review annually for content.                                                          | All Depts        |                    | CY+2, AR        | GC 34090; 2 year minimum<br>State of California Guidelines; Administrative Record                                                                                                                                                                                   |
| 01-03-05    | County Agencies                                                         | Correspondence & reports not attached to contracts, agreements or specific projects. Review annually for content.                                                          | All Depts        |                    | CY+2, AR        | GC 34090; 2 year minimum<br>State of California Guidelines; Administrative Record                                                                                                                                                                                   |
| 01-03-06    | Adjacent Cities                                                         | Correspondence & reports not attached to contracts, agreements or specific projects. Review annually for content.                                                          | All Depts        |                    | CY+2, AR        | GC 34090; 2 year minimum<br>State of California Guidelines; Administrative Record                                                                                                                                                                                   |
| 01-03-07    | Special Districts                                                       | Correspondence & reports not attached to contracts, agreements or specific projects. Review annually for content.                                                          | All Depts        |                    | CY+2, AR        | GC 34090; 2 year minimum<br>State of California Guidelines; Administrative Record                                                                                                                                                                                   |

City of El Cerrito  
Record Retention Schedules and UFIRST Index

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| Series Code | Series Name                          | Description of Documents, As Needed                                                                                                                                        | Office of Record | Special Attributes | Total Retention | © Citations & Legal Basis                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|-------------|--------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|--------------------|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 01-04-00    | <b>Grant Administration</b>          |                                                                                                                                                                            |                  |                    |                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 01-04-01    | General Information                  | Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group. | All Depts        |                    | AR              | Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.                                                                                                                                                                                                                                                                                                                                                                                                            |
| 01-04-02    | Grant Applications & Agreements      | Departments are responsible for maintaining copies of invoices paid toward grants and longer retention term applies, as needed.                                            | All Depts        |                    | AFP+5 *         | 21 CFR 1403.36(i)(11); 3 years after last payment<br>21 CFR 1403.42; 3 years after last payment, unless litigation, then 3 years after claim is filed/settled.<br>24 CFR 570.502(b)(3); Deeds/CDBG activities, 4 years after closure of loan<br>24 CFR 85.42; Grants & co-operative agreements, 3 years after submission of last expenditure report<br>29 CFR 97.42; grants must be kept for 3 years after final expenditure report.<br>State of California Guidelines; 5 years after grant closure. * State recommends referring to grant application close-out procedures, if any. |
| 01-04-03    | CDBG Grant Applications & Agreements | Departments are responsible for maintaining copies of invoices paid toward grants and longer retention term applies, as needed.                                            | All Depts        |                    | AFP+4 *         | 21 CFR 1403.36(i)(11); 3 years after last payment<br>21 CFR 1403.42; 3 years after last payment, unless litigation, then 3 years after claim is filed/settled.<br>24 CFR 570.502(b)(3); Deeds/CDBG activities, 4 years after closure of loan<br>24 CFR 85.42; Grants & co-operative agreements, 3 years after submission of last expenditure report<br>29 CFR 97.42; grants must be kept for 3 years after final expenditure report.<br>State of California Guidelines; 5 years after grant closure. * State recommends referring to grant application close-out procedures, if any. |
|             |                                      |                                                                                                                                                                            |                  |                    |                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

City of El Cerrito  
Record Retention Schedules and UFIRST Index

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| Series Code     | Series Name                                  | Description of Documents, As Needed                                                                                                                                        | Office of Record | Special Attributes | Total Retention | © Citations & Legal Basis                                                                                                                                                                                                             |
|-----------------|----------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|--------------------|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>01-05-00</b> | <b>Purchasing &amp; Material Acquisition</b> |                                                                                                                                                                            |                  |                    |                 |                                                                                                                                                                                                                                       |
| 01-05-01        | General Information                          | Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group. | All Depts        |                    | AR              | Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.                                                             |
| 01-05-02        | RFPs / RFIs / RFQs                           | Includes competitive bid quotes.                                                                                                                                           | All Depts        |                    | AC+5            | GC 34090; 2 years minimum<br>CCP 337; Statute of limitations<br>State of California Guidelines; 5 years after audit for successful bids.<br><br>Administrative Decision: 5 years after completion of project associated with the bid. |
| 01-05-03        | Bids - Successful                            |                                                                                                                                                                            | All Depts        |                    | AC+5            | GC 34090; 2 years minimum<br>CCP 337; Statute of limitations<br>State of California Guidelines; 5 years after audit for successful bids.<br><br>Administrative Decision: 5 years after completion of project associated with the bid. |
| 01-05-04        | Bids - Unsuccessful                          |                                                                                                                                                                            | All Depts        |                    | CY+2            | GC 34090; 2 years minimum<br>State of California Guidelines; Current year plus 2 for unsuccessful bids                                                                                                                                |



02-00-00 CITY CLERK

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| Series Code     | Series Name                                       | Description of Documents, As Needed                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Office of Record | Special Attributes | Total Retention | © Citations & Legal Basis                                                                                                                                                                                                            |
|-----------------|---------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|--------------------|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>02-01-00</b> | <b>Clerk Administration</b>                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                  |                    |                 |                                                                                                                                                                                                                                      |
| 02-01-01        | General Information                               | Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.                                                                                                                                                                                                                                                                                                                                           | All Depts        |                    | AR              | Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.                                                            |
| 02-01-02        | Information Requests                              | Routine requests from staff and the public for general information and city operations. Transitory in nature.                                                                                                                                                                                                                                                                                                                                                                                                        | Clerk            |                    | ACT             | Transitory Record; Maintain as long as necessary for current business activities.<br>GC 34090.7; Duplicate information may be destroyed within the 2 year minimum retention requirement.                                             |
| 02-01-03        | Informational Brochures & Pamphlets               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Clerk            |                    | CY+2            | GC 34090; 2 year minimum requirement                                                                                                                                                                                                 |
| 02-01-04        | Public Hearing Notices / Proof of Publication     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Clerk            |                    | CY+4            | GC 34090; 2 year minimum requirement<br>CCP 343; Statutes of limitations, 4 years                                                                                                                                                    |
| <b>02-02-00</b> | <b>City Council &amp; Governing Bodies</b>        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                  |                    |                 |                                                                                                                                                                                                                                      |
| 02-02-01        | General Information                               | Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.                                                                                                                                                                                                                                                                                                                                           | All Depts        |                    | AR              | Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.                                                            |
| 02-02-02        | Agenda Packets                                    | Agenda, staff reports, speaker cards, supplemental communications and all other supporting documentation for City Council / Redevelopment Agency / Redevelopment Successor Agency, Public Financing Authority, Employee Pension Trust Board, Municipal Services Corporation and Oversight Board regular and special meetings. Includes letters to the state or federal legislators supporting or opposing legislation. Final actions reflected in official minutes, resolutions and ordinances are kept permanently. | Clerk            |                    | CY+7            | GC 34090; 2 year minimum requirement<br>State of California Guidelines; Maintain for the Current Year plus 2 years<br><br>Administrative Decision: Maintain agenda packets for the current year plus 7 years for reference purposes. |
| 02-02-03        | Affidavits of Posting, Mailing and/or Publication | Affidavits of Posting, Mailing and/or Publication<br>Declarations indicating agendas and other notices are completed in compliance with state law and City Clerk department guidelines.                                                                                                                                                                                                                                                                                                                              | Clerk            |                    | CY+4            | GC 34090; 2 year minimum requirement<br>CCP 343; Statutes of limitations, 4 years                                                                                                                                                    |
| 02-02-04        | Ceremonial Items                                  | Includes Mayoral certificates of special commendation, certificates of recognition.                                                                                                                                                                                                                                                                                                                                                                                                                                  | Clerk            | H                  | EY+2            | GC 34090; 2 years minimum                                                                                                                                                                                                            |
| 02-02-05        | Council Meeting Summaries                         | Unofficial record of council actions prepared after meetings for distribution to the public and staff.<br>Replaced by the finalized minutes.                                                                                                                                                                                                                                                                                                                                                                         | Clerk            |                    | CY+2            | GC 34090; 2 year minimum<br>Administrative Record, State of California Guidelines                                                                                                                                                    |
| 02-02-06        | Minutes                                           | Includes City Council / Redevelopment Agency / Redevelopment Successor Agency Oversight Board, Public Financing Authority, Employee Pension Trust Board, and Municipal Services Corporation. Official Written Minutes – Bound Volumes.                                                                                                                                                                                                                                                                               | Clerk            | V, H               | P               | GC 34090(e); Minutes of governing bodies, Permanent<br>GC 36814; Maintain record of proceedings<br>GC 40801; Maintain record of proceedings<br>State of California Guidelines; Permanent                                             |

02-00-00 CITY CLERK

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| Series Code | Series Name                          | Description of Documents, As Needed                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Office of Record | Special Attributes | Total Retention | © Citations & Legal Basis                                                                                                                                                                                                                                     |
|-------------|--------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|--------------------|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 02-02-07    | Meeting Recordings                   | Videostream Archives stored with Granicus (current), Video Tapes and DVD (legacy) and Audio Tapes (legacy).                                                                                                                                                                                                                                                                                                                                                                                           | Clerk            |                    | CY+30           | GC 54953.5; 30 days after recording<br><br>Administrative Decision: Maintain recordings for the current year plus 30 years for public and staff reference.                                                                                                    |
| 02-02-08    | Ordinances                           | Law, statute or regulation enacted by the City Council.<br><br>Bound Ordinance Books maintained by the City Clerk.                                                                                                                                                                                                                                                                                                                                                                                    | Clerk            | V, H               | P               | GC 34090(e); Permanent for decisions of the City<br>GC 40806; Maintain<br>State of California Guidelines; Permanent                                                                                                                                           |
| 02-02-09    | Municipal Code                       | El Cerrito Municipal Code – Codification and Supplementation of the City's Municipal Code. Maintained in paper form by the City Clerk, and electronically on the City's website.                                                                                                                                                                                                                                                                                                                      | Clerk            | V, H               | P               | GC 34090(e); Permanent for decisions of the City<br>State of California Guidelines; Permanent                                                                                                                                                                 |
| 02-02-10    | Resolutions                          | Resolutions are separate from ordinances and record decisions, opinions or wishes of the Council or Governing Body and express the municipality's position on various issues or concerns about government policy, regulations or funding and also provide direction to staff. Resolutions are enacted by the City Council, Redevelopment Agency (legacy)/Redevelopment Successor Agency, Public Financing Authority Employee Pension Trust Board, Municipal Services Corporation and Oversight Board. | Clerk            | V, H               | P               | GC 34090(e); Permanent for decisions of the City<br>GC 40806; Maintain<br>State of California Guidelines; Permanent                                                                                                                                           |
| 02-02-11    | Mayor & Councilmember Correspondence | General correspondence to or from outside sources.                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Clerk / Council  |                    | CY+2            | GC 34090; 2 year minimum<br>Administrative Record, State of California Guidelines                                                                                                                                                                             |
| 02-02-12    | Council Events                       | Mayors Conference, Commissioner Dinner, Wall of Fame, Other – planning timelines, invitations, program, script, attendance lists, recognition lists, invoices and follow up correspondence.                                                                                                                                                                                                                                                                                                           | Clerk            | H                  | CY+3            | GC 34090; 2 year minimum<br>Administrative Record, State of California Guidelines<br><br>Administrative Decision: Maintain for the current year plus 3 years for historical reference. Retain one copy of the invitation and program for historical purposes. |
| 02-02-13    | Council Portraits                    | Official portraits taken at the time Councilmembers begin their service on the City Council.                                                                                                                                                                                                                                                                                                                                                                                                          | Clerk            | H                  | P               | GC 34090; 2 year minimum<br>Administrative Record, State of California Guidelines<br><br>Administrative Decision: Maintain council photographs permanently for historical purposes.                                                                           |
| 02-02-14    | Oaths of Office                      | Administered upon certification of election results. Employee oaths are kept with personnel files. See HR.                                                                                                                                                                                                                                                                                                                                                                                            | Clerk            |                    | AT+6            | GC 34090; 2 year minimum requirement<br>State of California Guidelines; 6 years after termination for elected officials.                                                                                                                                      |
|             |                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                  |                    |                 |                                                                                                                                                                                                                                                               |

02-00-00 CITY CLERK

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| Series Code | Series Name                                                        | Description of Documents, As Needed                                                                                                                                                                                          | Office of Record | Special Attributes | Total Retention | © Citations & Legal Basis                                                                                                                                                                |
|-------------|--------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|--------------------|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 02-03-00    | <b>Boards, Commissions &amp; Committees - Membership Materials</b> |                                                                                                                                                                                                                              |                  |                    |                 |                                                                                                                                                                                          |
| 02-03-01    | General Information                                                | Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.                                                   | All Depts        |                    | AR              | Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.                |
| 02-03-02    | Commission Administrative Files                                    | Attendance reports, web page development, communications to staff liaisons, training and resource materials, appointment, termination and leave of absense correspondence, programmatic rules review, research and analysis. | Clerk            |                    | L+5             | GC 34090; 2 years minimum<br>State of California Guidelines; 5 years after board, commission or committee is dissolved.                                                                  |
| 02-03-03    | Commission Appointment History Database                            | Access database includes appointment, service and termination history and contact information for the period 2007 to present.                                                                                                | Clerk            |                    | IND             | Transitory Record; Databases are maintained while active                                                                                                                                 |
| 02-03-04    | Commission Roster                                                  | Reflects current membership. Maintained in paper format. Transitory in nature.                                                                                                                                               | Clerk            |                    | ACT             | Transitory Record; Maintain as long as necessary for current business activities.<br>GC 34090.7; Duplicate information may be destroyed within the 2 year minimum retention requirement. |
| 02-03-05    | Meeting Calendars                                                  | Meeting calendar and staff liaison contact information maintained in brochure format for the public's ease of reference.                                                                                                     | Clerk            |                    | CY+2            | GC 34090; 2 year minimum<br>Administrative Record, State of California Guidelines                                                                                                        |
| 02-03-06    | Recruitment Materials                                              | Includes annual Maddy Act Notices, annual and periodic notices of vacancy, press releases and other vacancy information.                                                                                                     | Clerk            |                    | CY+2            | GC 34090; 2 year minimum<br>Administrative Record, State of California Guidelines                                                                                                        |
| 02-03-07    | Applications, Appointed                                            | Applications submitted as part of the Council recruitment/interview or Committee appointment process are retained as part of the Council agenda packet.                                                                      | Clerk            |                    | L+5             | GC 34090; 2 years minimum<br>State of California Guidelines; 5 years after board, commission or committee is dissolved.                                                                  |
| 02-03-08    | Applications, Reserved                                             | Additional applications kept on file should an unexpected vacancy occur.                                                                                                                                                     | Clerk            |                    | CY+2            | GC 34090; 2 year minimum<br>Administrative Record, State of California Guidelines                                                                                                        |
| 02-03-08    | Commissioner's Manual                                              | Retain one copy permanently for historical reference.                                                                                                                                                                        | Clerk            |                    | P               | GC 34090; 2 year minimum<br>Administrative Record, State of California Guidelines<br><br>Administrative Decision: Maintain one copy permanently for historical purposes.                 |
|             |                                                                    |                                                                                                                                                                                                                              |                  |                    |                 |                                                                                                                                                                                          |

02-00-00 CITY CLERK

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| Series Code | Series Name                                 | Description of Documents, As Needed                                                                                                                                                                                       | Office of Record | Special Attributes | Total Retention | © Citations & Legal Basis                                                                                                                                                                                                                                                         |
|-------------|---------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|--------------------|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 02-04-00    | <b>Agreements / Contracts / MOUs</b>        |                                                                                                                                                                                                                           |                  |                    |                 |                                                                                                                                                                                                                                                                                   |
| 02-04-01    | General Information                         | Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.                                                | All Depts        |                    | AR              | Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.                                                                                                         |
| 02-04-02    | Bid Summaries                               | Summary listing all project bid results for a particular project. Used for announcing lowest apparent bidder. Primarily public works and capital projects.                                                                | Clerk            |                    | AC+5            | GC 34090; 2 years minimum<br>CCP 337; Statute of limitations<br>State of California Guidelines; 5 years after audit for successful bids.<br><br>Administrative Decision: 5 years after completion of project associated with the bid.                                             |
| 02-04-03    | Services, Equipment, Supplies Agreements    | Contracts with vendors and consultants – includes related records such as disclosure forms, change orders, term amendments and certificates of insurance.                                                                 | Clerk/Depts      |                    | AC+5            | CCP 337.2; Statutes of limitations<br>CCP 343; Statutes of limitations<br>48 CFR 4.601; 5 years for procurements exceeding \$25,000                                                                                                                                               |
| 02-04-04    | Lease, Loan and License Agreements          |                                                                                                                                                                                                                           | Clerk            |                    | AE+5            | CCP 337.2; Statutes of limitations, leases 4 years<br>CCP 343; Statutes of limitations, general 4 years<br>48 CFR 4.601; 5 years for procurements exceeding \$25,000                                                                                                              |
| 02-04-05    | Settlement Agreements, General              |                                                                                                                                                                                                                           | Clerk            |                    | AC+5            | CCP 343; Statutes of limitations, general 4 years<br>State of California Guidelines; Permanent for recorded documents<br><br>Administrative Decision: Maintain general settlement agreements for 5 years after closure/completion to coincide with other general city agreements. |
| 02-04-06    | Settlement Agreements, Recorded             |                                                                                                                                                                                                                           | Clerk            |                    | P               | CCP 343; Statutes of limitations, general 4 years<br>State of California Guidelines; Permanent for recorded documents                                                                                                                                                             |
| 02-04-07    | Franchise Agreements                        |                                                                                                                                                                                                                           | Clerk            |                    | P               | CCP 337.2; Statutes of limitations<br>CCP 343; Statutes of limitations<br>48 CFR 4.601; 5 years for procurements exceeding \$25,000<br>State of California Guidelines; Permanent                                                                                                  |
| 02-04-08    | Capital Improvement Projects                | Contracts in which the contractor develops real property, or constructs or provides design consultation or construction management services for improvement to real property. Includes change orders and term amendments. | Clerk            |                    | P               | GC 34090(a); Real property records, maintain H&S 19850; Life of Building, with exceptions<br>CCP 337.15; 10 years<br>State of California Guidelines; Permanent                                                                                                                    |
| 02-04-09    | Non-CIP Construction Contracts & Agreements |                                                                                                                                                                                                                           | Clerk            |                    | AC+10           | CCP 337.15; 10 years<br>State of California Guidelines; 10 years after project completion                                                                                                                                                                                         |
| 02-04-10    | Public Agency Funding Agreements            | Revenue agreements, joint powers, mutual aid and subcontracts with public agencies.                                                                                                                                       | Clerk            |                    | P               | State of California Guidelines; Permanent for joint powers authorities for insurance.                                                                                                                                                                                             |

02-00-00 CITY CLERK

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| Series Code | Series Name                       | Description of Documents, As Needed                                                                                                                                                                       | Office of Record     | Special Attributes | Total Retention | © Citations & Legal Basis                                                                                                                                                                                                                                                                                                                                                |
|-------------|-----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|--------------------|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 02-04-11    | Real Property Purchase Agreements | Property purchased and maintained by the City.                                                                                                                                                            | Clerk                |                    | P               | GC 34090(a); Real property records, maintain H&S 19850; Life of Building, with exceptions CCP 337.15; 10 years<br>State of California Guidelines; Permanent                                                                                                                                                                                                              |
| 02-04-12    | Real Property Sale Agreements     | Property sold by the City                                                                                                                                                                                 | Clerk                |                    | AC+10           | GC 34090; 2 years minimum<br>GC 6254; Record disclosure<br>CCP 337.1; 4 years after completion of construction or improvement<br>CCP 337.15; 10 years after completion of construction or improvement<br>36 CFR 64.11; 3 years after last payment for public property acquisition.<br>State of California Guidelines; Completion expiration + 10 years for acquisitions. |
| 02-04-13    | Property Development Agreements   | Includes Subdivision Agreements, Disposition & Development Agreements, Owner Participation Agreements and Development Agreements under Subdivision Map Act, approved, amended or cancelled by resolution. | Clerk                |                    | P               | GC 34090(a), Real property records, maintain CCP337, 337.1(a), 337.15; Statutes of limitations 48 CFR 4.703; 3 years after final payment 48 CFR 4.705-1; 4 years after completion for accounting, payroll, purchasing records, et. al. H&S 19850; Life of Building, with exceptions.                                                                                     |
| 02-04-14    | Agreements Granting Easements     | Retained as long as the easement agreement is effective; most easements are granted in perpetuity, if the easement is extinguished, the agreement may be destroyed after two years.                       | Clerk / Public Works |                    | P               | GC 34090(a); Permanent for land and property related documents<br>24 CFR 1710; Permanent                                                                                                                                                                                                                                                                                 |
| 02-04-15    | Bond Agreements                   |                                                                                                                                                                                                           | Clerk                |                    | AC+10           | GC 34090; 2 years minimum<br>GC 43900-43903; Destruction guidelines for bonds CCP 337.5; Statutes of limitations, 6 years after expiration<br>FC 3368; Maintain<br>FC 30210; Maintain<br>State of California Guidelines; 10 years after closure/expiration                                                                                                               |
| 02-04-16    | Labor Agreements & MOUs           |                                                                                                                                                                                                           | Clerk                |                    | P               | 29 USC 211c; Maintain, indefinite<br>29 USC 203m; Definitions<br>29 USC 207g; Definitions<br>State of California Guidelines; Permanent                                                                                                                                                                                                                                   |
|             |                                   |                                                                                                                                                                                                           |                      |                    |                 |                                                                                                                                                                                                                                                                                                                                                                          |

02-00-00 CITY CLERK

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| Series Code | Series Name                                                              | Description of Documents, As Needed                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Office of Record     | Special Attributes | Total Retention | © Citations & Legal Basis                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-------------|--------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|--------------------|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 02-05-00    | <b>Elections Materials</b>                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                      |                    |                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 02-05-01    | General Information                                                      | Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.                                                                                                                                                                                                                                                                                                              | All Depts            |                    | AR              | Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 02-05-02    | Assessment District Elections                                            | Prop. 218 proceedings and election materials.                                                                                                                                                                                                                                                                                                                                                                                                                                           | Clerk / Public Works |                    | P               | GC 34090(a); Permanent for land and property records CCP 338; 3 year statute of limitations State of California Guidelines; Permanent                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 02-05-03    | Assessment District Ballots & Protest Letters                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Clerk                |                    | AC+2            | GC 53753; 2 years after completion for ballots<br>GC 53755; 2 years after completion for protests                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 02-05-04    | Municipal Elections (General & Special)                                  | Includes ballot material copies, voter rosters, official precinct materials, correspondence, and election signs, notices and legal publications. Original canvass information and statement of votes from the County Registrar of Voters are approved and incorporated by reference by City Council resolution. City Clerk administrative, research and working files retained for future reference.<br><br>Certification of votes maintained permanently with the approved resolution. | Clerk                |                    | AC+5            | EC 17000-1; Affidavits and indexes are 5 years<br>EC 17300; 5 years after election for election rosters<br>EC 17302-6; 6 months after election, if no contest, for election records<br>GC 81009; Campaign reports, not including candidate's campaign statements<br>GC 34090.7; Duplicate copies may be destroyed at any time if the City Council has prescribed a procedure for destruction of duplicates per GC 34090.7. Non-records may be destroyed at any time.<br>For all election documents where the State's requirement is permanent, but for which the County maintains the original documents. |
| 02-05-05    | Certificates of Election                                                 | Presentation to successful candidates required by Government Code. Incorporated into agenda packet.                                                                                                                                                                                                                                                                                                                                                                                     | Clerk                |                    | CY+7            | GC 34090; 2 year minimum requirement<br>State of California Guidelines; Maintain for the Current Year plus 2 years<br><br>Administrative Decision: Maintain certificates for the current year plus 7 years to follow retention of the Council agenda packets.                                                                                                                                                                                                                                                                                                                                             |
| 02-05-06    | Candidate Filing Forms and Nomination Documents, Elected Officials       | Elected officials. Submitted in order to qualify for candidacy; includes nomination petition, declaration of candidacy, optional candidate statement, signature and residency verification, consent forms, ballot designation worksheet, optional Code of Fair Campaign Practices declaration, filing checklists and candidate statement receipt. Nomination petitions may be viewed by the public but not copied or distributed.                                                       | Clerk                |                    | AT+4            | GC 34090; 2 year minimum requirement<br>EC 17100; 4 years after term ends                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 02-05-07    | Candidate Filing Forms and Nomination Documents, Unsuccessful Candidates | Unsuccessful candidates.                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Clerk                |                    | AC+2            | GC 34090; 2 year minimum requirement<br>EC 17100; 4 years after term ends                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

02-00-00 CITY CLERK

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| Series Code | Series Name                                         | Description of Documents, As Needed                                                                                                                                                                            | Office of Record | Special Attributes | Total Retention | © Citations & Legal Basis                                                                                                                                                                                                                                                                                                                                                                                  |
|-------------|-----------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|--------------------|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 02-05-08    | Council Sponsored Measures, Charter-related         |                                                                                                                                                                                                                | Clerk            |                    | P               | GC 34460; Indefinite. Maintain copy of charter related documents in archives.<br>EC 17000-1; Affidavits and indexes are 5 years<br>EC 17302-6; 6 months after election, if no contest, for election records<br>GC 81009; Campaign reports, not including candidate's campaign statements                                                                                                                   |
| 02-05-09    | Council Sponsored Measures, Other                   | Ballot Question is approved by Council resolution. Direct Arguments for and against measures, and argument rebuttal filer and author are filed with the City Clerk. Does not include charter related measures. | Clerk            |                    | AC+5            | EC 17000-1; Affidavits and indexes are 5 years<br>EC 17302-6; 6 months after election, if no contest, for election records<br>GC 81009; Campaign reports, not including candidate's campaign statements<br><br>Administrative Decision: Maintain council sponsored measures not related to the City charter for 5 years after closure of the election to match retention for Municipal Election materials. |
| 02-05-10    | Initiative Measures, Referendums & Recall Petitions | Includes petitions with original signatures.                                                                                                                                                                   | Clerk            | C                  | AC+8M           | EC 17200; 8 months after election closes for initiative and referendum petitions.<br>EC 17400; 8 months after election/final examination for election recall petitions.                                                                                                                                                                                                                                    |
| 02-05-11    | Council Candidate Handbook                          | Information relating to running for and qualifying for City Council and filing requirements and obligations. Revised and replaced each election.                                                               | Clerk            |                    | AC+2            | GC 34090.7; Duplicate records may be destroyed within the 2 year minimum period.<br><br>Administrative Decision: Maintain for 2 years after election closes for relevance to subsequent elections.                                                                                                                                                                                                         |
| 02-05-12    | Measure Handbook                                    | Information regarding filing of direct arguments and rebuttals and timelines. Revised and replaced each election.                                                                                              | Clerk            |                    | AC+2            | GC 34090.7; Duplicate records may be destroyed within the 2 year minimum period.<br><br>Administrative Decision: Maintain for 2 years after election closes for relevance to subsequent elections.                                                                                                                                                                                                         |
| 02-05-13    | Historical Election Files                           | Copy of voter pamphlet and statistics for each election.                                                                                                                                                       | Clerk            |                    | P               | GC 34090; 2 year minimum<br>Administrative Record, State of California Guidelines<br><br>Administrative Decision: Maintain historical election files permanently for historical purposes.                                                                                                                                                                                                                  |
|             |                                                     |                                                                                                                                                                                                                |                  |                    |                 |                                                                                                                                                                                                                                                                                                                                                                                                            |

02-00-00 CITY CLERK

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| Series Code | Series Name                                                                                       | Description of Documents, As Needed                                                                                                                                                                                                                                                                                    | Office of Record | Special Attributes | Total Retention | © Citations & Legal Basis                                                                                                                                                 |
|-------------|---------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|--------------------|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 02-06-00    | <b>Fair Political Practices Commission</b>                                                        |                                                                                                                                                                                                                                                                                                                        |                  |                    |                 |                                                                                                                                                                           |
| 02-06-01    | General Information                                                                               | Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.                                                                                                                                             | All Depts        |                    | AR              | Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series. |
| 02-06-02    | Campaign Statements – Elected (Forms 410, 460, 470, 501, 497)                                     | FPPC Campaign Financial Disclosure Statements for Elected officials and candidate controlled and/or committees primarily formed to support or oppose them. Filing obligation exists until committee is terminated. Includes noticing and processing correspondence.                                                    | Clerk            |                    | P               | GC 81009(b); maintain elected indefinitely                                                                                                                                |
| 02-06-03    | Campaign Statements – Unsuccessful (Forms 410, 460, 470, 501, 497)                                | FPPC Campaign Financial Disclosure Statements for unsuccessful candidates for office including committees that directly support or oppose them. Filing obligation exists until committee is terminated. Includes noticing and processing correspondence.                                                               | Clerk            |                    | AT+5            | GC 81009(b); 5 years for unsuccessful candidates                                                                                                                          |
| 02-06-04    | Campaign Statements – Committees (Forms 410, 460, 470, 497)                                       | FPPC Campaign Financial Disclosure Statements for general purpose and ballot measure committees. Filing obligation exists until committee is terminated. Includes noticing and processing correspondence.                                                                                                              | Clerk            |                    | AC+5            | GC 81009(b); 5 years for unsuccessful                                                                                                                                     |
| 02-06-05    | Campaign and Form 700 tracking MS-Access databases.                                               | Tracks noticing, correspondence and filing dates.                                                                                                                                                                                                                                                                      | Clerk            |                    | IND             | Transitory Record; Databases are maintained while active                                                                                                                  |
| 02-06-06    | Statement of Economic Interests (Form 700) – Elected Officials & 87200 Filers                     | Mayor, City Councilmembers, Planning Commissioners, City Manager and City Attorney. Since 2016 Govt. Code Section 87200 filers file electronically with the FPPC. Copies retained on file.                                                                                                                             | Clerk            |                    | AC+7            | GC 81009(f); 4 year requirement for copies<br><br>Administrative Decision: Maintain all forms for 7 years per GC 81009(e) for consistency in retention.                   |
| 02-06-07    | Statement of Economic Interests (Form 700) – Employees & Commissioners, Consultants as applicable | Positions designated in the City's Conflict of Interest Code file with the City Clerk.                                                                                                                                                                                                                                 | Clerk            |                    | AC+7            | GC 81009(e); 7 year requirement for originals<br>GC 81009(f); 4 year requirement for copies                                                                               |
| 02-06-08    | Statement of Economic Interests (Form 700) – Candidates for Elective Office                       | Prior to election, Candidates' Statement of Economic Interests are filed with the City Clerk along with other election forms [see Elections]. (Originals are filed with the FPPC).                                                                                                                                     | Clerk            |                    | AC+7            | GC 81009(e); 7 year requirement for originals<br>GC 81009(f); 4 year requirement for copies                                                                               |
| 02-06-09    | Ethics Training Certifications                                                                    | Mayor and City Councilmembers are required to file with City Clerk every two years by state law. Arts & Culture Commissioners, Design Review Board Members, Financial Advisory Board, Parks & Recreation Commissioners and Planning Commissioners are also obligated to file with City Clerk (Resolution No. 2013–67.) | Clerk            |                    | AC+5            | GC 53235(b); 5 years                                                                                                                                                      |
| 02-06-10    | Forms 801, 802 and 806                                                                            | Gift to Agency Reports (Form 801), Ceremonial Role Events and Tickets (Form 802) and Public Official Appointments (Form 806) as applicable and necessary.                                                                                                                                                              | Clerk            |                    | AC+7            | FPPC Recommendation; 7 years as relates to 2 CCR 18944                                                                                                                    |



02-00-00 CITY CLERK

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| Series Code | Series Name                                                                         | Description of Documents, As Needed                                                                                                                                                                                                                                                                      | Office of Record | Special Attributes | Total Retention | © Citations & Legal Basis                                                                                                                                                                   |
|-------------|-------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|--------------------|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 02-06-11    | Quarterly Reports of Lobbyist and Employer                                          | Copies of reports filed with the FPCC on behalf of the City's Sacramento Lobbyist.                                                                                                                                                                                                                       | Clerk            |                    | CY+7            | GC 81009(e); 7 years for other reports and statements                                                                                                                                       |
| 02-07-00    | <b>Records Management</b>                                                           |                                                                                                                                                                                                                                                                                                          |                  |                    |                 |                                                                                                                                                                                             |
| 02-07-01    | General Information                                                                 | Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.                                                                                                                               | All Depts        |                    | AR              | Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.                   |
| 02-07-02    | Laserfiche EDMS                                                                     | Repository for official electronic records.                                                                                                                                                                                                                                                              | All Depts        |                    | IND             | Transitory Record; Databases are maintained while active                                                                                                                                    |
| 02-07-03    | Administration                                                                      | Program planning and policy development research and reference materials. (Reference library of manuals, catalogs, magazines, books, pamphlets, etc. Training materials). Purged/updated as needed.                                                                                                      | All Depts        |                    | CY+2            | GC 34090; 2 year minimum<br>Administrative Record, State of California Guidelines                                                                                                           |
| 02-07-04    | Deeds of Gift                                                                       | Certificates of gifts or transfers to outside agencies of City of El Cerrito records which are deemed to have historical value. Examples: El Cerrito Historical Society, Bancroft Library, California Local Government Records Program and archives.                                                     | Clerk            |                    | P               | GC 34090; 2 year minimum<br>Administrative Record, State of California Guidelines<br><br>Administrative Decision: Retain permanently for historical value                                   |
| 02-07-05    | Forms/Form Control                                                                  | Records Inventory, transfer and disposition forms and worksheets. Records retention update forms.                                                                                                                                                                                                        | Clerk            |                    | S               | Administrative Record, State of California Guidelines                                                                                                                                       |
| 02-07-06    | Destruction Certificates, Destruction Documentation and Department Destruction Logs | Signed certificates indicating final disposition of documents which have met or exceeded approved retention policy guidelines and have been destroyed. Each Department / Division will also maintain a permanent file of destruction certificates and logs subject to annual audits by City Clerk staff. | Clerk            |                    | P               | GC 34090; 2 year minimum requirement<br>State of California Guidelines; 2 years after superseded<br><br>Administrative Decision: Permanent for destruction approvals for tracking purposes. |
| 02-07-07    | Public Records Act and Information Requests                                         | Log and requests, correspondence, documentation and responses that require city-wide coordination across departments by the City Clerk. ( <i>Department specific Public Records Act Requests and Responses are maintained by the Department.</i> )                                                       | All Depts        |                    | AC+2            | GC 34090; 2 year minimum requirement<br>State of California Guidelines; 2 years after completion                                                                                            |
| 02-07-08    | Records Center Inventories                                                          | Index to all permanent and inactive records maintained in offsite storage.                                                                                                                                                                                                                               | Clerk            |                    | S+2             | GC 34090; 2 year minimum requirement<br>State of California Guidelines; 2 years after superseded                                                                                            |
| 02-07-09    | Records Management Manual                                                           | Manual of Records Management procedures and policy including instructions and forms. City Clerk will maintain one copy permanently. Departments to maintain current edition only.                                                                                                                        | Clerk            |                    | S+5             | GC 34090; 2 year minimum<br>CCP 343; 4 years to commence action<br>Administrative Record, State of California Guidelines recommends retaining for 5 years after superseded.                 |

## Record Retention Schedules and UFIRST™ Index

## 03-00-00 CITY MANAGEMENT

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|-------------|--------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|--------------------|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 03-01-00    | General City Management Materials          |                                                                                                                                                                            |                  |                    |                 |                                                                                                                                                                                                                               |
| 03-01-01    | General Information                        | Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group. | All Depts        |                    | AR              | Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.                                                     |
| 02-01-02    | City Manager Off-Agenda Reports to Council | Periodic operational news and off-agenda reports to Council from all City departments. Maintained electronically.                                                          | Clerk            |                    | CY+2            | GC 34090; 2 year minimum State of California Guidelines; 2 years for management reports                                                                                                                                       |
| 03-01-03    | Strategic Planning                         |                                                                                                                                                                            | Manager          |                    | S+2             | GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after strategic plan is superseded.                                                                                                              |
| 03-01-04    | Administrative Policies & Procedures       |                                                                                                                                                                            | Manager          |                    | S+5             | GC 34090; 2 year minimum CCP 343; 4 years to commence action Administrative Record, State of California Guidelines recommends retaining for 5 years after superseded.                                                         |
| 03-01-05    | Grand Jury                                 | Responses to routine Grand Jury requests that are sent to all cities in the County.                                                                                        | Manager          |                    | CY+2            | GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years                                                                                                                                |
| 03-01-06    | Public Outreach                            | Includes flyers, brochures and other community outreach.                                                                                                                   | Manager          |                    | S+2             | GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after superseded                                                                                                                                 |
| 03-01-07    | Press Releases                             |                                                                                                                                                                            | Manager          |                    | CY+2            | GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years                                                                                                                                |
| 03-01-08    | Newsletters                                | Retain one copy for historical purposes.                                                                                                                                   | Manager          | H                  | CY+2, AR        | GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after superseded<br><br>Administrative Decision: Maintain newsletters for the current year plus 2 years; review annually for historical content. |
| 03-01-09    | Event Planning                             |                                                                                                                                                                            | Manager          |                    | CY+2            | GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years                                                                                                                                |
| 03-01-10    | Grand Jury                                 | Responses to routine Grand Jury requests for information that are sent to all cities in the county.                                                                        | Manager          |                    | CY+5            | GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years<br><br>Administrative Decision: Maintain requests for the current year plus 5 years for reference purposes.                    |

## Record Retention Schedules and UFIRST™ Index

## 03-00-00 CITY MANAGEMENT

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| Series Code     | Series Name                                | Description of Documents, As Needed                                                                                                                                        | Office of Record | Special Attributes | Total Retention | © Citations & Legal Basis                                                                                                                                                                                                                                       |
|-----------------|--------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|--------------------|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 03-01-11        | Certificates of Insurance, Contractors     | Certificates provided by contractors and vendors for liability coverage.                                                                                                   | Manager          |                    | P               | GC 34090; 2 year minimum requirement State of California Guidelines; Permanent for insurance certificates filed separately from contracts/agreements, including insurance filed by licensees.                                                                   |
| <b>03-02-00</b> | <b>City Attorney Records</b>               |                                                                                                                                                                            |                  |                    |                 |                                                                                                                                                                                                                                                                 |
| 03-02-01        | General Information                        | Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group. | All Depts        |                    | AR              | Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.                                                                                       |
| 03-02-02        | Legal Opinions                             |                                                                                                                                                                            | Attorney         |                    | AC+2            | GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after superseded<br><br>Administrative Decision: Maintain legal opinions for 2 years after the matter is closed. The State's guideline is inconsistent with the type of documents. |
| 03-02-03        | Litigation                                 | Duplicate of originals on file with the County.<br><br>General cases<br><br>High profile cases                                                                             | Attorney         |                    | AC+7<br><br>P   | GC 34090; 2 year minimum requirement State of California Guidelines; 7 years after closure for case records; maintain high profile cases permanently.                                                                                                           |
| 03-02-04        | City Attorney Correspondence               | Attorney / Client privilege                                                                                                                                                | Attorney         | C                  | CY+2            | GC 34090; 2 year minimum requirement                                                                                                                                                                                                                            |
| 03-02-05        | Subpoenas Duces Tecum                      | Subpoenas for records or property.                                                                                                                                         | Records          |                    | CY+2            | GC 34090.7; Duplicate records may be destroyed at any point before the total retention period State of California Guidelines; Current year plus 2 years. Courts/County maintain the original record.                                                            |
| <b>03-03-00</b> | <b>General Information Technologies</b>    |                                                                                                                                                                            |                  |                    |                 |                                                                                                                                                                                                                                                                 |
| 03-03-01        | General Information                        | Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group. | All Depts        |                    | AR              | Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.                                                                                       |
| 03-03-02        | IT Help Desk                               | Support database that tracks requests for service and support.                                                                                                             | IT               |                    | IND             | Transitory Record; Databases are maintained while active                                                                                                                                                                                                        |
| 03-03-03        | Technical Network Diagrams                 | Documents related to network configuration.                                                                                                                                | IT               | C                  | IND             | Transitory Record; Databases are maintained while active                                                                                                                                                                                                        |
| <b>03-04-00</b> | <b>IT Projects &amp; Licensing Records</b> |                                                                                                                                                                            |                  |                    |                 |                                                                                                                                                                                                                                                                 |
| 03-04-01        | General Information                        | Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group. | All Depts        |                    | AR              | Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.                                                                                       |

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| Series Code | Series Name                      | Description of Documents, As Needed                                                                                                                                        | Office of Record | Special Attributes | Total Retention  | © Citations & Legal Basis                                                                                                                                                                                                                                                                                                 |
|-------------|----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|--------------------|------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 03-04-02    | Software Installation            | Includes executable software systems.                                                                                                                                      | IT               |                    | S+2              | Transitory Record; Maintain as long as necessary for current business activities.<br><br>Administrative Decision: Maintain software executables for 2 years after updates are released and installed to allow for roll-backs if errors occur.                                                                             |
| 03-04-03    | Licenses & Support               | Includes software EULA licenses, and maintenance and support agreements. Also may available on the vendor's website.                                                       | IT               |                    | AT+5             | CCP 337.2; Statutes of limitations of 4 years<br>CCP 343; Statutes of limitations of 4 years<br>48 CFR 4.601; 5 years after completion for procurements exceeding \$25,000                                                                                                                                                |
| 03-04-04    | Process / Users Guides           | Includes vendor provided manuals and in-house created how-to guides.                                                                                                       | IT               |                    | ACT              | Transitory Record; Maintain as long as necessary for current business activities.<br>GC 34090.7; Duplicate information may be destroyed within the 2 year minimum retention requirement.                                                                                                                                  |
| 03-04-05    | IT Initiated Projects            | Projects directly associated with IT and infrastructure management.                                                                                                        | IT               |                    | AC+2             | GC 34090; 2 year minimum requirement<br>State of California Guidelines; Current year plus 2 years for maintenance and operations                                                                                                                                                                                          |
| 03-04-06    | IT Supported Projects            | Assistance with departments on software acquisition and evaluation.                                                                                                        | IT               |                    | AC+2             | GC 34090; 2 year minimum requirement<br>State of California Guidelines; Current year plus 2 years for maintenance and operations                                                                                                                                                                                          |
|             |                                  |                                                                                                                                                                            |                  |                    |                  |                                                                                                                                                                                                                                                                                                                           |
| 03-05-00    | <b>Backup and Recovery Plans</b> |                                                                                                                                                                            |                  |                    |                  |                                                                                                                                                                                                                                                                                                                           |
| 03-05-01    | General Information              | Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group. | All Depts        |                    | AR               | Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.                                                                                                                                                 |
| 03-05-02    | Daily backup                     | 1 week incremental                                                                                                                                                         | IT               |                    | 1 Week Rotating  | GC 34090.7; Duplicate records may be destroyed within the 2 year minimum period<br>State of California Guidelines; Current month plus 2 months for daily backups<br><br>Administrative Decision: Maintain a 1 week rotating set of daily backups to allow for recovery. Information is duplicated on the file servers.    |
| 03-05-03    | Weekly Backup                    | 8 weeks full                                                                                                                                                               | IT               |                    | 8 Weeks Rotating | GC 34090.7; Duplicate records may be destroyed within the 2 year minimum period<br>State of California Guidelines; Current Month plus 6 months for weekly backups<br><br>Administrative Decision: Maintain an 8 week rotating set of weekly backups to allow for recovery. Information is duplicated on the file servers. |

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| Series Code | Series Name                          | Description of Documents, As Needed                                                                                                                                        | Office of Record | Special Attributes | Total Retention    | © Citations & Legal Basis                                                                                                                                                                                                                                                                     |
|-------------|--------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|--------------------|--------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 03-05-04    | Monthly Backup                       | Currently 12 month rotation full backup                                                                                                                                    | IT               |                    | 12 Months Rotating | GC 34090.7; Duplicate records may be destroyed within the 2 year minimum period<br>State of California Guidelines; Current month plus 1 year for monthly backups<br><br>Administrative Decision: Maintain a 12 month rotating backup set to allow for electronic record retention compliance. |
| 03-05-05    | E-mail Backup System                 | See e-mail policy for inbox and archive retention periods.                                                                                                                 | IT               |                    | Varies             | City Policy                                                                                                                                                                                                                                                                                   |
| 03-06-00    | <u>Arts &amp; Culture Commission</u> |                                                                                                                                                                            |                  |                    |                    |                                                                                                                                                                                                                                                                                               |
| 03-06-01    | General Information                  | Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group. | All Depts        |                    | AR                 | Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.                                                                                                                     |
| 03-06-02    | Agendas & Agenda Packets             |                                                                                                                                                                            | Clerk            |                    | CY+2               | GC 34090; 2 year minimum requirement<br>State of California Guidelines; Maintain for the Current Year plus 2 years                                                                                                                                                                            |
| 03-06-03    | Minutes                              |                                                                                                                                                                            | Clerk            |                    | P                  | GC 34090(e); Minutes of governing bodies, Permanent<br>GC 36814; Maintain record of proceedings<br>GC 40801; Maintain record of proceedings<br>State of California Guidelines; Permanent                                                                                                      |
|             |                                      |                                                                                                                                                                            |                  |                    |                    |                                                                                                                                                                                                                                                                                               |

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| Series Code     | Series Name                  | Description of Documents, As Needed                                                                                                                                        | Office of Record | Special Attributes | Total Retention | © Citations & Legal Basis                                                                                                                                                       |
|-----------------|------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|--------------------|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>03-07-00</b> | <b>Centennial Task Force</b> |                                                                                                                                                                            |                  |                    |                 |                                                                                                                                                                                 |
| 03-07-01        | General Information          | Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group. | All Depts        |                    | AR              | Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.       |
| 03-07-02        | Agendas & Agenda Packets     |                                                                                                                                                                            | Clerk            |                    | CY+2            | GC 34090; 2 year minimum requirement State of California Guidelines; Maintain for the Current Year plus 2 years                                                                 |
| 03-07-03        | Minutes                      |                                                                                                                                                                            | Clerk            |                    | P               | GC 34090(e); Minutes of governing bodies, Permanent GC 36814; Maintain record of proceedings GC 40801; Maintain record of proceedings State of California Guidelines; Permanent |
| <b>03-08-00</b> | <b>Charter Committee</b>     |                                                                                                                                                                            |                  |                    |                 |                                                                                                                                                                                 |
| 03-08-01        | General Information          | Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group. | All Depts        |                    | AR              | Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.       |
| 03-08-02        | Agendas & Agenda Packets     |                                                                                                                                                                            | Clerk            |                    | CY+2            | GC 34090; 2 year minimum requirement State of California Guidelines; Maintain for the Current Year plus 2 years                                                                 |
| 03-08-03        | Minutes                      |                                                                                                                                                                            | Clerk            |                    | P               | GC 34090(e); Minutes of governing bodies, Permanent GC 36814; Maintain record of proceedings GC 40801; Maintain record of proceedings State of California Guidelines; Permanent |

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| Series Code     | Series Name                          | Description of Documents, As Needed                                                                                                                                        | Office of Record | Special Attributes | Total Retention | © Citations & Legal Basis                                                                                                                                                                                                                                |
|-----------------|--------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|--------------------|-----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>04-01-00</b> | <b>General Accounting Group</b>      |                                                                                                                                                                            |                  |                    |                 |                                                                                                                                                                                                                                                          |
| 04-01-01        | General Information                  | Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group. | All Depts        |                    | AR              | Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.                                                                                |
| 04-01-02        | New World Systems Financial Database | Tyler Technologies                                                                                                                                                         | Finance          |                    | IND             | Transitory Record; Databases are maintained while active                                                                                                                                                                                                 |
| 04-01-03        | Journal Entries                      |                                                                                                                                                                            | Finance          |                    | AA+2            | GC 34090; 2 years minimum<br>State of California Guidelines; 2 years after audit                                                                                                                                                                         |
|                 |                                      |                                                                                                                                                                            |                  |                    |                 |                                                                                                                                                                                                                                                          |
| <b>04-02-00</b> | <b>Accounts Payable</b>              |                                                                                                                                                                            |                  |                    |                 |                                                                                                                                                                                                                                                          |
| 04-02-01        | General Information                  | Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group. | All Depts        |                    | AR              | Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.                                                                                |
| 04-02-02        | Accounts Payable Files               | Includes invoices and vendor information. Hardcopy checks, invoices and backup information are maintained.                                                                 | Finance          |                    | AA+4            | GC 34090; 2 year minimum requirement<br>State of California Guidelines; 4 years after audit                                                                                                                                                              |
| 04-02-03        | Payment Registers                    | Paper format check registers.                                                                                                                                              | Finance          |                    | AA+2            | GC 34090; 2 year minimum requirement<br>State of California Guidelines; 2 years after audit                                                                                                                                                              |
| 04-02-04        | Petty Cash                           | Includes petty cash requests, receipts, approvals and other backup documentation. Maintained by administrative staff in each department.                                   | All Depts        |                    | AA+4            | GC 34090; 2 year minimum requirement<br>State of California Guidelines; 4 years after audit                                                                                                                                                              |
| 04-02-05        | Quarterly Tax Payments               | Includes payments on sales and other taxes due.                                                                                                                            | Finance          |                    | AA+6            | GC 34090; 2 year minimum<br>29 USC 436; 5 years<br>26 CFR 31.6001; 4 years after tax return is filed<br>R&T 19530; 3 years after tax return is filed<br>29 CFR 516.2-6; Maintain at least 3 years<br>State of California Guidelines; 4 years after audit |
| 04-02-06        | CalCard Statements                   | Currently in paper format. Moving to electronic statements.                                                                                                                | Finance          |                    | AA+4            | GC 34090; 2 year minimum requirement<br>CCP 337; 4 year statute of limitations<br>State of California Guidelines; 4 years after audit                                                                                                                    |
| 04-02-07        | W-9 / 1099 Reporting                 | Also includes 1096 summary forms.                                                                                                                                          | Finance          |                    | AA+4            | GC 34090; 2 year minimum requirement<br>26 CFR 31.6001; 4 years after tax return is filed<br>R&T 19530; 3 years after tax return is filed<br>29 CFR 516.5; Maintain at least 3 years<br>State of California Guidelines; 4 years after audit              |
| 04-02-08        | Purchase Orders                      | Printed copy of the purchase order automatically required when the purchase order is created.                                                                              | Finance          |                    | AA+4            | GC 34090; 2 year minimum requirement<br>CCP 337; Statute of limitations<br>State of California Guidelines; 4 years after audit                                                                                                                           |
|                 |                                      |                                                                                                                                                                            |                  |                    |                 |                                                                                                                                                                                                                                                          |

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| Series Code     | Series Name                          | Description of Documents, As Needed                                                                                                                                        | Office of Record | Special Attributes | Total Retention | © Citations & Legal Basis                                                                                                                                                                                                                                        |
|-----------------|--------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|--------------------|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>04-03-00</b> | <b>Budgeting</b>                     |                                                                                                                                                                            |                  |                    |                 |                                                                                                                                                                                                                                                                  |
| 04-03-01        | General Information                  | Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group. | All Depts        |                    | AR              | Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.                                                                                        |
| 04-03-02        | Annual Budget                        | Includes general City budget, and PFA, MSC, Employee Pension Trust Board, and RDA/Successor Agency budgets.                                                                | Finance          |                    | AA+2            | GC 34090; 2 years minimum<br>State of California Guidelines; 2 years after audit                                                                                                                                                                                 |
| 04-03-03        | Budget Workpapers, Finance           | Includes workpapers, forecasts and other budget creation related documents maintained by the departments.                                                                  | Finance          |                    | AA+2            | GC 34090; 2 years minimum<br>State of California Guidelines; 2 years after audit                                                                                                                                                                                 |
| 04-03-04        | Budget Workpapers, Departmental      |                                                                                                                                                                            | All Depts        |                    | CY+2            | Transitory Record; Maintain as long as necessary for current business activities.<br>GC 34090.7; Duplicate information may be destroyed within the 2 year minimum retention requirement.                                                                         |
| 04-03-05        | Budget Adjustments & Journal Entries | Includes documentation on sales tax and Measure I receipts.                                                                                                                | Finance          |                    | AA+2            | GC 34090; 2 years minimum<br>State of California Guidelines; 2 years after audit                                                                                                                                                                                 |
| <b>04-04-00</b> | <b>Accounts Receivable</b>           |                                                                                                                                                                            |                  |                    |                 |                                                                                                                                                                                                                                                                  |
| 04-04-01        | General Information                  | Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group. | All Depts        |                    | AR              | Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.                                                                                        |
| 04-04-02        | Tax Billing                          | Includes sales, utility user, and other tax billing.                                                                                                                       | Finance          |                    | AA+3            | GC 34090; 2 year minimum requirement<br>CCP 338; Statute of limitations, 3 years for action<br>State of California Guidelines; 3 years after audit                                                                                                               |
| 04-04-03        | Master Fee Schedule                  |                                                                                                                                                                            | Finance          |                    | CY+2            | GC 34090; 2 year minimum requirement                                                                                                                                                                                                                             |
| 04-04-04        | Miscellaneous Receivables            |                                                                                                                                                                            | Finance          |                    | AA+4            | GC 34090; 2 year minimum requirement<br>CCP 337; Statute of limitations, 4 years for action<br>State of California Guidelines; 4 years after audit                                                                                                               |
| 04-04-05        | Cash Receipts & Deposits             | Includes cash, credit cards, credit card receipts and other miscellaneous revenue.                                                                                         | Finance          |                    | AA+4            | GC 34090; 2 year minimum requirement<br>CCP 337; Statute of limitations, 4 years for action<br>State of California Guidelines; 4 years after audit                                                                                                               |
| 04-04-06        | Collections                          |                                                                                                                                                                            | Finance          |                    | AA+6            | GC 34090; 2 year minimum requirement<br>CCP 337; Statute of limitations of 4 years<br>State of California Guidelines; 4 years after audit<br><br>Administrative Decision: Maintain for 6 years after the annual audit to follow credit improvement time periods. |
| 04-04-07        | Adjustments & Accruals               |                                                                                                                                                                            | Finance          |                    | AA+4            | GC 34090; 2 year minimum requirement<br>CCP 337; Statute of limitations, 4 years for action<br>State of California Guidelines; 4 years after audit                                                                                                               |



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| Series Code | Series Name                     | Description of Documents, As Needed                                                                                                                                        | Office of Record | Special Attributes | Total Retention | © Citations & Legal Basis                                                                                                                                                                                                                      |
|-------------|---------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|--------------------|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 04-04-08    | Trust Accounts                  | Includes developer escrow, police asset seizure and other trust accounts maintained by the City.                                                                           | Finance          |                    | AA+4            | GC 34090; 2 year minimum requirement CCP 337; Statute of limitations, 4 years for action State of California Guidelines; 4 years after audit                                                                                                   |
| 04-05-00    | <b>Debt Financing</b>           |                                                                                                                                                                            |                  |                    |                 |                                                                                                                                                                                                                                                |
| 04-05-01    | General Information             | Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group. | All Depts        |                    | AR              | Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.                                                                      |
| 04-05-02    | Bond Issues                     |                                                                                                                                                                            | Finance          |                    | P               | GC 43900-43903; Destruction guidelines for bonds FC 30210; Maintain State of California Guidelines; Permanent for bond issues                                                                                                                  |
| 04-05-03    | Bond Statements & Reports       | Includes official statements, arbitrage, annual statements, bond disclosure, bond pay-offs, bond covenant and cash/surety bonds.                                           | Finance          |                    | AC+10           | GC 34090; 2 year minimum requirement GC 43900-43903; Destruction guidelines for bonds CCP 337.5; Statutes of limitations, 10 years after expiration FC 30210; Maintain State of California Guidelines; 10 years after closure/expiration       |
| 04-05-04    | Capital Lease Payable           | For equipment leases                                                                                                                                                       | Finance          |                    | AE+5            | CCP 337; Statute of limitations of 4 years after termination CCP 343; Statute of limitations of 4 years 48 CFR 4; 5 years for procurements exceeding \$25,000 State of California Guidelines; 5 years after completion/expiration of the lease |
| 04-06-00    | <b>Auditing</b>                 |                                                                                                                                                                            |                  |                    |                 |                                                                                                                                                                                                                                                |
| 04-06-01    | General Information             | Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group. | All Depts        |                    | AR              | Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.                                                                      |
| 04-06-02    | CAFR Annual Financial Statement |                                                                                                                                                                            | Finance          |                    | P               | GC 34090; 2 years minimum State of California Guidelines; 7 years after audit<br><br>Administrative Decision: Maintain annual financial statements permanently.                                                                                |
| 04-06-03    | Single Audit                    | Includes the general audit of City financials.                                                                                                                             | Finance          |                    | P               | GC 34090; 2 years minimum State of California Guidelines; Permanent                                                                                                                                                                            |
| 04-06-04    | Annual Individual Audits        | Includes sales tax, utility users and other annual audits.                                                                                                                 | Finance          |                    | P               | GC 34090; 2 years minimum State of California Guidelines; Permanent                                                                                                                                                                            |
| 04-06-05    | IRS Audits                      |                                                                                                                                                                            | Finance          |                    | P               | GC 34090; 2 years minimum State of California Guidelines; Permanent                                                                                                                                                                            |

04-00-00 FINANCIAL SERVICES RECORDS

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| Series Code | Series Name             | Description of Documents, As Needed                                                                                                                                        | Office of Record | Special Attributes | Total Retention | © Citations & Legal Basis                                                                                                                                                                                                                                                                                                                                                                            |
|-------------|-------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|--------------------|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 04-06-06    | Year-End Work Papers    |                                                                                                                                                                            | Finance          |                    | AA+2            | GC 34090; 2 years minimum<br>State of California Guidelines; 2 years after audit.                                                                                                                                                                                                                                                                                                                    |
| 04-07-00    | Payroll                 |                                                                                                                                                                            |                  |                    |                 |                                                                                                                                                                                                                                                                                                                                                                                                      |
| 04-07-01    | General Information     | Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group. | All Depts        |                    | AR              | Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.                                                                                                                                                                                                                            |
| 04-07-02    | Employee Time Sheets    | Maintained by the department and signed by the employee. Includes time spreadsheets and working documents for time tracking. Soon to be electronic submissions.            | Finance          |                    | AA+6            | GC 34090; 2 year minimum requirement<br>29 CFR 516.2; Maintain<br>29 CFR 516.6; 2 years<br>R&T 19530; 3 years after tax return due<br>R&T 19704; 6 year statute of limitations<br>LC 1174; 2 years after pay period<br>26 CFR 31.6001-1; 4 years after tax return due<br>29 USC 255(a); 2 to 3 years statute of limitations for minimum wages<br>State of California Guidelines; 6 years after audit |
| 04-07-03    | Payroll Registers       | For reference and retention of old payroll processes and printouts.                                                                                                        | Finance          |                    | P               | GC 34090; 2 years minimum<br>GC 12946; 2 years after termination<br>29 CFR 516.2-6; 4 years after tax return filing<br>29 CFR 1627; 3 years<br>State of California Guidelines; Permanent                                                                                                                                                                                                             |
| 04-07-04    | PERS Retirement Reports | Employer contribution reports and circulars.                                                                                                                               | Finance          |                    | P               | GC 34090; 2 year minimum requirement<br>GC 12946; 2 years after submission or creation<br>29 CFR 1627.3(b)(2) EEOC/ADEA requires 1 year after benefit plan termination<br>State of California Guidelines; Permanent for PERS working documents, 4 years after termination for employee deduction reports.                                                                                            |
| 04-07-05    | Quarterly Returns       | Includes Form 941, DE9 and other quarterly returns.                                                                                                                        | Finance          |                    | AA+6            | GC 34090; 2 year minimum requirement<br>29 USC 436; 5 years<br>26 CFR 31.6001; 4 years after tax return is filed<br>R&T 19530; 3 years after tax return is filed<br>R&T 19704; 6 year statute of limitations<br>29 CFR 516.2-6; Maintain at least 3 years<br>State of California Guidelines; 4 years after audit                                                                                     |
| 04-07-06    | W-4 / DE-4 Forms        |                                                                                                                                                                            | Finance          |                    | AA+6            | GC 34090; 2 year minimum requirement<br>29 USC 436; 5 years<br>26 CFR 31.6001; 4 years after tax return is filed<br>R&T 19530; 3 years after tax return is filed<br>R&T 19704; 6 year statute of limitations<br>29 CFR 516.2-6; Maintain at least 3 years<br>State of California Guidelines; 4 years after audit                                                                                     |

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| Series Code | Series Name                             | Description of Documents, As Needed                                                                                                                                        | Office of Record | Special Attributes | Total Retention | © Citations & Legal Basis                                                                                                                                                                                                                                                                                        |
|-------------|-----------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|--------------------|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 04-07-07    | W-2s / W-2 Reporting                    |                                                                                                                                                                            | Finance          |                    | AA+6            | GC 34090; 2 year minimum requirement<br>29 USC 436; 5 years<br>26 CFR 31.6001; 4 years after tax return is filed<br>R&T 19530; 3 years after tax return is filed<br>R&T 19704; 6 year statute of limitations<br>29 CFR 516.2-6; Maintain at least 3 years<br>State of California Guidelines; 4 years after audit |
| 04-07-08    | Accrual Report                          | Management report for fringe benefit accruals.                                                                                                                             | Finance          |                    | AA+2            | GC 34090; 2 year minimum requirement<br>State of California Guidelines; Current year plus 2 years for management reports<br><br>Administrative Decision: Maintain accrual reports for 2 years after the annual audit to follow common finance retention periods.                                                 |
| 04-07-09    | Withholding Orders                      | Includes active garnishments, child support, IRS liens, FTB liens, vehicle registration liens, etc.                                                                        | Finance          |                    | AT+6            | GC 34090; 2 years minimum<br>R&T 19704; 6 year statute of limitations<br>29 USC 436; 5 years<br>26 CFR 31.6001-1; 4 years<br>29 CFR 516.5; Maintain at least 3 years<br>State of California Guidelines; 3 years after termination                                                                                |
|             |                                         |                                                                                                                                                                            |                  |                    |                 |                                                                                                                                                                                                                                                                                                                  |
| 04-08-00    | <b>Banking &amp; Investing</b>          |                                                                                                                                                                            |                  |                    |                 |                                                                                                                                                                                                                                                                                                                  |
| 04-08-01    | General Information                     | Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group. | All Depts        |                    | AR              | Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.                                                                                                                                        |
| 04-08-02    | Bank Statements & Reconciliations       |                                                                                                                                                                            | Finance          |                    | AA+6            | GC 34090; 2 years minimum<br>26 CFR 31.6001-1(e)(2); 4 years<br>State of California Guidelines; 5 years after audit                                                                                                                                                                                              |
| 04-08-03    | Investments                             | Broker notices, transaction confirmations.                                                                                                                                 | Finance          |                    | P               | GC34090; 2 year minimum requirement<br>CCP 337; Statutes of limitations, 4 years for action<br>State of California Guidelines; Permanent                                                                                                                                                                         |
| 04-08-04    | Quarterly Treasurer's Report to Council | Management report included in the agenda packet.                                                                                                                           | Finance          |                    | AA+2            | GC 34090; 2 years minimum<br>State of California Guidelines; 2 years after audit                                                                                                                                                                                                                                 |
|             |                                         |                                                                                                                                                                            |                  |                    |                 |                                                                                                                                                                                                                                                                                                                  |
| 04-09-00    | <b>Financial Reporting</b>              |                                                                                                                                                                            |                  |                    |                 |                                                                                                                                                                                                                                                                                                                  |
| 04-09-01    | General Information                     | Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group. | All Depts        |                    | AR              | Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.                                                                                                                                        |
| 04-09-02    | State Controllers Reports               |                                                                                                                                                                            | Finance          |                    | P               | GC 34090; 2 years minimum<br>State of California Guidelines; Permanent                                                                                                                                                                                                                                           |
| 04-09-03    | GASB 45, 68 & 72                        |                                                                                                                                                                            | Finance          |                    | P               | GC 34090; 2 years minimum<br>State of California Guidelines; Permanent                                                                                                                                                                                                                                           |

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| Series Code | Series Name                                    | Description of Documents, As Needed                                                                                                                                        | Office of Record | Special Attributes | Total Retention | © Citations & Legal Basis                                                                                                                                                                                                                                                                    |
|-------------|------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|--------------------|-----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 04-09-04    | Annual Street Reports - SCO                    |                                                                                                                                                                            | Finance          |                    | P               | GC 34090; 2 year minimum requirement<br>State of California Guidelines; Permanent                                                                                                                                                                                                            |
| 04-09-05    | Maintenance of Effort for Public Safety Report | Relates to an assembly bill. Required report for the annual street report.                                                                                                 | Finance          |                    | P               | GC 34090; 2 year minimum requirement<br>State of California Guidelines; Permanent                                                                                                                                                                                                            |
| 04-09-06    | CCTA Transit Reports - SCO                     | Includes reports on fuel and depreciation for fleet vehicles. Goes to the State Controller, MPC and the federal government.                                                | Finance          |                    | P               | GC 34090; 2 year minimum requirement<br>State of California Guidelines; Permanent                                                                                                                                                                                                            |
| 04-09-07    | Use Tax Reports                                | Reported to the BOE electronically and printed for reference. Includes sales & use tax reporting.                                                                          | Finance          |                    | AA+5            | GC 34090; 2 year minimum requirement<br>29 USC 436; 5 years<br>26 CFR 31.6001; 4 years after tax return is filed<br>R&T 19530; 3 years after tax return is filed<br>29 CFR 516.5; Maintain at least 3 years<br>State of California Guidelines; 4 years after audit                           |
| 04-09-08    | Underground Storage Tank Reports               | BOE fuel usage reports.                                                                                                                                                    | Finance          |                    | AA+5            | GC 34090; 2 year minimum requirement<br>29 USC 436; 5 years<br>26 CFR 31.6001; 4 years after tax return is filed<br>R&T 19530; 3 years after tax return is filed<br>29 CFR 516.5; Maintain at least 3 years<br>State of California Guidelines; 4 years after audit                           |
|             |                                                |                                                                                                                                                                            |                  |                    |                 |                                                                                                                                                                                                                                                                                              |
| 04-10-00    | <b>Business Licensing</b>                      |                                                                                                                                                                            |                  |                    |                 |                                                                                                                                                                                                                                                                                              |
| 04-10-01    | General Information                            | Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group. | All Depts        |                    | AR              | Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.                                                                                                                    |
| 04-10-02    | Business License Files                         | Includes the applications, renewals, customer correspondence and the license.                                                                                              | Finance          |                    | CY+4            | GC 34090; 2 year minimum requirement<br>CCP 337; Statute of limitations<br>State of California Guidelines; 4 years after termination<br><br>Administrative Decision: Maintain renewals for the current year plus 4 years to support the business license activity and to simplify retention. |
|             |                                                |                                                                                                                                                                            |                  |                    |                 |                                                                                                                                                                                                                                                                                              |

04-00-00 FINANCIAL SERVICES RECORDS

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| Series Code | Series Name           | Description of Documents, As Needed                                                                                                                                        | Office of Record | Special Attributes | Total Retention | © Citations & Legal Basis                                                                                                                                                                                                                             |
|-------------|-----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|--------------------|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 04-11-00    | <b>Fixed Assets</b>   |                                                                                                                                                                            |                  |                    |                 |                                                                                                                                                                                                                                                       |
| 04-11-01    | General Information   | Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group. | All Depts        |                    | AR              | Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.                                                                             |
| 04-11-02    | Capital Assets        | Includes the depreciation schedule spreadsheet.                                                                                                                            | Finance          |                    | AA+4            | GC 34090; 2 year minimum requirement State of California Guidelines; 4 years after audit for tax reporting.<br><br>Administrative Decision: Maintain depreciation schedules for 4 years after the annual audit to follow retention for tax reporting. |
| 04-11-03    | Fixed Asset Inventory |                                                                                                                                                                            | Finance          |                    | AA+4            | GC 34090; 2 year minimum requirement State of California Guidelines; 4 years after audit for fixed asset inventories, no specific retention for depreciation schedules.                                                                               |

05-00-00 HUMAN RESOURCES

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| Series Code | Series Name                          | Description of Documents, As Needed                                                                                                                                                                                                                                                                                                                                                                 | Office of Record | Special Attributes | Total Retention | © Citations & Legal Basis                                                                                                                                                                                                                                                                                    |
|-------------|--------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|--------------------|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 05-01-00    | Personnel Files                      |                                                                                                                                                                                                                                                                                                                                                                                                     |                  |                    |                 |                                                                                                                                                                                                                                                                                                              |
| 05-01-01    | General Information & Administration | Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.                                                                                                                                                                                                                          | All Depts        |                    | AR              | Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.                                                                                                                                    |
| 05-01-02    | Full & Part Time Employees           | Includes Personnel Action Forms, original application, training certificates, educational incentive programs & tuition reimbursement, performance evaluations, disciplinary actions, EDD claims, DOJ fingerprinting, employment contracts / agreements (not including union negotiations and resulting contracts/agreements), insurance information, fingerprints and miscellaneous communications. | HR               | C                  | AS+6            | 29 CFR 1627.3 - 4; 3 years after termination<br>29 CFR 1602.30 - 32; 2 - 3 years after termination<br>29 CFR 516.5 - 6; 3 years after action<br>29 USC 1113; 6 years after date of last action<br>GC 12946; 2 years after termination or action<br>State of California Guidelines; 3 years after termination |
| 05-01-03    | Temporary & Seasonal Employees       | Non-benefited, hourly employees. Filed alphabetically by employee in one file.                                                                                                                                                                                                                                                                                                                      | HR               | C                  | AS+6            | 29 CFR 1627.3 - 4; 3 years after termination<br>29 CFR 1602.30 - 32; 2 - 3 years after termination<br>29 CFR 516.5 - 6; 3 years after action<br>29 USC 1113; 6 years after date of last action<br>GC 12946; 2 years after termination or action<br>State of California Guidelines; 3 years after termination |
| 05-01-04    | Councilmembers                       | Includes minimal pay structure.                                                                                                                                                                                                                                                                                                                                                                     | HR               | C                  | AS+6            | 29 CFR 1627.3 - 4; 3 years after termination<br>29 CFR 1602.30 - 32; 2 - 3 years after termination<br>29 CFR 516.5 - 6; 3 years after action<br>29 USC 1113; 6 years after date of last action<br>GC 12946; 2 years after termination or action<br>State of California Guidelines; 3 years after termination |
| 05-01-05    | Employee Medical Files               | FMLA, exposure, doctor's notes, worker's compensation claim approvals and other medical information.                                                                                                                                                                                                                                                                                                | HR               | C                  | AS+30           | 8 CCR 15400; Maintain reports<br>LC 110 - 139.6; 5 years for auditing<br>LC 6410; OSHA, maintain<br>29 CFR 1627.3(b)(1); 1 year from action<br>29 CFR 1910.1020; 30 years after employee termination<br>State of California Guidelines; 30 after completion/closure                                          |

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|-------------|-------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|--------------------|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 05-01-06    | I-9 Forms - Full Time Employees     | Maintained in a binder.                                                                                                                                                    | HR               |                    | AS+3            | GC 12946; 2 years after completion/position filled<br>GC 6250; Public Records Act, release of confidential information<br>29 CFR 1602.14; 1 year after position filled<br>29 CFR 1607; Maintain<br>29 CFR 1627.3(b)(1); 1 year from action<br>29 USC 211c; Maintain, no retention period stated<br>USCIS Form I-9; Maintain for 3 years after completion or 1 year after employment is terminated, whichever is longer.<br><br>Administrative Decision: Maintain for 3 years after separation to follow the longest retention on the I-9 Form guidelines. |
| 05-02-00    | <b>Personnel Management Records</b> |                                                                                                                                                                            |                  |                    |                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 05-02-01    | General Information                 | Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group. | All Depts        |                    | AR              | Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.                                                                                                                                                                                                                                                                                                                                                                                 |
| 05-02-02    | Personnel Rules & Regulations       |                                                                                                                                                                            | HR               |                    | S+2             | GC 34090; 2 year minimum requirement<br>State Recommendation; 2 years after superseded                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 05-02-03    | Job Descriptions                    |                                                                                                                                                                            | HR               |                    | S+2             | GC 34090; 2 year minimum requirement<br><br>Administrative Decision: Maintain job description for 2 years after superseded to meet the minimum requirement and method of managing the documents.                                                                                                                                                                                                                                                                                                                                                          |
| 05-02-04    | Salary Schedule                     | Specific for each job and broken down by bargaining unit.                                                                                                                  | HR               |                    | S+10            | GC 34090; 2 year minimum<br>GC 12946; 2 years after completion/position filled<br>29 CFR 516.6(2); 2 years for wage rate tables, etc.<br>2 CCR 570.5; 5 years for pay schedules and special compensation records<br>29 CFR 1602.14; 1 year after action/change<br>State of California Guidelines; Retain records for the current year they are drafted, plus two additional years.<br><br>Administrative Decision: Maintain salary schedules for 10 years after superseded for trending reference and relation to current and previous contracts.         |
| 05-02-05    | Salary Surveys                      |                                                                                                                                                                            | HR               |                    | CY+2            | GC 34090; 2 year minimum<br>GC 12946; 2 years after completion/position filled<br>29 CFR 516.6(2); 2 years for wage rate tables, etc.<br>29 CFR 1602.14; 1 year after action/change<br>State of California Guidelines; Retain records for the current year plus 2 years.                                                                                                                                                                                                                                                                                  |

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| Series Code | Series Name                      | Description of Documents, As Needed                                                                                                                                                                      | Office of Record | Special Attributes | Total Retention              | © Citations & Legal Basis                                                                                                                                                                                                                                                                                                                                |
|-------------|----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|--------------------|------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 05-02-06    | EEOC Claims                      | Hired employees, non-sworn:<br><br>Hired employees, sworn:<br><br>Applicants who filed a complaint:                                                                                                      | HR               |                    | AT+2<br><br>AT+5<br><br>AC+2 | GC 34090; 2 year minimum requirement<br>GC 12946; 2 years after completion<br>29 CFR 1602.14; 1 year after action/change<br>29 USC 211c; Maintain, indefinite<br>29 USC 203m; Definitions<br>29 USC 207g; Definitions<br>State of California Guidelines; 2 years after termination for general employees, 5 years after termination for safety employees |
| 05-02-07    | Employee Complaints              | Including harrassment complaints.<br><br>Hired employees, non-sworn:<br><br>Hired employees, sworn:                                                                                                      | HR               |                    | AT+2<br><br>AT+5             | GC 34090; 2 year minimum requirement<br>GC 12946; 2 years after completion<br>29 CFR 1602.14; 1 year after action/change<br>29 USC 211c; Maintain, indefinite<br>29 USC 203m; Definitions<br>29 USC 207g; Definitions<br>State of California Guidelines; 2 years after termination for general employees, 5 years after termination for safety employees |
| 05-03-00    | Personnel Recruitment Records    |                                                                                                                                                                                                          |                  |                    |                              |                                                                                                                                                                                                                                                                                                                                                          |
| 05-03-01    | General Information              | Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.                               | All Depts        |                    | AR                           | Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.                                                                                                                                                                                |
| 05-03-02    | Recruitment File                 | Physical files include applications, practical test and assessment centers, oral board, rejection letters and eligibility lists. Remaining documents managed in NEOGOV.                                  | HR               |                    | AC+3                         | GC 12946; 2 years after completion/position filled<br>29 CFR 1602.14; 1 year after position filled<br>29 CFR 1627.3; 1 year after position filled<br>State of California Guidelines; 3 years after completion/position filled                                                                                                                            |
| 05-04-00    | Safety & Training Records        |                                                                                                                                                                                                          |                  |                    |                              |                                                                                                                                                                                                                                                                                                                                                          |
| 05-04-01    | General Information              | Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.                               | All Depts        |                    | AR                           | Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.                                                                                                                                                                                |
| 05-04-02    | Injury & Illness Prevention Plan | Workers compensation policy and general safety information.                                                                                                                                              | HR               |                    | S+5                          | GC 34090; 2 year minimum,<br>8 CCR 3204; 1 year for IIPP training records<br>State of California Guideline; 5 years after superceded or expired                                                                                                                                                                                                          |
| 05-04-03    | Employee Training Programs       | Sign-in sheets, handouts, consultant training programs, tailgate meetings and other program information for general employee training and lunchtime workshops. Does not include Police or Fire training. | HR               |                    | CY+7                         | GC 34090; 2 year minimum requirement<br>29 CFR 1627.3(b); 1 year for training records<br>GC 12946; 2 years after termination<br>GC 6250; PRA, confidential record status<br>State of California Guidelines; Current year plus 7 years for non-safety training records. Current year plus 2 years for certificates and designations training.             |



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| Series Code | Series Name                           | Description of Documents, As Needed                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Office of Record | Special Attributes | Total Retention              | © Citations & Legal Basis                                                                                                                                                                                                                                                                                            |
|-------------|---------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|--------------------|------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 05-04-04    | Random Drug Pulls - DOT               | Records of inspection, maintenance, and calibration of EBTs<br><br>Records of negative and cancelled drug test results and alcohol test results with a concentration of less than 0.02<br><br>Records of alcohol test results indicating an alcohol concentration of 0.02 or greater; records of verified positive drug test results; documentation of refusals to take required alcohol and/or drug tests (including substituted or adulterated drug test results); SAP reports; and all follow-up tests and schedules for follow-up tests.<br><br>All filed by year completed. | HR               | C                  | CY+2<br><br>CY+1<br><br>CY+5 | 49 CFR 40.333; 1 to 5 years depending upon document type. All documents must be maintain in a secured area.                                                                                                                                                                                                          |
| 05-04-05    | DMV Pull Notice Program               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | HR               | C                  | S                            | VC 1808.1; must pull record at least every 12 months                                                                                                                                                                                                                                                                 |
| 05-05-00    | <b>Worker's Compensation Records</b>  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                  |                    |                              |                                                                                                                                                                                                                                                                                                                      |
| 05-05-01    | General Information                   | Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.                                                                                                                                                                                                                                                                                                                                                                                                       | All Depts        |                    | AR                           | Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.                                                                                                                                            |
| 05-05-02    | Workers Compensation Claims           | Includes copies of information from the TPA on the employee claim. Doctor's notes stored in the employee's medical file.                                                                                                                                                                                                                                                                                                                                                                                                                                                         | HR               | C                  | P                            | 8 CCR 15400; Maintain reports<br>8 CCR 15400.2; 5 years<br>8 CCR 10102; 5 years<br>LC 129(a); 5 years for auditing<br>State of California Guidelines; Permanent for workers compensation working files (claim files, reports, incidents). Originals filed with third party administrator.                            |
| 05-05-03    | Third Pary Administrator - MPA        | Correspondence, reports and general information from the TPA.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | HR               |                    | CY+2, AR                     | GC 34090; 2 year minimum requirement<br>State of California Guidelines; Administrative Record                                                                                                                                                                                                                        |
| 05-05-04    | OSHA 300 Reports & Logs               | Maintained electronically as attachments to e-mail. Also includes quarterly audit reports.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | HR               |                    | CY+5                         | GC 34090; 2 year minimum requirement<br>29 CFR 1904.33; 5 years for OSHA reports<br>8 CCR 14300.33; 5 years for OSHA 300 reports<br>8 CCR 10102; 5 years from date of injury<br>State of California Guideline: 5 years after completed                                                                               |
| 05-05-05    | Workers Compensation Loss Run Reports | Monthly reports                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | HR               |                    | CY+5                         | 8 CCR 15400; Maintain reports<br>8 CCR 15400.2; 5 years<br>8 CCR 10102; 5 years<br>LC 129(a); 5 years for auditing<br>State of California Guidelines; State recommends Permanent retention, but no relevant statues; Risk Management Reports (including Loss Analysis Reports) are 5 years after completion/closure. |

05-00-00 HUMAN RESOURCES

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| Series Code     | Series Name                       | Description of Documents, As Needed                                                                                                                                                                                                                                                                    | Office of Record | Special Attributes | Total Retention | © Citations & Legal Basis                                                                                                                                                                                                              |
|-----------------|-----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|--------------------|-----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>05-06-00</b> | <b>CalPERS &amp; PARS Records</b> |                                                                                                                                                                                                                                                                                                        |                  |                    |                 |                                                                                                                                                                                                                                        |
| 05-06-01        | General Information               | Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.                                                                                                                             | All Depts        |                    | AR              | Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.                                                              |
| 05-06-02        | Plan Contracts & Plan Amendments  | Accessible electronically on the myCalPERS website. Original hardcopy maintained by the City Clerk.                                                                                                                                                                                                    | Clerk            |                    | P               | GC 34090; 2 year minimum requirement<br>GC 12946; 2 years after submission or creation<br>29 CFR 1627.3(b)(2) EEOC/ADEA requires 1 year after benefit plan termination<br>State of California Guidelines; Permanent for PERS documents |
| 05-06-03        | Rate Changes                      | Supplied by PERS for rate changes. Accessible electronically on the myCalPERS website.                                                                                                                                                                                                                 | HR               |                    | P               | GC 34090; 2 year minimum requirement<br>GC 12946; 2 years after submission or creation<br>29 CFR 1627.3(b)(2) EEOC/ADEA requires 1 year after benefit plan termination<br>State of California Guidelines; Permanent for PERS documents |
| 05-06-04        | Valuation Reports                 | Supplied by PERS for rate changes. Accessible electronically on the myCalPERS website.                                                                                                                                                                                                                 | HR               |                    | P               | GC 34090; 2 year minimum requirement<br>GC 12946; 2 years after submission or creation<br>29 CFR 1627.3(b)(2) EEOC/ADEA requires 1 year after benefit plan termination<br>State of California Guidelines; Permanent for PERS documents |
| <b>05-07-00</b> | <b>Benefit Records</b>            |                                                                                                                                                                                                                                                                                                        |                  |                    |                 |                                                                                                                                                                                                                                        |
| 05-07-01        | General Information               | Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.                                                                                                                             | All Depts        |                    | AR              | Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.                                                              |
| 05-07-02        | Employee Benefits                 | Includes the benefits guide and plan documents given to employees for medical, dental, vision, flexible benefits, short & long term disability, life insurance, deferred compensation, employee assistance program and other benefit plans. Also includes the annual benefit renewals from the broker. | HR               |                    | S+2             | GC 34090; 2 year minimum<br>GC 12946; 2 years after submission or creation<br>29 CFR 1627.3(b)(2) EEOC/ADEA requires 1 year after benefit plan termination<br>State of California Guidelines; 2 years after action                     |

05-00-00 HUMAN RESOURCES

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| Series Code     | Series Name                    | Description of Documents, As Needed                                                                                                                                        | Office of Record | Special Attributes | Total Retention  | © Citations & Legal Basis                                                                                                                                                                                                                                                                                        |
|-----------------|--------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|--------------------|------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>05-08-00</b> | <b>Labor Relations Records</b> |                                                                                                                                                                            |                  |                    |                  |                                                                                                                                                                                                                                                                                                                  |
| 05-08-01        | General Information            | Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group. | All Depts        |                    | AR               | Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.                                                                                                                                        |
| 05-08-02        | Negotiations                   |                                                                                                                                                                            | HR               |                    | P                | 29 USC 211c; Maintain, indefinite<br>29 USC 203m; Definitions<br>29 USC 207g; Definitions<br>State of California Guidelines; Permanent                                                                                                                                                                           |
| 05-08-03        | Memorandums of Understanding   | Includes management / confidential resolution.                                                                                                                             | HR               |                    | P                | 29 USC 211c; Maintain, indefinite<br>29 USC 203m; Definitions<br>29 USC 207g; Definitions<br>State of California Guidelines; Permanent                                                                                                                                                                           |
| 05-08-04        | Grievances                     | Hired employees, non-sworn:<br><br>Hired employees, sworn:                                                                                                                 | HR               |                    | AS+2<br><br>AS+5 | GC 12946; 2 years after completion<br>29 CFR 1602.14; 1 year after action/change<br>29 USC 211c; Maintain, indefinite<br>29 USC 203m; Definitions<br>29 USC 207g; Definitions<br>State of California Guidelines; 2 years after termination for general employees, 5 years after termination for safety employees |
| <b>05-09-00</b> | <b>Risk Management Records</b> |                                                                                                                                                                            |                  |                    |                  |                                                                                                                                                                                                                                                                                                                  |
| 05-09-01        | General Information            | Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group. | All Depts        |                    | AR               | Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.                                                                                                                                        |
| 05-09-02        | MPA Correspondence & Reports   | Municipal Pooling Authority is the third party administrator. General information and correspondence with the JPA. Does not include liability loss reports.                | HR               |                    | CY+2, AR         | GC 34090; 2 year minimum requirement<br>State of California Guidelines; Administrative Record                                                                                                                                                                                                                    |
| 05-09-03        | Claims Against the City        | Filed individually by claim.                                                                                                                                               | HR               |                    | AC+6             | GC 34090; 2 year minimum requirement<br>29 USC 1113; 6 years after date of last action, or 3 years after plaintiff had knowledge of breach or violation, whichever comes first.<br>State of California Guideline; 5 years after settlement or closure                                                            |
| 05-09-04        | Recovery Claims                | Claims by the City for damages from another person or entity.                                                                                                              | HR               |                    | AC+6             | GC 34090; 2 year minimum requirement<br>29 USC 1113; 6 years after date of last action, or 3 years after plaintiff had knowledge of breach or violation, whichever comes first.<br>State of California Guideline; 5 years after settlement or closure                                                            |

05-00-00 HUMAN RESOURCES

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| Series Code | Series Name                                    | Description of Documents, As Needed                            | Office of Record | Special Attributes | Total Retention | © Citations & Legal Basis                                                                                                                                                                                                                                                                                                                                                                                                        |
|-------------|------------------------------------------------|----------------------------------------------------------------|------------------|--------------------|-----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 05-09-05    | Incident Reports                               | Reports submitted by the associated department.                | HR               |                    | AC+7            | GC 34090; 2 year minimum requirement<br>42 USC 1983; Definitions<br>29 CFR 1904.2-7; OSHA recordkeeping<br>GC 25105.5; 5 years after closure/completion<br>29 USC 1113; 6 years after date of last action, or 3 years after plaintiff had knowledge of breach or violation, whichever comes first.<br>GC 910 - 913; 6 months to 1 year after event occurs.<br>State of California Guideline; 7 years after settlement or closure |
| 05-09-06    | Liability Loss Reports                         |                                                                | HR               |                    | CY+5            | GC 34090; 2 year minimum requirement<br>29 CFR 1904.33; maintain OSHA reports for 5 years from the end of the calendar year they relate to.<br>8 CCR 10102; whichever is longer of the following: 5 years from date of injury; 1 year from date compensation was last provided; upon payment of all compensation due; when audit findings are final.<br>State of California Guideline: 5 years after completed                   |
| 05-09-07    | General City Insurance Policies & Certificates | Includes facilities, auto and other general insurance policies | HR               |                    | P               | GC 34090; 2 year minimum<br>State of California Guidelines; Permanent for liability and property insurance                                                                                                                                                                                                                                                                                                                       |
| 05-09-08    | Ergonomic Requests & Accommodations            |                                                                | HR               |                    | AC+2            | GC 34090; 2 year minimum<br>State of California Guidelines; Current year plus 2 years for employee statistics, benefit activity and liability loss reports.<br><br>Administrative Decision: Maintain requests for 2 years after completed.                                                                                                                                                                                       |

06-00-00 COMMUNITY DEVELOPMENT

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| Series Code     | Series Name                                 | Description of Documents, As Needed                                                                                                                                        | Office of Record | Special Attributes | Total Retention | © Citations & Legal Basis                                                                                                                                                                                               |
|-----------------|---------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|--------------------|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>06-01-00</b> | <b>Community Development Administration</b> |                                                                                                                                                                            |                  |                    |                 |                                                                                                                                                                                                                         |
| 06-01-01        | General Information                         | Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group. | All Depts        |                    | AR              | Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.                                               |
| 06-01-02        | CRW Trackit Database                        |                                                                                                                                                                            | CD Admin         |                    | IND             | Transitory Record; Databases are maintained while active                                                                                                                                                                |
| 06-01-03        | Community Surveys                           |                                                                                                                                                                            | CD Admin         |                    | AC+2            | GC 34090; 2 year minimum<br>State of California Guidelines; 2 years after completion for general studies and surveys                                                                                                    |
| 06-01-04        | Public Noticing                             |                                                                                                                                                                            | CD Admin         |                    | CY+4            | GC 34090; 2 year minimum requirement<br>CCP 343; Statutes of limitations, 4 years                                                                                                                                       |
| <b>06-02-00</b> | <b>Planning Applications &amp; Projects</b> |                                                                                                                                                                            |                  |                    |                 |                                                                                                                                                                                                                         |
| 06-02-01        | General Information                         | Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group. | All Depts        |                    | AR              | Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.                                               |
| 06-02-02        | Accessory Dwelling Units                    |                                                                                                                                                                            | Planning         |                    | P               | GC 34090(a); Real property records, maintain Permanently<br>GC 4003, 4004; Maintain costs, records and plans H&S 19850; Building plans - Life of Building, with exceptions<br>State of California Guidelines; Permanent |
| 06-02-03        | Certificate of Compliance                   |                                                                                                                                                                            | Planning         |                    | P               | GC 34090(a); Real property records, maintain Permanently<br>State of California Guidelines; Permanent                                                                                                                   |
| 06-02-04        | Chicken Clearance                           | Ministerial permit to keep chickens. Includes unanimous neighbor consents.                                                                                                 | Planning         |                    | P               | GC 34090(a); Real property records, maintain Permanently<br>State of California Guidelines; Permanent                                                                                                                   |
| 06-02-05        | Design Review                               | Administrative and board approved                                                                                                                                          | Planning         |                    | P               | GC 34090(a); Real property records, maintain Permanently<br>GC 4003, 4004; Maintain costs, records and plans H&S 19850; Building plans - Life of Building, with exceptions<br>State of California Guidelines; Permanent |
| 06-02-06        | Development Agreements                      |                                                                                                                                                                            | Planning         |                    | P               | GC 34090(a); Real property records, maintain Permanently<br>GC 4003, 4004; Maintain costs, records and plans H&S 19850; Building plans - Life of Building, with exceptions<br>State of California Guidelines; Permanent |
| 06-02-07        | Environmental Review                        | Includes final EIRs, mitigated negative declarations, notices of determination, initial studies and other environmental documents.                                         | Planning         |                    | P               | GC 34090; 2 year minimum requirement<br>State of California Guidelines; Permanent recommendation for environmental related documents.                                                                                   |

06-00-00 COMMUNITY DEVELOPMENT

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| Series Code | Series Name                      | Description of Documents, As Needed                                         | Office of Record | Special Attributes | Total Retention | © Citations & Legal Basis                                                                                                                                                                                                  |
|-------------|----------------------------------|-----------------------------------------------------------------------------|------------------|--------------------|-----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 06-02-08    | Fence Clearance                  | Ministerial permit required to build a fence.                               | Planning         |                    | P               | GC 34090(a); Real property records, maintain Permanently<br>State of California Guidelines; Permanent                                                                                                                      |
| 06-02-09    | Goat Weed Abatement              | Ministerial permit to use goats for weed clearance.                         | Planning         |                    | P               | GC 34090(a); Real property records, maintain Permanently<br>State of California Guidelines; Permanent                                                                                                                      |
| 06-02-10    | Home Occupation Permits          | Zoning check for home occupations.                                          | Planning         |                    | P               | GC 34090(a); Real property records, maintain Permanently<br>State of California Guidelines; Permanent                                                                                                                      |
| 06-02-11    | Honeybee Clearance               | Ministerial permit to keep honeybees. Includes unanimous neighbor consents. | Planning         |                    | P               | GC 34090(a); Real property records, maintain Permanently<br>State of California Guidelines; Permanent                                                                                                                      |
| 06-02-12    | Large Family Daycare             | Zoning check for daycare use.                                               | Planning         |                    | P               | GC 34090(a); Real property records, maintain Permanently<br>State of California Guidelines; Permanent                                                                                                                      |
| 06-02-13    | Lot Line Adjustments             |                                                                             | Planning         |                    | P               | GC 34090(a); Real property records, maintain Permanently                                                                                                                                                                   |
| 06-02-14    | Lot Merger                       |                                                                             | Planning         |                    | P               | GC 34090(a); Real property records, maintain Permanently<br>CC 1351; definitions, community property<br>State of California Guidelines; Permanent                                                                          |
| 06-02-15    | Massage Operator Permits         |                                                                             | Planning         |                    | P               | GC 34090; 2 years minimum<br>State of California Guidelines; Current year plus 2 years for temporary use permits<br><br>Administrative Decision: Maintain permanently for retention purposes.                              |
| 06-02-16    | Subdivision / Parcel Maps        |                                                                             | Planning         |                    | P               | GC 34090(a); Real property records, maintain Permanently<br>CC 1351; definitions, community property<br>State of California Guidelines; Permanent                                                                          |
| 06-02-17    | Rebuild or Interpretation Letter |                                                                             | Planning         |                    | P               | GC 34090(a); Real property records, maintain Permanently                                                                                                                                                                   |
| 06-02-18    | Sign Permits - Permanent         |                                                                             | Planning         |                    | P               | GC 34090(a); Real property records, maintain Permanently<br>GC 4003, 4004; Maintain costs, records and plans<br>H&S 19850; Building plans - Life of Building, with exceptions<br>State of California Guidelines; Permanent |
| 06-02-19    | Sign Permits - Temporary         |                                                                             | Planning         |                    | AC+2            | GC 34090; 2 years minimum<br>State of California Guidelines; Current year plus 2 years for Temporary Use Permits                                                                                                           |
| 06-02-20    | Specific Plans                   |                                                                             | Planning         |                    | P               | GC 34090(a); Real property records, maintain Permanently<br>GC 4003, 4004; Maintain costs, records and plans<br>H&S 19850; Building plans - Life of Building, with exceptions<br>State of California Guidelines; Permanent |

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| Series Code | Series Name                       | Description of Documents, As Needed                                       | Office of Record | Special Attributes | Total Retention | © Citations & Legal Basis                                                                                                                                                                     |
|-------------|-----------------------------------|---------------------------------------------------------------------------|------------------|--------------------|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 06-02-21    | Street Vacations                  |                                                                           | Planning         |                    | P               | GC 34090(a); Real property records, maintain Permanently<br>CC 1351; definitions, community property<br>State of California Guidelines; Permanent                                             |
| 06-02-22    | Temporary Use Permits             |                                                                           | Planning         |                    | AC+2            | GC 34090; 2 years minimum<br>State of California Guidelines; Current year plus 2 years for Temporary Use Permits                                                                              |
| 06-02-23    | Tentative Maps - Major            |                                                                           | Planning         |                    | P               | GC 34090(a); Real property records, maintain Permanently<br>CC 1351; definitions, community property<br>State of California Guidelines; Permanent                                             |
| 06-02-24    | Tentative Maps - Minor            |                                                                           | Planning         |                    | P               | GC 34090(a); Real property records, maintain Permanently<br>CC 1351; definitions, community property<br>State of California Guidelines; Permanent                                             |
| 06-02-25    | Tobacco License Renewal           |                                                                           | Planning         |                    | P               | GC 34090; 2 years minimum<br>State of California Guidelines; Current year plus 2 years for temporary use permits<br><br>Administrative Decision: Maintain permanently for retention purposes. |
| 06-02-26    | Use Permits                       | Administrative and commission approved. Includes conditional use permits. | Planning         |                    | P               | GC 34090(a); Real property records, maintain Permanently<br>State of California Guidelines; Current year plus 2 years for forms and documents related to federal and state agency permits     |
| 06-02-27    | Variances                         |                                                                           | Planning         |                    | P               | GC 34090(a); Real property records, maintain Permanently<br>CC 1351; definitions, community property<br>State of California Guidelines; Permanent                                             |
| 06-02-28    | Zoning Map & Ordinance Amendments |                                                                           | Planning         |                    | P               | GC 34090(a); Real property records, maintain Permanently<br>CC 1351; definitions, community property<br>State of California Guidelines; Permanent                                             |

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| Series Code | Series Name                             | Description of Documents, As Needed                                                                                                                                                                                                                                                                                                  | Office of Record | Special Attributes | Total Retention | © Citations & Legal Basis                                                                                                                                                                                                                                        |
|-------------|-----------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|--------------------|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 06-03-00    | <b>Plans &amp; Policies</b>             |                                                                                                                                                                                                                                                                                                                                      |                  |                    |                 |                                                                                                                                                                                                                                                                  |
| 06-03-01    | General Information                     | Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.                                                                                                                                                           | All Depts        |                    | AR              | Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.                                                                                        |
| 06-03-02    | General Plan                            | Includes elements.                                                                                                                                                                                                                                                                                                                   | Planning         |                    | P               | GC 34090(a); Real property records, maintain State of California Guidelines; Permanent                                                                                                                                                                           |
| 06-03-03    | General Plan Amendments                 |                                                                                                                                                                                                                                                                                                                                      | Planning         |                    | P               | GC 34090(a); Real property records, maintain State of California Guidelines; Completion plus 2 years for approved, current year plus 3 years for denied.<br><br>Administrative Decision: Maintain amendments permanently to support the general plan.            |
| 06-03-04    | Annual Reports                          | Required reports for compliance with state policies on reporting regarding the General Plan and Housing Element.                                                                                                                                                                                                                     | Planning         |                    | P               | GC 34090(a); Real property records, maintain State of California Guidelines; Permanent                                                                                                                                                                           |
| 06-03-05    | Plan Development Workpapers             | General plan formation documents.                                                                                                                                                                                                                                                                                                    | Planning         |                    | CY+2            | GC 34090; 2 year minimum requirement                                                                                                                                                                                                                             |
| 06-03-06    | Plans & Plan Amendments                 | Includes specific plans, urban greening plans, active transportation plans and associated amendments.                                                                                                                                                                                                                                | Planning         |                    | P               | GC 34090(a); Real property records, maintain State of California Guidelines; Permanent                                                                                                                                                                           |
| 06-04-00    | <b>Building Records</b>                 |                                                                                                                                                                                                                                                                                                                                      |                  |                    |                 |                                                                                                                                                                                                                                                                  |
| 06-04-01    | General Information                     | Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.                                                                                                                                                           | All Depts        |                    | AR              | Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.                                                                                        |
| 06-04-02    | Building Permits - Not Issued/Withdrawn |                                                                                                                                                                                                                                                                                                                                      | Building         |                    | CY+2            | GC 34090; 2 year minimum requirement                                                                                                                                                                                                                             |
| 06-04-03    | Building Permits - Residential          | Includes Site Plan, Floor Plan, Structural Plans, Structural Calculations, Soils Reports, Land Surveys, Pad Elevations, Special Inspection Reports, Plan Check Comments / Responses, Request for Waiver for Accessibility Requirements, Inspection Reports and Cards with wet signatures, and other documents for building projects. | Building         |                    | P               | H&S 19850; Building plans - Life of Building, with exceptions<br>CC 1351; definitions, community property<br>State of California Guidelines; Permanent                                                                                                           |
| 06-04-04    | Building Permits - Commercial           | Includes Site Plan, Floor Plan, Structural Plans, Structural Calculations, Soils Reports, Land Surveys, Pad Elevations, Special Inspection Reports, Plan Check Comments / Responses, Request for Waiver for Accessibility Requirements, Inspection Reports and Cards with wet signatures, and other documents for building projects. |                  |                    | P               | H&S 19850; Building plans - Life of Building, with exceptions<br>CC 1351; definitions, community property<br>State of California Guidelines; Permanent                                                                                                           |
| 06-04-05    | Certificates of Occupancy               |                                                                                                                                                                                                                                                                                                                                      | Building         |                    | LOB+2           | GC 34090; 2 year minimum requirement<br>State of California Guidelines; Life of building<br><br>Administrative Decision: Maintain certificates of occupancy for the life of the associated business, since the certificate depends upon the business operations. |



06-00-00 COMMUNITY DEVELOPMENT

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| Series Code | Series Name                       | Description of Documents, As Needed                                                                                                                                                                                                 | Office of Record | Special Attributes | Total Retention  | © Citations & Legal Basis                                                                                                                                                                                                                                                                     |
|-------------|-----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|--------------------|------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 06-04-06    | Rental Inspections                | Includes inspection notices, inspection results, correction notices, certificates of compliance and tenant authorizations. Completed bi-annually.                                                                                   |                  |                    | AR               | Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.                                                                                                                     |
| 06-05-00    | <b>Code Enforcement Records</b>   |                                                                                                                                                                                                                                     |                  |                    |                  |                                                                                                                                                                                                                                                                                               |
| 06-05-01    | General Information               | Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.                                                          | All Depts        |                    | AR               | Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.                                                                                                                     |
| 06-05-02    | Code Violations                   | Includes warning letters, notice of correction, liens and other code enforcement information.                                                                                                                                       | Code             |                    | AC+2             | GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after correction/completion.                                                                                                                                                                                     |
| 06-05-03    | Administrative Appeals            | Appeals for code enforcement violations.                                                                                                                                                                                            | Code             |                    | AC+2             | GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after correction/completion.                                                                                                                                                                                     |
| 06-06-00    | <b>Economic Development Group</b> |                                                                                                                                                                                                                                     |                  |                    |                  |                                                                                                                                                                                                                                                                                               |
| 06-06-01    | General Information               | Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.                                                          | All Depts        |                    | AR               | Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.                                                                                                                     |
| 06-06-02    | Project Files                     | Completed Projects; May include feasibility studies.<br><br>Proposed Projects - Not Completed<br><br>Includes renderings, correspondence and legal documents, any other project related documents. May include feasibility studies. | ED               | C                  | AC+5<br><br>AT+2 | GC 34090; 2 year minimum requirement CCP 337.2; Statutes of limitations CCP 343; Statutes of limitations 48 CFR 4.601; 5 years for procurements exceeding \$25,000<br><br>Administrative Decision: Maintain proposed and not completed projects for 2 years after termination of the project. |
| 06-06-03    | Marketing Materials               | Includes advertisements, promotional brochures, property profile reports and other marketing materials.                                                                                                                             | ED               |                    | EY+7, AR         | GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 7                                                                                                                                                                                                      |
| 06-06-04    | Workshops & Events                | Community outreach.                                                                                                                                                                                                                 | ED               |                    | CY+2             | GC 34090; 2 year minimum requirement CCP 335.1; 2 years for action on injuries caused by neglect.<br>State of California Guidelines; 2 years plus the current year for event records.                                                                                                         |

06-00-00 COMMUNITY DEVELOPMENT

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| Series Code | Series Name                             | Description of Documents, As Needed                                                                                                                                            | Office of Record | Special Attributes | Total Retention | © Citations & Legal Basis                                                                                                                                                                |
|-------------|-----------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|--------------------|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 06-07-00    | <b>Redevelopment / Successor Agency</b> |                                                                                                                                                                                |                  |                    |                 |                                                                                                                                                                                          |
| 06-07-01    | General Information                     | Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.     | All Depts        |                    | AR              | Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.                |
| 06-07-02    | Loan Agreements                         |                                                                                                                                                                                | SA / Clerk       |                    | AC+5            | CCP 337.2; Statutes of limitations<br>CCP 343; Statutes of limitations<br>48 CFR 4.601; 5 years for procurements exceeding \$25,000                                                      |
| 06-07-03    | Disposition & Development Agreements    |                                                                                                                                                                                | SA / Clerk       |                    | P               | GC 34090(a), Real property records, maintain H&S 19850; Life of Building, with exceptions.                                                                                               |
| 06-07-04    | Feasibility & Technical Studies         | Attorney work product. Includes potential parking use, potential recreation use, engineering studies, proposed retail use and all other feasibility studies and reports.       | SA               | C                  | AC+5            | GC 34090; 2 year minimum requirement<br>Administrative Record, State of California Guidelines; 5 years                                                                                   |
| 06-07-05    | City Appraisals                         |                                                                                                                                                                                | SA               |                    | AC+2            | GC 34090; 2 year minimum requirement<br>GC 6254(h); PRA, confidential record designation until acquisition complete.<br>State of California Guidelines; 2 years after completion         |
| 06-07-06    | RDA Projects                            | Includes correspondence and supporting documents. All disposition agreements, contracts, construction contracts, future agreements and deeds are maintained by the City Clerk. | SA               |                    | AC+10           | CCP 337.15; SOL of 10 years for construction defect actions                                                                                                                              |
| 06-07-07    | Soils & Geological Reports              | Agency sponsored reports.                                                                                                                                                      | SA               |                    | P               | GC 34090(a); Permanent for land related documents<br>State of California Guidelines; Permanent for soils reports.                                                                        |
| 06-07-08    | General Surveys & Studies               |                                                                                                                                                                                | SA               |                    | AC+2            | GC 34090; 2 year minimum<br>State of California Guidelines; 2 years after completion for general studies and surveys                                                                     |
| 06-08-00    | <b>Planning Commission</b>              |                                                                                                                                                                                |                  |                    |                 |                                                                                                                                                                                          |
| 06-08-01    | General Information                     | Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.     | All Depts        |                    | AR              | Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.                |
| 06-08-02    | Agenda Packet                           | Includes agenda bills and staff reports.                                                                                                                                       | CD Admn          |                    | CY+2            | GC 34090; 2 year minimum requirement<br>State of California Guidelines; Maintain for the Current Year plus 2 years                                                                       |
| 06-08-03    | Minutes                                 |                                                                                                                                                                                | CD Admn          |                    | P               | GC 34090(e); Minutes of governing bodies, Permanent<br>GC 36814; Maintain record of proceedings<br>GC 40801; Maintain record of proceedings<br>State of California Guidelines; Permanent |
| 06-08-04    | Resolutions                             |                                                                                                                                                                                | CD Admn          |                    | P               | GC 34090(e); Permanent for decisions of the City<br>GC 40801; Maintain<br>State of California Guidelines; Permanent                                                                      |
| 06-08-05    | Meeting Audio Recordings                |                                                                                                                                                                                | CD Admn          |                    | 30 Days         | GC 54953.5; 30 days after recording                                                                                                                                                      |

**06-00-00 COMMUNITY DEVELOPMENT**

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| Series Code     | Series Name                     | Description of Documents, As Needed                                                                                                                                        | Office of Record | Special Attributes | Total Retention | © Citations & Legal Basis                                                                                                                                                       |
|-----------------|---------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|--------------------|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>06-09-00</b> | <b>Design Review Board</b>      |                                                                                                                                                                            |                  |                    |                 |                                                                                                                                                                                 |
| 06-09-01        | General Information             | Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group. | All Depts        |                    | AR              | Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.       |
| 06-09-02        | Agendas & Agenda Packets        |                                                                                                                                                                            | CD Admin         |                    | CY+2            | GC 34090; 2 year minimum requirement State of California Guidelines; Maintain for the Current Year plus 2 years                                                                 |
| 06-09-03        | Minutes                         |                                                                                                                                                                            | CD Admin         |                    | P               | GC 34090(e); Minutes of governing bodies, Permanent GC 36814; Maintain record of proceedings GC 40801; Maintain record of proceedings State of California Guidelines; Permanent |
| 06-09-04        | Resolutions                     |                                                                                                                                                                            | CD Admin         |                    | P               | GC 34090(e); Permanent for decisions of the City GC 40801; Maintain State of California Guidelines; Permanent                                                                   |
| 06-09-05        | Meeting Audio Recordings        |                                                                                                                                                                            | CD Admin         |                    | 30 Days         | GC 54953.5; 30 days after recording                                                                                                                                             |
| <b>06-10-00</b> | <b>Subdivision Subcommittee</b> |                                                                                                                                                                            |                  |                    |                 |                                                                                                                                                                                 |
| 06-10-01        | General Information             | Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group. | All Depts        |                    | AR              | Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.       |
| 06-10-02        | Agendas & Agenda Packets        |                                                                                                                                                                            | CD Admin         |                    | CY+2            | GC 34090; 2 year minimum requirement State of California Guidelines; Maintain for the Current Year plus 2 years                                                                 |
| 06-10-03        | Minutes                         |                                                                                                                                                                            | CD Admin         |                    | P               | GC 34090(e); Minutes of governing bodies, Permanent GC 36814; Maintain record of proceedings GC 40801; Maintain record of proceedings State of California Guidelines; Permanent |

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| Series Code     | Series Name                                  | Description of Documents, As Needed                                                                                                                                        | Office of Record | Special Attributes | Total Retention | © Citations & Legal Basis                                                                                                                                                                |
|-----------------|----------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|--------------------|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>06-11-00</b> | <b><u>Economic Development Committee</u></b> |                                                                                                                                                                            |                  |                    |                 |                                                                                                                                                                                          |
| 06-11-01        | General Information                          | Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group. | All Depts        |                    | AR              | Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.                |
| 06-11-02        | Agendas & Agenda Packets                     |                                                                                                                                                                            | CD Admin         |                    | CY+2            | GC 34090; 2 year minimum requirement<br>State of California Guidelines; Maintain for the Current Year plus 2 years                                                                       |
| 06-11-03        | Minutes                                      |                                                                                                                                                                            | CD Admin         |                    | P               | GC 34090(e); Minutes of governing bodies, Permanent<br>GC 36814; Maintain record of proceedings<br>GC 40801; Maintain record of proceedings<br>State of California Guidelines; Permanent |

City of El Cerrito  
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07-00-00 PUBLIC WORKS

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| Series Code | Series Name                            | Description of Documents, As Needed                                                                                                                                                                                                                    | Office of Record | Special Attributes | Total Retention | © Citations & Legal Basis                                                                                                                                                                                                                                                                                        |
|-------------|----------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|--------------------|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 07-01-00    | <b>Public Works Administration</b>     |                                                                                                                                                                                                                                                        |                  |                    |                 |                                                                                                                                                                                                                                                                                                                  |
| 07-01-01    | General Information & Administration   | Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.                                                                             | All Divisions    |                    | AR              | Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.                                                                                                                                        |
| 07-01-02    | City Council Agenda Bill Working Files | Includes working files and documents used to create reports for City Council agenda packets.                                                                                                                                                           | All Divisions    |                    | CY+2            | Transitory Record; Maintain as long as necessary for current business activities.<br>GC 34090.7; Duplicate information may be destroyed within the 2 year minimum retention requirement.<br><br>Administrative Decision: Maintain agenda working files for the current year plus 2 years for reference purposes. |
| 07-01-03    | Trakit Project Management System       | Work order system and citizen requests.                                                                                                                                                                                                                | All Divisions    |                    | IND             | Transitory Record: Maintain indefinitely or until data is transferred to a new tracking system.                                                                                                                                                                                                                  |
| 07-01-04    | General Studies                        |                                                                                                                                                                                                                                                        | All Divisions    |                    | CY+2, AR        | GC 34090; 2 year minimum requirement<br>State of California Guidelines; 2 years plus the current year for general studies and reports.<br><br>Administrative Decision; Current year plus 2 years, review annually for relevance to projects.                                                                     |
| 07-01-05    | Nuisance Abatement/Code Enforcement    | Abatement of graffiti, illegal dumping, homeless encampments and other nuisances. Includes letters to residents for:<br>i) Illegal Dumping<br>ii) Vegetation Management<br>iii) Sidewalk Repairs                                                       | PW Ops           |                    | AC+2            | GC 34090; 2 year minimum requirement<br>State of California Guidelines; 2 years plus the current year for maintenance projects.                                                                                                                                                                                  |
| 07-01-06    | Outreach, Education & Notifications    | Documents include:<br>i) Graphics<br>ii) Maps<br>iii) Newsletter Articles<br>iv) Photos<br>v) Public Notices & Signs<br>vi) Special Events - includes Earth Day, 4th of July, Hillside Festival, and other City wide events.<br>vii) Website Resources | All Divisions    |                    | CY+2            | GC 34090; 2 year minimum requirement<br>CCP 335.1; 2 years for action on injuries caused by neglect.<br>State of California Guidelines; 2 years plus the current year for event records.                                                                                                                         |
| 07-01-07    | Safety Programs & Procedures           | Includes sign-in sheets, attendance rosters, training materials for safety training classes and events. Includes IIPP.                                                                                                                                 | All Divisions    |                    | CY+7            | GC 34090; 2 year minimum requirement<br>29 CFR 1627.3(b); 1 year for training records<br>GC 12946; 2 years after termination<br>GC 6250; PRA, confidential record status<br>State of California Guidelines; Current year plus 7 years for training records.                                                      |

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| Series Code | Series Name                          | Description of Documents, As Needed                                                                                                                                        | Office of Record | Special Attributes | Total Retention | © Citations & Legal Basis                                                                                                                                                                                                                       |
|-------------|--------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|--------------------|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 07-01-08    | Material Safety Data Sheets          |                                                                                                                                                                            | PW Ops           |                    | CY+30           | 29 CFR 1910.1020; Retain MSDS records for 30 years unless another record of what, where and when a chemical was used is maintained.                                                                                                             |
| 07-01-09    | Uniform and IT Logs                  | Records of who has what equipment                                                                                                                                          | PW Ops           |                    | CY+2            | GC 34090; 2 year minimum State of California Guidelines; Administrative Record                                                                                                                                                                  |
| 07-01-10    | Emergency Management                 | EOC Organizational Chart, CCC EOC Exercise.                                                                                                                                | All Divisions    |                    | S+2             | GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after strategic plan is superseded.                                                                                                                                |
| 07-01-11    | Interagency Coordination             | WCCUSD, CCEAC and Private Schools. Correspondence & reports not attached to contracts, agreements or specific projects. Review annually for content.                       | All Divisions    |                    | CY+2, AR        | GC 34090; 2 year minimum State of California Guidelines; Administrative Record                                                                                                                                                                  |
| 07-01-12    | Damage Events/Incidents              | Includes repairs to City property.                                                                                                                                         | All Divisions    |                    | AC+6            | GC 34090; 2 year minimum requirement 29 USC 1113; 6 years after date of last action, or 3 years after plaintiff had knowledge of breach or violation, whichever comes first. State of California Guideline; 5 years after settlement or closure |
| 07-01-13    | Climate Action Implementation        | Includes the climate action plan, technical data, outreach, 5 year inventories, tracking information and working documents.                                                | Waste Mgmt       |                    | S+2             | GC 34090; 2 year minimum requirement. State of California Guidelines; 2 years after superseded for various programs.                                                                                                                            |
| 07-02-00    | <b>Engineering Administration</b>    |                                                                                                                                                                            |                  |                    |                 |                                                                                                                                                                                                                                                 |
| 07-02-01    | General Information & Administration | Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group. | All Divisions    |                    | AR              | Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.                                                                       |
| 07-02-02    | Master Plans                         |                                                                                                                                                                            | PW Eng           |                    | S+2             | GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after master plan is superseded.                                                                                                                                   |
| 07-02-03    | Geotechnical & Soils Reports         |                                                                                                                                                                            | PW Eng           |                    | P               | GC 34090(a) Real property records, maintain Permanently State of California Guidelines; Permanent                                                                                                                                               |
| 07-02-04    | Surveys & Studies - General          |                                                                                                                                                                            | PW Eng           |                    | CY+2, AR        | GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for general studies and reports.<br><br>Administrative Decision; Current year plus 2 years, review annually for relevance to projects.       |
| 07-02-05    | Underground Services Alert Reports   |                                                                                                                                                                            | PW Eng           |                    | AC+2            | GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance projects.                                                                                                                    |
| 07-02-06    | GIS / Mapping                        | Includes truck routes and circulation maps. Hosted on the GIS web server.                                                                                                  | PW Eng           |                    | S               | Transitory Record: Maintain indefinitely or until data is transferred to a new tracking system.<br><br>Administrative Decision: Maintain on the GIS system until superseded.                                                                    |

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| Series Code     | Series Name                                       | Description of Documents, As Needed                                                                                                                                        | Office of Record | Special Attributes | Total Retention | © Citations & Legal Basis                                                                                                                                                                            |
|-----------------|---------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|--------------------|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 07-02-07        | Infrastructure Maps                               | Maps for storm drains, lighting, utilities and other infrastructure maps.                                                                                                  | PW Eng           |                    | P               | GC 34090(a); Real property records, maintain GC 4003, 4004; Maintain H&S 19850; Building Plans - Life of Building, with exceptions CCP 337.15; 10 years State of California Guidelines; Permanent    |
| <b>07-03-00</b> | <b><u>Citizen Streets Oversight Committee</u></b> |                                                                                                                                                                            |                  |                    |                 |                                                                                                                                                                                                      |
| 07-03-01        | General Information & Administration              | Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group. | All Divisions    |                    | AR              | Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.                            |
| 07-03-02        | Agendas                                           |                                                                                                                                                                            | PW Eng           |                    | CY+5            | GC 34090; 2 year minimum requirement State of California Guidelines; Maintain for the Current Year plus 2 years<br><br>Administrative Decision: Maintain agendas for 5 years for reference purposes. |
| 07-03-03        | Minutes                                           |                                                                                                                                                                            | PW Eng           |                    | P               | GC 34090(e); Minutes of governing bodies, Permanent GC 36814; Maintain record of proceedings GC 40801; Maintain record of proceedings State of California Guidelines; Permanent                      |
| 07-03-04        | Meeting Recordings                                |                                                                                                                                                                            | PW Eng           |                    | 30 Days         | GC 54953.5; 30 days after recording                                                                                                                                                                  |
| <b>07-04-00</b> | <b><u>Environmental Quality Committee</u></b>     |                                                                                                                                                                            |                  |                    |                 |                                                                                                                                                                                                      |
| 07-04-01        | General Information & Administration              | Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group. | All Divisions    |                    | AR              | Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.                            |
| 07-04-02        | Agendas                                           |                                                                                                                                                                            | PW Ops           |                    | CY+5            | GC 34090; 2 year minimum requirement State of California Guidelines; Maintain for the Current Year plus 2 years<br><br>Administrative Decision: Maintain agendas for 5 years for reference purposes. |
| 07-04-03        | Minutes                                           |                                                                                                                                                                            | PW Ops           |                    | P               | GC 34090(e); Minutes of governing bodies, Permanent GC 36814; Maintain record of proceedings GC 40801; Maintain record of proceedings State of California Guidelines; Permanent                      |
| 07-04-04        | Meeting Recordings                                |                                                                                                                                                                            | PW Ops           |                    | 30 Days         | GC 54953.5; 30 days after recording                                                                                                                                                                  |

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| Series Code     | Series Name                          | Description of Documents, As Needed                                                                                                                                        | Office of Record | Special Attributes | Total Retention | © Citations & Legal Basis                                                                                                                                                                            |
|-----------------|--------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|--------------------|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>07-05-00</b> | <b>Urban Forest Committee</b>        |                                                                                                                                                                            |                  |                    |                 |                                                                                                                                                                                                      |
| 07-05-01        | General Information & Administration | Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group. | All Divisions    |                    | AR              | Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.                            |
| 07-05-02        | Agendas                              |                                                                                                                                                                            | PW Ops           |                    | CY+5            | GC 34090; 2 year minimum requirement State of California Guidelines; Maintain for the Current Year plus 2 years<br><br>Administrative Decision: Maintain agendas for 5 years for reference purposes. |
| 07-05-03        | Minutes                              |                                                                                                                                                                            | PW Ops           |                    | P               | GC 34090(e); Minutes of governing bodies, Permanent<br>GC 36814; Maintain record of proceedings<br>GC 40801; Maintain record of proceedings<br>State of California Guidelines; Permanent             |
| 07-05-04        | Meeting Recordings                   |                                                                                                                                                                            | PW Ops           |                    | 30 Days         | GC 54953.5; 30 days after recording                                                                                                                                                                  |
| <b>07-06-00</b> | <b>ADA Program</b>                   |                                                                                                                                                                            |                  |                    |                 |                                                                                                                                                                                                      |
| 07-06-01        | General Information & Administration | Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group. | All Divisions    |                    | AR              | Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.                            |
| 07-06-02        | ADA Transition Plan                  |                                                                                                                                                                            | PW Eng           |                    | S+2             | GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after master plan is superseded.                                                                                        |
| 07-06-03        | ADA Working Group                    |                                                                                                                                                                            | PW Eng           |                    | CY+2            | GC 34090; 2 year minimum requirement State of California Guidelines; Maintain for the Current Year plus 2 years                                                                                      |
| 07-06-04        | Citizen Requests                     |                                                                                                                                                                            | PW Eng           |                    | AC+2            | GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance projects.                                                                         |
| <b>07-07-00</b> | <b>City Facilities</b>               |                                                                                                                                                                            |                  |                    |                 |                                                                                                                                                                                                      |
| 07-07-01        | General Information & Administration | Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group. | All Divisions    |                    | AR              | Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.                            |
| 07-07-02        | Maintenance Contracts                | Includes contracts under City Manager's authority for services maintained within Public Works.                                                                             | PW Ops           |                    | AC+5            | CCP 337.2; Statutes of limitations<br>CCP 343; Statutes of limitations<br>48 CFR 4.601; 5 years for procurements exceeding \$25,000                                                                  |
| 07-07-03        | Inventory & Assessments              | Includes facility asset and condition inventories.                                                                                                                         | PW Ops           |                    | AC+2            | GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance projects.                                                                         |
| 07-07-04        | Buildings                            | Includes permits and regulatory compliance documents for City buildings and facilities. Also include backflow testing.                                                     | PW Ops           |                    | AE+2            | GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for municipal facility use permits and licenses                                                       |



City of El Cerrito  
Records Retention Schedules and UFIRST™ Index

07-00-00 PUBLIC WORKS

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| Series Code     | Series Name                                         | Description of Documents, As Needed                                                                                                                                                                                                                                                                                             | Office of Record | Special Attributes | Total Retention | © Citations & Legal Basis                                                                                                                                                                            |
|-----------------|-----------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|--------------------|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 07-07-05        | Utility Tracking                                    | Tracking of utility usage and efficiency throughout City facilities.                                                                                                                                                                                                                                                            | PW Ops           |                    | CY+2            | GC 34090; 2 year minimum requirement                                                                                                                                                                 |
| 07-07-06        | Inspection Calendar                                 | Spreadsheet tracking inspections.                                                                                                                                                                                                                                                                                               | PW Ops           |                    | CY+2            | GC 34090; 2 year minimum requirement                                                                                                                                                                 |
| 07-07-07        | Facility Safety Checklist Inspection Form           | Filed by year.                                                                                                                                                                                                                                                                                                                  | PW Ops           |                    | AC+2            | GC 34090; 2 year minimum requirement<br>State of California Guidelines; 2 years plus the current year for maintenance projects.                                                                      |
| <b>07-08-00</b> | <b>Parks, Public Landscapes &amp; Urban Forest</b>  |                                                                                                                                                                                                                                                                                                                                 |                  |                    |                 |                                                                                                                                                                                                      |
| 07-08-01        | General Information & Administration                | Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.                                                                                                                                                      | All Divisions    |                    | AR              | Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.                            |
| 07-08-02        | Park, Natural Area & Greenway History Files         | General information and history of City parks, natural areas, pedestrian pathways and greenways. Includes Arlington Park, Canyon Trail, Castro Park, Central, Cerrito Vista, Dorothy Rosenberg Park, Harding, Hillside Natural Area, Cerrito Creek Greenway, Ohlone Greenway and other City parks, natural areas and greenways. | PW Ops           |                    | P               | GC 34090(a); Real property records, maintain GC 4003, 4004; Maintain H&S 19850; Building Plans - Life of Building, with exceptions CCP 337.15; 10 years<br>State of California Guidelines; Permanent |
| 07-08-03        | Parks Maintenance Projects                          | Includes landscape, irrigation and general maintenance project documents.                                                                                                                                                                                                                                                       | PW Ops           |                    | AC+2            | GC 34090; 2 year minimum requirement<br>State of California Guidelines; 2 years after completion for maintenance projects.                                                                           |
| 07-08-04        | Maintenance Contracts                               | Includes contracts under City Manager's authority for services maintained within Public Works.                                                                                                                                                                                                                                  | PW Ops           |                    | AC+5            | CCP 337.2; Statutes of limitations<br>CCP 343; Statutes of limitations<br>48 CFR 4.601; 5 years for procurements exceeding \$25,000                                                                  |
| 07-08-05        | Play Structure Inspection & Maintenance             |                                                                                                                                                                                                                                                                                                                                 | PW Ops           |                    | AC+3            | CCP 338; 3 years for action<br>State of California Guidelines; Completion plus 2 years for inspection records in Parks, and 2 years after audit for equipment inventories.                           |
| 07-08-06        | Integrated Pest Management                          | Documents for the policy, reference materials, notifications and other working documents.                                                                                                                                                                                                                                       | PW Ops           |                    | CY+2            | GC 34090; 2 year minimum requirement                                                                                                                                                                 |
| 07-08-07        | Pesticide Usage Reports                             |                                                                                                                                                                                                                                                                                                                                 |                  |                    | P               | GC 34090; 2 year minimum requirement<br>F&AC 14011.5 - 12, maintain and submit Pesticide Use Reports<br>F&AC 14007, Restricted Materials Permits issued for 1 to 3 years.                            |
| 07-08-08        | Street Landscape Maintenance                        |                                                                                                                                                                                                                                                                                                                                 | PW Ops           |                    | AC+2            | GC 34090; 2 year minimum requirement<br>State of California Guidelines; 2 years after completion for maintenance projects.                                                                           |
| 07-08-09        | Tree Inventory Maintenance and Urban Forest Program | Includes general management reports submitted to the City for tree status. And on Urban Forest Program                                                                                                                                                                                                                          | PW Ops           |                    | CY+2            | GC 34090; 2 year minimum<br>State of California Guidelines; 2 years for management reports                                                                                                           |
| 07-08-10        | Tree Permits                                        | Encroachment permits for planting or removing trees.                                                                                                                                                                                                                                                                            | PW Ops           |                    | AC+2            | GC 34090; 2 year minimum requirement<br>State of California Guidelines; Current Year plus 2 years for temporary use permits.                                                                         |

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| Series Code     | Series Name                              | Description of Documents, As Needed                                                                                                                                        | Office of Record | Special Attributes | Total Retention | © Citations & Legal Basis                                                                                                                                                                                                                                |
|-----------------|------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|--------------------|-----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>07-09-00</b> | <b>Stormwater, Drainage &amp; Creeks</b> |                                                                                                                                                                            |                  |                    |                 |                                                                                                                                                                                                                                                          |
| 07-09-01        | General Information & Administration     | Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group. | All Divisions    |                    | AR              | Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.                                                                                |
| 07-09-02        | Inspections & Assessments                | Records of inspections and condition assessments.                                                                                                                          | PW Ops           |                    | AC+2            | GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance projects.                                                                                                                             |
| 07-09-03        | Maintenance Contracts                    | Includes contracts under City Manager's authority for services maintained within Public Works.                                                                             | PW Ops           |                    | AC+5            | CCP 337.2; Statutes of limitations CCP 343; Statutes of limitations 48 CFR 4.601; 5 years for procurements exceeding \$25,000                                                                                                                            |
| 07-09-04        | Storm Season Preparation & Maintenance   | Includes storm season preparation projects, outreach to the public, and maintenance of the trash rack on EBMUD property.                                                   | PW Ops           |                    | AC+2            | GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance projects.                                                                                                                             |
| 07-09-05        | Storm Drain Issues, Private Property     |                                                                                                                                                                            | All Divisions    |                    | AC+2            | GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after correction/completion for code issues, 2 years plus the current year for maintenance projects.                                                                        |
| 07-09-06        | Creeks                                   | Includes issues and general information on creeks.                                                                                                                         | PW Ops           |                    | P               | GC 34090; 2 year minimum requirement State of California Guidelines; Permanent for dams, lakes, basins and creeks.                                                                                                                                       |
| <b>07-10-00</b> | <b>Transportation System</b>             |                                                                                                                                                                            |                  |                    |                 |                                                                                                                                                                                                                                                          |
| 07-10-01        | General Information & Administration     | Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group. | All Divisions    |                    | AR              | Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.                                                                                |
| 07-10-02        | Transportation Programs                  | Safe Routes to School, Car Share, Transportation Demand Management and other transportation programs.                                                                      | All Divisions    |                    | S+2             | GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after superseded for traffic safety programs.                                                                                                                               |
| 07-10-03        | Maintenance Contracts                    | Includes contracts under City Manager's authority for services maintained within Public Works.                                                                             | PW Ops           |                    | AC+5            | CCP 337.2; Statutes of limitations CCP 343; Statutes of limitations 48 CFR 4.601; 5 years for procurements exceeding \$25,000                                                                                                                            |
| 07-10-04        | Pavement Management System               | Includes planning, studies and assessments for pavement management. Completed every 2 to 3 years.                                                                          | PW Eng           |                    | S+5             | GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after master plan or traffic safety program is superseded.<br><br>Administrative Decision: Maintain assessments for 5 years after superseded to reference previous actions. |
| 07-10-05        | Sidewalks                                |                                                                                                                                                                            | PW Ops           |                    | AC+2            | GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after completion for maintenance projects.                                                                                                                                  |
| 07-10-06        | Signs, Striping & Pavement Markings      |                                                                                                                                                                            | PW Ops           |                    | AC+2            | GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance projects.                                                                                                                             |

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|-------------|-----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|--------------------|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 07-10-07    | Street Lighting                         | Includes the street light infrastructure and correspondence with residents requesting street lights.                                                                                                                          | PW Ops           |                    | LOS+2           | GC 34090; 2 year minimum requirement<br>CCP 337; 3 year statute of limitations<br>State of California Guidelines; Life of system plus 2 years                                                                                              |
| 07-10-08    | Traffic Signals                         |                                                                                                                                                                                                                               | PW Ops           |                    | LOS+2           | GC 34090; 2 year minimum requirement<br>CCP 337; 3 year statute of limitations<br>State of California Guidelines; Life of system plus 2 years                                                                                              |
| 07-10-09    | Detailed Traffic Order, (DTO)           | Includes implementation of traffic requests and other city-led traffic changes                                                                                                                                                | PW Eng           |                    | P               | GC 34090; 2 year minimum requirement<br>CCP 337; 3 year statute of limitations<br>State of California Guidelines; Life of system plus 2 years<br><br>Administrative Decision: Maintain DTO's permanently for tracking the infrastructure.  |
| 07-10-10    | Neighborhood Traffic & Parking Programs | Traffic calming, residential parking, blue curb and other neighborhood traffic management systems. Documents include requests, petitions, public meetings and other documents associated with instigating the traffic device. | PW Eng           |                    | AC+2            | GC 34090; 2 year minimum requirement<br>State of California Guidelines; 2 years after completion for maintenance and operations projects.                                                                                                  |
| 07-10-11    | Interagency Transportation Coordination | Including BART, CalTrans, CCTA, AC Transit, WCCTAC, FHWA and other local agencies.                                                                                                                                            | PW Eng           |                    | CY+2, AR        | GC 34090; 2 year minimum<br>State of California Guidelines; Administrative Record                                                                                                                                                          |
| 07-10-14    | Traffic Engineering Studies & Surveys   |                                                                                                                                                                                                                               | PW Eng           |                    | AC+7            | GC 34090; 2 year minimum requirement<br>State of California Guidelines; Completion of survey plus 2 years<br><br>Administrative Decision: Maintain traffic studies and surveys for 7 years after completion for trending purposes.         |
| 07-11-00    | <b>Fleet Management</b>                 |                                                                                                                                                                                                                               |                  |                    |                 |                                                                                                                                                                                                                                            |
| 07-11-01    | General Information & Administration    | Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.                                                    | All Divisions    |                    | AR              | Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.                                                                  |
| 07-11-02    | Maintenance Contracts                   | Includes contracts under City Manager's authority for services maintained within Public Works.                                                                                                                                | PW Ops           |                    | AC+5            | CCP 337.2; Statutes of limitations<br>CCP 343; Statutes of limitations<br>48 CFR 4.601; 5 years for procurements exceeding \$25,000                                                                                                        |
| 07-11-03    | Vehicle & Equipment Maintenance Records | Paper history of equipment and vehicles. Includes registration, purchase, maintenance and other specific vehicle and equipment related information. Also tracked in Hansen.                                                   | PW Ops           |                    | LOV+4           | GC 34090; 2 year minimum requirement<br>CCP 343; 4 years for action<br>State of California Guidelines state life of the vehicle plus 2 years for fuel, maintenance and repair records of vehicles. State does not reference any citations. |
| 07-11-04    | Vehicle Maintenance Reports             | Received by the contractor summarizing work performed on the fleet.                                                                                                                                                           | PW Ops           |                    | CY+2            | GC 34090; 2 year minimum<br>State of California Guidelines; 2 years for management reports                                                                                                                                                 |

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| Series Code | Series Name                                       | Description of Documents, As Needed                                                                                                                                        | Office of Record | Special Attributes | Total Retention | © Citations & Legal Basis                                                                                                                                                                                                                                                                                                                                                |
|-------------|---------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|--------------------|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 07-11-05    | Daily & Quarterly Inspection Forms                |                                                                                                                                                                            | PW Ops           |                    | CY+2            | GC 34090; 2 year minimum requirement. State of California Guidelines; 2 years plus the current year.                                                                                                                                                                                                                                                                     |
| 07-12-00    | <b>Clean Water Program</b>                        |                                                                                                                                                                            |                  |                    |                 |                                                                                                                                                                                                                                                                                                                                                                          |
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| 07-12-02    | Annual Reporting                                  | Compilation of information from C.2 - C.10 subsections for County reporting                                                                                                | PW Ops           |                    | CY+5            | 40 CFR 122.21; 3 years after approval<br>40 CFR 122.41; 3 years after report<br>State of California Guidelines; Current year plus 5 years for discharge monitoring reports                                                                                                                                                                                               |
| 07-12-03    | C.2 Program - Municipal Operations                |                                                                                                                                                                            | PW Ops           |                    | CY+5            | 40 CFR 122.21; 3 years after approval<br>40 CFR 122.41; 3 years after report<br>State of California Guidelines; Current year plus 5 years for discharge monitoring reports                                                                                                                                                                                               |
| 07-12-04    | C.3 Program - New Development                     |                                                                                                                                                                            | PW Eng           |                    | P               | GC 34090a; Real property records, maintain Permanently<br>GC 4003, 4004; Maintain<br>H&S 19850; Life of Building, with exceptions<br>CC 1351; definitions, community property<br>State of California Guidelines; Permanent<br><br>Administrative Decision: Maintain development projects permanently to coincide with CEQA guidelines and environmental recommendations. |
| 07-12-05    | C.4 Program - Industrial & Commercial Inspections |                                                                                                                                                                            | PW Ops           |                    | CY+5            | 40 CFR 122.21; 3 years after approval<br>40 CFR 122.41; 3 years after report<br>State of California Guidelines; Current year plus 5 years for discharge monitoring reports                                                                                                                                                                                               |
| 07-12-06    | C.5 Program - Industrial & Illicit Discharge      |                                                                                                                                                                            | PW Ops           |                    | AC+5            | 40 CFR 122.21; 3 years after approval<br>40 CFR 122.41; 3 years after report<br>State of California Guidelines; Current year plus 5 years for discharge monitoring reports<br><br>Administrative Decision: Maintain incidents for 5 years after correction or resolve.                                                                                                   |
| 07-12-07    | C.6 Program - Construction                        |                                                                                                                                                                            | PW Eng           |                    | CY+5            | 40 CFR 122.21; 3 years after approval<br>40 CFR 122.41; 3 years after report<br>State of California Guidelines; Current year plus 5 years for discharge monitoring reports                                                                                                                                                                                               |
| 07-12-08    | C.7 Program - Public Information & Outreach       |                                                                                                                                                                            | PW Ops           |                    | CY+2            | GC 34090; 2 year minimum requirement<br>CCP 335.1; 2 years for action on injuries caused by neglect.<br>State of California Guidelines; 2 years plus the current year for event records.                                                                                                                                                                                 |

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|-------------|---------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|--------------------|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 07-12-09    | C.9 Program - Pesticide Toxicity Control    |                                                                                                                                                                            | PW Ops           |                    | CY+5            | 40 CFR 122.21; 3 years after approval<br>40 CFR 122.41; 3 years after report<br>State of California Guidelines; Current year plus 5 years for discharge monitoring reports                                                   |
| 07-12-10    | C.10 Program - Trash Load Reduction         |                                                                                                                                                                            | PW Ops           |                    | CY+5            | 40 CFR 122.21; 3 years after approval<br>40 CFR 122.41; 3 years after report<br>State of California Guidelines; Current year plus 5 years for discharge monitoring reports                                                   |
| 07-13-00    | <b>Engineering Permits</b>                  |                                                                                                                                                                            |                  |                    |                 |                                                                                                                                                                                                                              |
| 07-13-01    | General Information & Administration        | Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group. | All Divisions    |                    | AR              | Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.                                                    |
| 07-13-02    | Encroachment Permits - Concrete             | Permanent construction encroachment permits.                                                                                                                               | PW Eng           |                    | P               | GC 34090(a) Real property records, maintain Permanently<br>GC 4003, 4004; Maintain<br>H&S 19850; Life of Building, with exceptions<br>State of California Guidelines; Permanent for construction based encroachment permits. |
| 07-13-03    | Encroachment Permits - Paving/Street Cut    | Includes street cuts and paving temporary encroachments.                                                                                                                   | PW Eng           |                    | AC+2            | GC 34090; 2 year minimum requirement<br>State of California Guidelines; Current Year plus 2 years for maintenance projects, and for temporary use permits.                                                                   |
| 07-13-04    | Oversize Transportation Permits             | Temporary use permit for access of oversized vehicles.                                                                                                                     | PW Eng           |                    | AC+2            | GC 34090; 2 year minimum requirement<br>State of California Guidelines; Current Year plus 2 years for temporary use permits.                                                                                                 |
| 07-13-05    | Hold Harmless Agreements                    | Non-standard permanent encroachments in City right-of-way.                                                                                                                 | PW Eng           |                    | P               | GC 34090(a) Real property records, maintain Permanently<br>State of California Guidelines; Permanent for construction based encroachment permits.                                                                            |
| 07-13-06    | Encroachment Permits - Other Large Projects | Off the Grid, Large Fiber Optic Projects, Large Utility Projects                                                                                                           | PW Eng           |                    | P               | GC 34090(a) Real property records, maintain Permanently<br>GC 4003, 4004; Maintain<br>H&S 19850; Life of Building, with exceptions<br>State of California Guidelines; Permanent for construction based encroachment permits. |

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| <b>Series Code</b> | <b>Series Name</b>                              | <b>Description of Documents, As Needed</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>Office of Record</b> | <b>Special Attributes</b> | <b>Total Retention</b>                           | <b>Citations &amp; Legal Basis</b>                                                                                                                                                                                                                                                                                             |
|--------------------|-------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|---------------------------|--------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>07-14-00</b>    | <b>Capital Improvement Program</b>              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                         |                           |                                                  |                                                                                                                                                                                                                                                                                                                                |
| 07-14-01           | General Information & Administration            | Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.                                                                                                                                                                                                                                                                                                                      | All Divisions           |                           | <b>AR</b>                                        | Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.                                                                                                                                                      |
| 07-14-02           | Capital Improvement Projects - Grant Funded     | CIP Construction Records including planning, design, construction, conversion or modification of local government-owned facilities, structures & systems; environmental / CEQA reports and documents (ie. streets, curbs, gutters, sidewalks, storm drains, etc.):<br><br>CIP Engineering Project Records. Supporting documents including appraisal reports, bidders lists, non-environmental reports, work orders, schedules, exhibits, construction staking documentation and correspondence: | PW Eng                  |                           | <b>P</b><br><br><br><br><br><br><br><b>AC+10</b> | GC 34090(a); Real property records, maintain GC 4003, 4004, Maintain H&S 19850; Life of Building, with exceptions, CC 1351; Definitions, community property CCP 337.15; 10 years<br>State of California Guidelines; Permanent<br><br>CCP 337.15; 10 years<br>State of California Guidelines; 10 years after project completion |
| 07-14-03           | Capital Improvement Projects - Non-grant Funded | CIP Construction Records including planning, design, construction, conversion or modification of local government-owned facilities, structures & systems; environmental / CEQA reports and documents (ie. streets, curbs, gutters, sidewalks, storm drains, etc.):<br><br>CIP Engineering Project Records. Supporting documents including appraisal reports, bidders lists, non-environmental reports, work orders, schedules, exhibits, construction staking documentation and correspondence: | PW Eng                  |                           | <b>P</b><br><br><br><br><br><br><br><b>AC+10</b> | GC 34090(a); Real property records, maintain GC 4003, 4004, Maintain H&S 19850; Life of Building, with exceptions, CC 1351; Definitions, community property CCP 337.15; 10 years<br>State of California Guidelines; Permanent<br><br>CCP 337.15; 10 years<br>State of California Guidelines; 10 years after project completion |
|                    |                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                         |                           |                                                  |                                                                                                                                                                                                                                                                                                                                |
| <b>07-15-00</b>    | <b>Private Developments</b>                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                         |                           |                                                  |                                                                                                                                                                                                                                                                                                                                |
| 07-15-01           | General Information & Administration            | Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.                                                                                                                                                                                                                                                                                                                      | All Divisions           |                           | <b>AR</b>                                        | Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.                                                                                                                                                      |
| 07-15-02           | Grading & Transportation Permits                | Includes haul routes and the permit for transportation of 50 cubic yards or more of materials.                                                                                                                                                                                                                                                                                                                                                                                                  | PW Eng                  |                           | <b>P</b>                                         | GC 34090(a), Real property records, maintain CCP337, 337.1(a), 337.15; Statutes of limitations GC 4003, 4004; Maintain State of California Guidelines; Permanent                                                                                                                                                               |
| 07-15-03           | Plan Review/Working Files                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | PW Eng                  |                           | <b>ACT</b>                                       | Transitory Record; Maintain as long as necessary for current business activities.<br>GC 34090.7; Duplicate information may be destroyed within the 2 year minimum retention requirement.                                                                                                                                       |
| 07-15-04           | Subdivision Working Files                       | Includes correspondence with surveyors, plan review information and other project related documents used to support Community Development projects.                                                                                                                                                                                                                                                                                                                                             | PW Eng                  |                           | <b>ACT</b>                                       | Transitory Record; Maintain as long as necessary for current business activities.<br>GC 34090.7; Duplicate information may be destroyed within the 2 year minimum retention requirement.                                                                                                                                       |

City of El Cerrito  
Records Retention Schedules and UFIRST™ Index

07-00-00 PUBLIC WORKS

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| Series Code | Series Name                                      | Description of Documents, As Needed                                                                                                                                                                                                                                                                                            | Office of Record | Special Attributes | Total Retention | © Citations & Legal Basis                                                                                                                                                                                                                                                          |
|-------------|--------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|--------------------|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 07-15-05    | Parcel Maps                                      | Includes correspondence with surveyors, plan review information and other project related documents used to support Community Development projects.                                                                                                                                                                            | PW Eng           |                    | ACT             | Transitory Record; Maintain as long as necessary for current business activities.<br>GC 34090.7; Duplicate information may be destroyed within the 2 year minimum retention requirement.                                                                                           |
| 07-15-06    | Lot Line Adjustments                             | Includes correspondence with surveyors, plan review information and other project related documents used to support Community Development projects.                                                                                                                                                                            | PW Eng           |                    | ACT             | Transitory Record; Maintain as long as necessary for current business activities.<br>GC 34090.7; Duplicate information may be destroyed within the 2 year minimum retention requirement.                                                                                           |
| 07-16-00    | <b>Integrated Waste Management</b>               |                                                                                                                                                                                                                                                                                                                                |                  |                    |                 |                                                                                                                                                                                                                                                                                    |
| 07-16-01    | General Information & Administration             | Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.                                                                                                                                                     | All Divisions    |                    | AR              | Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.                                                                                                          |
| 07-16-02    | Hazardous Material Waste Management              | Includes the hazardous materials business plan, HHW permits, DTSC e-waste, medical waste and other compliance permits and reports to agencies.                                                                                                                                                                                 | Int. Waste Mgmt  |                    | P               | GC 34090; 2 year minimum requirement<br>State of California Guidelines: Current year plus 2 years, with caveat recommendation of permanent for environmentally sensitive documents.                                                                                                |
| 07-16-03    | Stormwater Pollution Prevention Plan             | SWPP, Visual Inspection Reports, COC's, PH Tests, Training Docs.                                                                                                                                                                                                                                                               | Int. Waste Mgmt  |                    | P               | GC 34090; 2 year minimum requirement<br>State of California Guidelines: Current year plus 2 years, with caveat recommendation of permanent for environmentally sensitive documents.                                                                                                |
| 07-16-04    | Recycling Purchase Agreements                    | Small contracts for recycling services to the City. Includes materials tracking database and recycling purchase and disposal agreements.                                                                                                                                                                                       | Int. Waste Mgmt  |                    | AC+5            | CCP 337.2; Statutes of limitations<br>CCP 343; Statutes of limitations<br>48 CFR 4.601; 5 years for procurements exceeding \$25,000                                                                                                                                                |
| 07-16-05    | Franchise Agreement Management                   | Documents include:<br>1) Year by year calculation of Solid Waste Rate and IWM Fees, including annual rate application from Franchise Hauler and Post-Collection Vendor; public hearing notices; data.<br>2) Rate Studies                                                                                                       | Int. Waste Mgmt  |                    | CY+2            | GC 34090; 2 year minimum requirement                                                                                                                                                                                                                                               |
| 07-16-06    | Solid Waste Ordinance, Policy & Code Enforcement | Documents include:<br>1) Solid Waste Ordinance - current copy and background for any revisions<br>2) Solid Waste Exemptions - users excluded from solid waste pick-up<br>3) Code Enforcement - warning letters and enforcement actions based on address and customer<br>4) Policy and Legislative LOS or Letters of Opposition | Int. Waste Mgmt  |                    | AC+2            | GC 34090; 2 year minimum requirement<br>State of California Guidelines; 2 years after correction/completion.                                                                                                                                                                       |
| 07-16-07    | Recycling Programs                               | Includes working documents, data and reporting for recycling programs for CalRecycle, commercial, multi-family, single family, C&D recycling, HHW and Unwaste and city facilities.                                                                                                                                             | Int. Waste Mgmt  |                    | CY+4            | GC 34090; 2 year minimum requirement<br>State of California Guidelines; 2 years plus the current year for tonnage reports and management reports.<br><br>Administrative Decision: Maintain reporting and information for the current year plus 4 years for reference and trending. |

07-00-00 PUBLIC WORKS

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| Series Code | Series Name                 | Description of Documents, As Needed                                                                                                                     | Office of Record | Special Attributes | Total Retention | © Citations & Legal Basis                                                                                                                                                                                                                                                                                                                    |
|-------------|-----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|--------------------|-----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 07-16-08    | Community Events & Outreach | Materials include brochures and graphics, newsletters, photos, public notices & signs, special events, website resources, presentations and archives    | Int. Waste Mgmt  | H                  | CY+2, AR        | GC 34090; 2 year minimum requirement<br>CCP 335.1; 2 years for action on injuries caused by neglect.<br>State of California Guidelines; 2 years plus the current year for event records.<br><br>Administrative Decision: Review annually for historical content.                                                                             |
| 07-16-09    | Bills of Lading             | HHW and other materials.                                                                                                                                | Int. Waste Mgmt  |                    | CY+10           | GC 34090; 2 year minimum requirement<br>State of California Guidelines; 2 years plus the current year for tonnage reports, current year plus 10 years for hazardous waste disposal referencing 40 CFR 122.21                                                                                                                                 |
| 07-16-10    | Batching Reports            | Semi-monthly report sent to Finance to balance cash transactions with money stored at the facility. Receipts maintained by Integrated Waste Management. | Int. Waste Mgmt  |                    | AA+4            | GC 34090; 2 year minimum requirement<br>CCP 337; Statute of limitations, 4 years for action<br>State of California Guidelines; 4 years after audit                                                                                                                                                                                           |
| 07-16-11    | Route Sheets                | Driver routes and addresses for recycling pickup.                                                                                                       | Int. Waste Mgmt  |                    | S+2             | GC 34090; 2 year minimum requirement<br><br>Administrative Decision: Maintain route sheets for 2 years after superseded.                                                                                                                                                                                                                     |
| 07-16-12    | Stop Lists                  | Lists from garbage providers for users who have not paid their bill.                                                                                    | Int. Waste Mgmt  |                    | CY+2            | GC 34090; 2 year minimum requirement                                                                                                                                                                                                                                                                                                         |
| 07-16-13    | Tipping Wall Binder         | Tipping Wall Daily Logs, Monthly Inspection Reports, Training Docs. Compliance for the County's 5 year environmental health permit.                     | Int. Waste Mgmt  |                    | CY+5            | GC 34090; 2 year minimum requirement<br>State of California Guidelines; 2 years after completion for maintenance and operations activities<br><br>Administrative Decision: Maintain logs, inspection reports and training materials for the current year plus 5 years to meet the County 5 year environmental health permit cycle.           |
| 07-16-14    | IIPP Compliance Binder      | Training docs and sign-in sheets                                                                                                                        | Int. Waste Mgmt  |                    | CY+7            | GC 34090; 2 year minimum requirement<br>29 CFR 1627.3(b); 1 year for training records<br>GC 12946; 2 years after termination<br>GC 6250; PRA, confidential record status<br>State of California Guidelines; Current year plus 7 years for non-safety training records. Current year plus 2 years for certificates and designations training. |
|             |                             |                                                                                                                                                         |                  |                    |                 |                                                                                                                                                                                                                                                                                                                                              |



07-00-00 PUBLIC WORKS

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| Series Code | Series Name                          | Description of Documents, As Needed                                                                                                                                        | Office of Record | Special Attributes | Total Retention | © Citations & Legal Basis                                                                                                                                                 |
|-------------|--------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|--------------------|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 07-17-00    | Utilities                            |                                                                                                                                                                            |                  |                    |                 |                                                                                                                                                                           |
| 07-17-01    | General Information & Administration | Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group. | All Divisions    |                    | AR              | Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series. |
| 07-17-02    | PG&E                                 | Includes correspondence, reports and communications with utility for non-City facilities.                                                                                  | PW Eng           |                    | CY+2, AR        | GC 34090; 2 year minimum requirement<br>Review annually for relevance to current projects.                                                                                |
| 07-17-03    | AT&T                                 | Includes correspondence, reports and communications with utility for non-City facilities.                                                                                  | PW Eng           |                    | CY+2, AR        | GC 34090; 2 year minimum requirement                                                                                                                                      |
| 07-17-04    | EBMUD                                | Includes correspondence, reports and communications with utility for non-City facilities.                                                                                  | PW Eng           |                    | CY+2, AR        | GC 34090; 2 year minimum requirement                                                                                                                                      |
| 07-17-05    | Stege Sanitary                       | Includes correspondence, reports and communications with utility for non-City facilities.                                                                                  | PW Eng           |                    | CY+2, AR        | GC 34090; 2 year minimum requirement                                                                                                                                      |
| 07-17-06    | Telecom Other                        | Includes correspondence, reports and communications with utility for non-City facilities.                                                                                  | PW Eng           |                    | CY+2, AR        | GC 34090; 2 year minimum requirement                                                                                                                                      |

City of El Cerrito  
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08-00-00 RECREATION

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| Series Code | Series Name                                  | Description of Documents, As Needed                                                                                                                                                            | Office of Record | Special Attributes | Total Retention  | © Citations & Legal Basis                                                                                                                                                                                     |
|-------------|----------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|--------------------|------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 08-01-00    | <b>Parks &amp; Recreation Administration</b> |                                                                                                                                                                                                |                  |                    |                  |                                                                                                                                                                                                               |
| 08-01-01    | General Information                          | Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.                     | All Depts        |                    | AR               | Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.                                     |
| 08-01-02    | RecTrac Database                             |                                                                                                                                                                                                | Recreation       |                    | IND              | Transitory Record: Maintain indefinitely or until data is transferred to a new tracking system.                                                                                                               |
| 08-01-03    | Key Sign In/Out Log                          |                                                                                                                                                                                                | Recreation       |                    | IND              | Transitory Record: Maintain indefinitely or until data is transferred to a new tracking system.                                                                                                               |
| 08-01-04    | Programs                                     | Includes program rules, code of conduct, curriculum, City contact information and evaluation forms filed by program. Not for licensed programs.                                                | Recreation       |                    | CY+2             | GC 34090; 2 year minimum requirement<br>CCP 335.1; 2 years for action on injuries caused by neglect.<br>State of California Guidelines; 2 years plus the current year.                                        |
| 08-01-05    | Attendance Records                           | Sign in sheets and rosters, and emergency contact information (printed from RecTrac) for programs.                                                                                             | Recreation       | C                  | CY+2             | GC 34090; 2 year minimum requirement<br>State of California Guidelines; Current year plus 2 years                                                                                                             |
| 08-01-06    | Registration Packets                         | Includes waivers, schedule change forms, names, address, emergency contacts, field trip forms and other registration related information for individuals.                                      | Recreation       | C                  | CY+2             | GC 34090; 2 year minimum requirement<br>CCP 335.1; 2 years for action on injuries caused by neglect.<br>State of California Guidelines; 2 years plus the current year.                                        |
| 08-01-07    | Scholarships                                 | May include tax returns and other sensitive personal information. Subsidized discount to eligible students.                                                                                    | Recreation       | C                  | CY+2             | GC 34090; 2 year minimum requirement                                                                                                                                                                          |
| 08-01-08    | Payment Plan Agreements                      | Used for payment assistance.                                                                                                                                                                   | Recreation       |                    | AC+5             | CCP 337.2; Statutes of limitations<br>CCP 343; Statutes of limitations<br>48 CFR 4.601; 5 years for procurements exceeding \$25,000                                                                           |
| 08-01-09    | Cash Receipts                                | Written receipts for individuals.                                                                                                                                                              | Recreation       |                    | AA+4             | GC 34090; 2 year minimum requirement<br>CCP 337; Statute of limitations, 4 years for action<br>State of California Guidelines; 4 years after audit                                                            |
| 08-01-10    | Volunteers                                   | Includes the application, contact information, fingerprint verification, correspondence and any general information about the volunteer.<br>Accepted applications:<br><br>Denied applications: | Recreation       | C                  | AT+2<br><br>AC+2 | GC 12946; 2 years after completion/position filled<br>State of California Guidelines; 2 years after completion/position filled                                                                                |
| 08-01-11    | Co-sponsorship                               | Includes organizations that co-sponsor services with the City. Tennis, soccer, garden club, youth baseball and other organizations working with the City.                                      | Recreation       |                    | CY+2             | GC 34090; 2 year minimum requirement                                                                                                                                                                          |
| 08-01-12    | Instructors                                  | Includes contracts, W-9, Livescan and other instructor information.                                                                                                                            | Recreation       |                    | AT+4             | CCP 337.2; Statutes of limitations of 4 years<br>CCP 343; Statutes of limitations of 4 years<br><br>Administrative Decision: Maintain instructor files for 4 years after the instructor terminates the class. |

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|-------------|-----------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|--------------------|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 08-01-13    | Program Fliers & Brochures                    | Final fliers and brochures printed to PDF for retention purposes.                                                                                                                 | Recreation       |                    | CY+2            | GC 34090; 2 year minimum requirement<br>State of California Guidelines; Current year plus 2 years                                                                                                                                                                                                                                                                                               |
| 08-01-14    | Activity Guides                               | Brochure listing events and schedules for programs.                                                                                                                               | Recreation       |                    | CY+2            | GC 34090; 2 year minimum requirement<br>State of California Guidelines; Current year plus 2 years                                                                                                                                                                                                                                                                                               |
| 08-01-15    | Accident / Incident Reports                   | Includes accidents, incidents, water rescue and other incident related reports.                                                                                                   | Recreation       |                    | AC+7            | GC 34090; 2 year minimum requirement<br>42 USC 1983; Definitions<br>GC 25105.5; 5 years after closure/completion<br>29 USC 1113; 6 years after date of last action, or 3 years after plaintiff had knowledge of breach or violation, whichever comes first.<br>GC 910 - 913; 6 months to 1 year after event occurs.<br>State of California; 7 years after closure for accident/incident reports |
| 08-01-16    | Training & Certifications, Volunteers & Staff | Includes documentation of required employee certifications, driver training, red shirt lifeguard training, skill audits and other training for certificates and regular training. | Recreation       |                    | AT+7            | GC 34090; 2 year minimum requirement<br>29 CFR 1627.3(b); 1 year for training records<br>GC 12946; 2 years after termination<br>GC 6250; PRA, confidential record status<br>State of California Guidelines; Current year plus 7 years for non-safety training records.                                                                                                                          |
| 08-01-17    | Training & Certifications, Paid Participants  | Includes documentation of certifications fo lifeguard training, red cross, babysitters and other external certifications to the public.                                           | Recreation       |                    | CY+2            | GC 34090; 2 year minimum requirement                                                                                                                                                                                                                                                                                                                                                            |
| 08-02-00    | Special Events                                |                                                                                                                                                                                   |                  |                    |                 |                                                                                                                                                                                                                                                                                                                                                                                                 |
| 08-02-01    | General Information                           | Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.        | All Depts        |                    | AR              | Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.                                                                                                                                                                                                                       |
| 08-02-02    | Special Event Organization                    | Includes contact information, planning, supply acquisition, staffing, copies of contracts and other event organization information.                                               | Recreation       |                    | CY+2            | GC 34090; 2 year minimum requirement<br>State of California Guidelines; Current year plus 2 years                                                                                                                                                                                                                                                                                               |
| 08-02-03    | Vendor Applications                           |                                                                                                                                                                                   | Recreation       |                    | CY+2            | GC 34090; 2 year minimum requirement<br>State of California Guidelines; Current year plus 2 years                                                                                                                                                                                                                                                                                               |
| 08-02-04    | ABC Liquor Licenses                           |                                                                                                                                                                                   | Recreation       |                    | CY+2            | GC 34090; 2 year minimum requirement<br>State of California Guidelines; Current year plus 2 years for Temporary Use Permits                                                                                                                                                                                                                                                                     |
| 08-02-05    | Health Department Inspections                 |                                                                                                                                                                                   | Recreation       |                    | CY+2            | GC 34090; 2 year minimum requirement<br>State of California Guidelines; Current year plus 2 years                                                                                                                                                                                                                                                                                               |
| 08-02-06    | Health Department Permits                     |                                                                                                                                                                                   | Recreation       |                    | CY+2            | GC 34090; 2 year minimum requirement<br>State of California Guidelines; Current year plus 2 years                                                                                                                                                                                                                                                                                               |

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|-------------|-----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|--------------------|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 08-02-07    | Event Outreach                    |                                                                                                                                                                            | Recreation       |                    | CY+2            | GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years                                                                                                                                                                                                                                                                                                                                                                                            |
| 08-03-00    | Facilities                        |                                                                                                                                                                            |                  |                    |                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 08-03-01    | General Information               | Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group. | All Depts        |                    | AR              | Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.                                                                                                                                                                                                                                                                                                                 |
| 08-03-02    | Rental Agreements                 | Includes applications, proof of insurance and other rental documents for picnic, clubhouses, room rentals and other facility rentals.                                      | Recreation       |                    | AE+2            | GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for municipal facility rental / use permits                                                                                                                                                                                                                                                                                                                                                |
| 08-03-03    | Facility Permits                  | Includes health certificates, slides, pool lifts, CUPA, hazardous materials and other permits for facility operations.                                                     | Recreation       |                    | AE+2            | GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for various permits required by federal and state agencies                                                                                                                                                                                                                                                                                                                                 |
| 08-03-04    | Trust Fund Accounts               | For facility rental security deposits. Copies sent to Finance to process. May be used for audits of receipts.                                                              | Recreation       |                    | AA+4            | GC 34090; 2 year minimum requirement CCP 337; Statute of limitations, 4 years for action State of California Guidelines; 4 years after audit                                                                                                                                                                                                                                                                                                                                              |
| 08-03-05    | Inspections                       | Includes County health department, OSHA, SERS and other regulatory inspections.                                                                                            | Recreation       |                    | AC+5            | GC 34090; 2 year minimum requirement 29 CFR 1904.33; maintain OSHA reports for 5 years from the end of the calendar year they relate to. 8 CCR 14300.33; current year plus 5 years for OSHA 300 reports 8 CCR 10102; whichever is longer of the following: 5 years from date of injury; 1 year from date compensation was last provided; upon payment of all compensation due; when audit findings are final. State of California Guidelines; 3 to 5 years after completion of inspection |
| 08-03-06    | Daily Opening / Closing Checklist | Checklists by lifeguards for pool conditions. Includes daily chemical and water testing logs.                                                                              | Recreation       |                    | CY+2            | GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance projects.                                                                                                                                                                                                                                                                                                                                                              |
| 08-03-07    | SDS Information                   | Similar to an MSDS.                                                                                                                                                        | Recreation       |                    | CY+30           | 29 CFR 1910.1020; Retain MSDS records for 30 years unless another record of what, where and when a chemical was used is maintained.                                                                                                                                                                                                                                                                                                                                                       |
| 08-03-08    | Swim Center Staff Log             | Tracks staff attendance and work schedules, daily issues and unusual activities, and other communications between lifeguards.                                              | Recreation       |                    | CY+2            | GC 34090; 2 year minimum requirement                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|             |                                   |                                                                                                                                                                            |                  |                    |                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

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|-----------------|---------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|--------------------|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>08-04-00</b> | <b>Paratransit &amp; Vehicles</b>     |                                                                                                                                                                                                              |                  |                    |                 |                                                                                                                                                                                                                                                                                                                                     |
| 08-04-01        | General Information                   | Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.                                   | All Depts        |                    | AR              | Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.                                                                                                                                                           |
| 08-04-02        | Vehicle Maintenance                   | Includes all maintenance records, smog certificates and Bureau of Automotive Repair documentation for Parks & Recreation vehicles.                                                                           | Recreation       |                    | LOV+4           | GC 34090; 2 year minimum requirement CCP 343; 4 years for action<br>State of California Guidelines state life of the vehicle plus 2 years for fuel, maintenance and repair records of vehicles. State does not reference any citations.                                                                                             |
| 08-04-03        | Daily Vehicle Inspection Logs         |                                                                                                                                                                                                              | Recreation       |                    | CY+2            | GC 34090; 2 year minimum requirement.<br>State of California Guidelines; 2 years plus the current year.                                                                                                                                                                                                                             |
| 08-04-04        | Paratransit Driver Manifest           | Includes listings of drivers and who they drive for the day.                                                                                                                                                 | Recreation       |                    | CY+2            | GC 34090; 2 year minimum requirement.                                                                                                                                                                                                                                                                                               |
| 08-04-05        | Paratransit Annual Report             | Measure J sales tax funding report.                                                                                                                                                                          | Recreation       |                    | CY+2            | GC 34090; 2 year minimum<br>State of California Guidelines; 2 years for management reports                                                                                                                                                                                                                                          |
| <b>08-05-00</b> | <b>Adult Services</b>                 |                                                                                                                                                                                                              |                  |                    |                 |                                                                                                                                                                                                                                                                                                                                     |
| 08-05-01        | General Information                   | Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.                                   | All Depts        |                    | AR              | Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.                                                                                                                                                           |
| 08-05-02        | Senior Nutrition Program Registration | Files on seniors who participate in the program. Annual forms include the name, address, phone number, birth date, emergency contact information, nutritional assessments, and other information on seniors. | Recreation       | C                  | AT+5            | GC 34090; 2 year minimum requirement CCP 335.1; 2 years for action on injuries caused by neglect.<br>State of California Guidelines; 2 years plus the current year.<br>Contra Costa County; Current year plus 5 years.<br><br>Administrative Decision: Maintain while applicant is actively participating in programs plus 5 years. |
| 08-05-03        | CoCo Café Program                     | Includes menus, sign-in sheets, County daily activity forms and other general program information.                                                                                                           | Recreation       |                    | CY+5            | GC 34090; 2 year minimum requirement<br>State of California Guidelines; 2 years after completion<br>Contra Costa County; Current year plus 5 years                                                                                                                                                                                  |
| 08-05-04        | County Activity Summaries             | Sent monthly to the County summarizing activities.                                                                                                                                                           | Recreation       |                    | CY+5            | GC 34090; 2 year minimum<br>State of California Guidelines; 2 years for management reports<br>Contra Costa County; Current year plus 5 years                                                                                                                                                                                        |
| 08-05-05        | Transportation Reimbursement Forms    | Monthly County summary of transportation reimbursements for the nutrition program. Finance receives funds from the County based on the reimbursement form.                                                   | Recreation       |                    | CY+5            | GC 34090; 2 year minimum requirement<br>CCP 337; Statute of limitations, 4 years for action<br>State of California Guidelines; 4 years after audit<br>Contra Costa County; Current year plus 5 years                                                                                                                                |

08-00-00 RECREATION

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| Series Code | Series Name                      | Description of Documents, As Needed                                                                                                                                        | Office of Record | Special Attributes | Total Retention | © Citations & Legal Basis                                                                                                                                                                                                                                              |
|-------------|----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|--------------------|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 08-05-06    | County Provided Training Program | Staff training on the nutrition program by the County. Staff then trains the volunteers.                                                                                   | Recreation       |                    | CY+5            | GC 34090; 2 year minimum requirement<br>29 CFR 1627.3(b); 1 year for training records<br>GC 12946; 2 years after termination<br>GC 6250; PRA, confidential record status<br>State of California Guidelines; Current year plus 7 years for non-safety training records. |
| 08-05-07    | Site Inspections                 | Performed monthly by the County to check whether the City is following protocol for food service.                                                                          | Recreation       |                    | CY+5            | GC 34090; 2 year minimum requirement<br>State of California Guidelines; Current year plus 2 years<br>Contra Costa County; Current year plus 5 years                                                                                                                    |
| 08-05-08    | APS Mandated Reporting           | Required reporting for child abuse to APS.                                                                                                                                 | Recreation       | C                  | AC+10           | PC 11169; Maintain<br>PC 11170; 10 years from date of reporting, DOJ<br>Recommendation<br>PC 288, 647; Definitions<br><br>Administrative Decision: Maintain senior/elder abuse reports for the same retention as child abuse reports.                                  |
| 08-06-00    | <b>Child Care Facility</b>       |                                                                                                                                                                            |                  |                    |                 |                                                                                                                                                                                                                                                                        |
| 08-06-01    | General Information              | Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group. | All Depts        |                    | AR              | Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.                                                                                              |
| 08-06-02    | State Licensing                  | Childcare license and associated documents to maintain the license.                                                                                                        | Recreation       |                    | CY+5            | 5 CCR 18067; Maintain all child care accounting and reporting records for 5 years                                                                                                                                                                                      |
| 08-06-03    | Caregivers                       | Includes permits, credentials, LiveScan fingerprinting, and other information regarding caregivers. Also for special needs aides.                                          | Recreation       | C                  | AT+5            | 5 CCR 18067; Maintain all child care accounting and reporting records for 5 years<br>California Social Services Recommendation: 3 years after termination for personnel records.                                                                                       |
| 08-06-04    | Childrens Files                  | Includes registration and licensing for child care.                                                                                                                        | Recreation       | C                  | AT+5            | 5 CCR 18067; Maintain all child care accounting and reporting records for 5 years<br>22 CCR 101221; 3 years after termination                                                                                                                                          |
| 08-06-05    | Sign In Sheets                   | Also includes emergency contact information.                                                                                                                               | Recreation       | C                  | CY+2            | GC 34090; 2 year minimum requirement<br>22 CCR 101229.1; maintain sign-in sheet for 1 month<br>State of California Guidelines; Current year plus 2 years                                                                                                               |

08-00-00 RECREATION

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| Series Code | Series Name                             | Description of Documents, As Needed                                                                                                                                        | Office of Record | Special Attributes | Total Retention | © Citations & Legal Basis                                                                                                                                                                                                                                                                                                                                                                       |
|-------------|-----------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|--------------------|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 08-06-06    | Incidents / Accidents                   | Required by the State licensing for serious medical incidents.                                                                                                             | Recreation       | C                  | AC+7            | GC 34090; 2 year minimum requirement<br>42 USC 1983; Definitions<br>GC 25105.5; 5 years after closure/completion<br>29 USC 1113; 6 years after date of last action, or 3 years after plaintiff had knowledge of breach or violation, whichever comes first.<br>GC 910 - 913; 6 months to 1 year after event occurs.<br>State of California; 7 years after closure for accident/incident reports |
| 08-06-07    | CPS Mandated Reporting                  | Required reporting for child abuse to CPS.                                                                                                                                 | Recreation       | C                  | AC+10           | PC 11169; Maintain<br>PC 11170; 10 years from date of reporting , DOJ Recommendation<br>PC 288, 647; Definitions                                                                                                                                                                                                                                                                                |
| 08-06-08    | Emergency Action Plans                  | For active shooter, disaster, fire and other emergency actions.                                                                                                            | Recreation       |                    | S+2             | GC 34090; 2 year minimum requirement<br>State of California Guidelines; 2 years after superseded                                                                                                                                                                                                                                                                                                |
| 08-07-00    | <u>Park &amp; Recreation Commission</u> |                                                                                                                                                                            |                  |                    |                 |                                                                                                                                                                                                                                                                                                                                                                                                 |
| 08-07-01    | General Information                     | Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group. | All Depts        |                    | AR              | Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.                                                                                                                                                                                                                       |
| 08-07-02    | Agendas/Agenda Packets                  |                                                                                                                                                                            | Recreation       |                    | CY+2            | GC 34090; 2 year minimum requirement<br>State of California Guidelines; Maintain for the Current Year plus 2 years                                                                                                                                                                                                                                                                              |
| 08-07-03    | Minutes                                 |                                                                                                                                                                            | Recreation       |                    | P               | GC 34090(e); Minutes of governing bodies, Permanent<br>GC 36814; Maintain record of proceedings<br>GC 40801; Maintain record of proceedings<br>State of California Guidelines; Permanent                                                                                                                                                                                                        |
| 08-07-04    | Meeting Recordings                      |                                                                                                                                                                            | Recreation       |                    | 30 Days         | GC 54953.5; 30 days after recording                                                                                                                                                                                                                                                                                                                                                             |
|             |                                         |                                                                                                                                                                            |                  |                    |                 |                                                                                                                                                                                                                                                                                                                                                                                                 |

08-00-00 RECREATION

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|-----------------|---------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|--------------------|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>08-08-00</b> | <b>Committee on Aging</b> |                                                                                                                                                                            |                  |                    |                 |                                                                                                                                                                                          |
| 08-08-01        | General Information       | Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group. | All Depts        |                    | AR              | Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.                |
| 08-08-02        | Agendas/Agenda Packets    |                                                                                                                                                                            | Recreation       |                    | CY+2            | GC 34090; 2 year minimum requirement<br>State of California Guidelines; Maintain for the Current Year plus 2 years                                                                       |
| 08-08-03        | Minutes                   |                                                                                                                                                                            | Recreation       |                    | P               | GC 34090(e); Minutes of governing bodies, Permanent<br>GC 36814; Maintain record of proceedings<br>GC 40801; Maintain record of proceedings<br>State of California Guidelines; Permanent |



09-00-00 FIRE SERVICES

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| Series Code | Series Name                   | Description of Documents, As Needed                                                                                                                                        | Office of Record | Special Attributes | Total Retention           | © Citations & Legal Basis                                                                                                                                                                                                                                                                                    |
|-------------|-------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|--------------------|---------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 09-01-00    | Fire Administration           |                                                                                                                                                                            |                  |                    |                           |                                                                                                                                                                                                                                                                                                              |
| 09-01-01    | General Information           | Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group. | All Depts        |                    | AR                        | Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.                                                                                                                                    |
| 09-01-02    | FireRMS Software              | Used for incidents and personnel. All training sessions and individuals are tracked through FireRMS.                                                                       | Fire             |                    | IND                       | Transitory Record: Maintain indefinitely or until data is transferred to a new tracking system.                                                                                                                                                                                                              |
| 09-01-03    | Personnel Files               | Includes employee history, training, certifications and license cards.                                                                                                     | Fire             |                    | AS+6                      | 29 CFR 1627.3 - 4; 3 years after termination<br>29 CFR 1602.30 - 32; 2 - 3 years after termination<br>29 CFR 516.5 - 6; 3 years after action<br>29 USC 1113; 6 years after date of last action<br>GC 12946; 2 years after termination or action<br>State of California Guidelines; 3 years after termination |
| 09-01-04    | Strike Team Activities        | Used to submit forms for reimbursement from the State and Federal government. Filed by incident.                                                                           | Fire             |                    | CY+4                      | GC 34090; 2 year minimum requirement<br>CCP 337; Statute of limitations of 4 years                                                                                                                                                                                                                           |
| 09-01-05    | Ride Alongs Forms             | Includes release waivers.                                                                                                                                                  | Fire             |                    | CY+2                      | GC 34090; 2 year minimum requirement<br>CCP 335.1; 2 years for action on injuries caused by neglect.                                                                                                                                                                                                         |
| 09-01-06    | Communications Binder         | Includes policies, procedures and directives from the Fire Chief                                                                                                           | Fire             |                    | P                         | GC 34090; 2 year minimum requirement<br>State of California Guidelines; Permanent, no citation given.                                                                                                                                                                                                        |
| 09-01-07    | Disaster Preparedness Plan    |                                                                                                                                                                            | Fire             |                    | S+2                       | GC 34090; 2 year minimum<br>State of California Guidelines; 2 years after superseded                                                                                                                                                                                                                         |
| 09-01-08    | Mutual Aid Agreements         |                                                                                                                                                                            | Clerk/Fire       |                    | AC+4                      | CCP 335.1; Statutes of limitations, 2 years<br>CCP 343; Statutes of limitations, 4 years                                                                                                                                                                                                                     |
| 09-01-09    | CPR / First Aid Class Rosters | Used for public certification.                                                                                                                                             | Fire             |                    | CY+2                      | GC 34090; 2 year minimum requirement                                                                                                                                                                                                                                                                         |
| 09-01-10    | Car Seat Inspection Forms     | Forms for public inspections of car seat installations.                                                                                                                    | Fire             |                    | CY+2                      | GC 34090; 2 year minimum requirement                                                                                                                                                                                                                                                                         |
| 09-02-00    | Fire Prevention               |                                                                                                                                                                            |                  |                    |                           |                                                                                                                                                                                                                                                                                                              |
| 09-02-01    | General Information           | Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group. | All Depts        |                    | AR                        | Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.                                                                                                                                    |
| 09-02-02    | Fire Investigations           | Includes photographs.<br><br>Non-Arson<br><br>Arson with Great Bodily Harm<br><br>Arson with Homicide                                                                      | Fire             |                    | AC+3<br><br>AC+6<br><br>P | CCP 338; 3 year statute of limitations for action<br>PC 800; 6 year statute of limitations after commission of the offense<br>PC 799; No statutes of limitations on actions for murder. Indefinite retention is recommended by DOJ and CA Law Enforcement Officers Assoc.                                    |
| 09-02-03    | Pending Construction          | Includes plan checks on new construction.                                                                                                                                  | Fire             |                    | ACT                       | GC 34090.7; Duplicates may be destroyed within the 2 year minimum period.                                                                                                                                                                                                                                    |

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|-------------|-----------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|--------------------|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 09-02-04    | Building Inspections                    | Includes fire alarm plans, fire sprinkler plans and other inspection documents.                                                                                            | Fire             |                    | AC+5            | UFC 103.34 New construction/alterations of buildings; Retain inspection records for 3 years. IFC 104.6; Retain for 5 years after renewal/expiration of fire permit State of California Guidelines; 3 years after completion of inspection                                                                                                                                                                         |
| 09-02-05    | School Inspections                      | Includes fire alarm plans, fire sprinkler plans and other inspection documents.                                                                                            | Fire             |                    | AC+5            | UFC 103.34 New construction/alterations of buildings; Retain inspection records for 3 years. IFC 104.6; Retain for 5 years after renewal/expiration of fire permit State of California Guidelines; 3 years after completion of inspection                                                                                                                                                                         |
| 09-02-06    | Special Permits                         | Includes christmas tree lots, temporary tents, demolition permits, rocket launching and other temporary use permits related for Fire.                                      | Fire             |                    | AE+2            | GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for Temporary Use Permits                                                                                                                                                                                                                                                                                          |
| 09-02-07    | Weed Abatement                          | Commercial and vacant land, and residential abatement.                                                                                                                     | Fire             |                    | AC+2            | GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after correction/completion.                                                                                                                                                                                                                                                                                                         |
|             |                                         |                                                                                                                                                                            |                  |                    |                 |                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 09-03-00    | <b>Fire Suppression &amp; Equipment</b> |                                                                                                                                                                            |                  |                    |                 |                                                                                                                                                                                                                                                                                                                                                                                                                   |
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| 09-03-02    | Station Log Books                       | Maintained by the stations.                                                                                                                                                | Fire             |                    | CY+3            | GC 34090; 2 year minimum requirement CCP 340.5; Healthcare providers is 3 years after occurrence or 1 year after the patient discovers the injury, whichever comes first. CCP 340.8; Exposure to hazardous substances; 2 years after exposure, or 2 years after patient discovers injury, whichever is later. 8 CCR 3203(b)(1); Injury & Illness Prevention Program inspection records, maintain at least 1 year. |

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|-------------|------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|--------------------|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 09-03-03    | Personal Protective Equipment Logs       | Individual replacement dates.                                                                                                                                                                                                            | Fire             |                    | CY+5            | GC 34090; 2 year minimum requirement<br>CCP 340.5; Healthcare providers; 3 years after occurrence or 1 year after the patient discovers the injury, whichever comes first.<br>CCP 340.8; Exposure to hazardous substances; 2 years after exposure, or 2 years after patient discovers injury, whichever is later.<br>8 CCP 3203(b)(1); Injury & Illness Prevention Program inspection records, maintain at least 1 year.<br><br>Administrative Decision: Possibility of defending an equitable indemnity claim up to 5 years |
| 09-03-04    | SCBA Fit & Flow Test                     | Annual tests for both person and unit.                                                                                                                                                                                                   | Fire             |                    | P               | 8 CCR 3203; IIPP training, at least 1 year<br>State of California Guidelines; 2 years after superseded for training materials.<br><br>Individual training information maintained by employee is retained for termination/separation plus 2 years, per State of California Guidelines<br><br>Administrative Decision: Permanent for long term potential medical issues and varying retention periods of the citations.                                                                                                        |
| 09-03-05    | Hose Testing Records                     |                                                                                                                                                                                                                                          | Fire             |                    | CY+2            | GC 34090; 2 year minimum requirement<br>State of California Guidelines; Current year plus 2 years for equipment and gear logs.                                                                                                                                                                                                                                                                                                                                                                                               |
| 09-03-06    | Ladder Testing                           |                                                                                                                                                                                                                                          | Fire             |                    | CY+2            | GC 34090; 2 year minimum requirement<br>State of California Guidelines; Current year plus 2 years for equipment and gear logs.                                                                                                                                                                                                                                                                                                                                                                                               |
| 09-03-07    | Daily Vehicle & Equipment Inspection Log | Inspection of vehicles by drivers prior to driving. Required by the DOT. Includes safety equipment, liquid levels, tire condition, appearance, operations, lights and other aspects. Also includes HURST, SCBA and air compressor forms. | Fire             |                    | CY+2            | GC 34090; 2 year minimum requirement.<br>State of California Guidelines; 2 years plus the current year.                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 09-03-08    | Breathing Compressor / SCBA Fill Station | Inspection by an outside company with resulting certificate of compliance.                                                                                                                                                               | Fire             |                    | AC+3            | GC 34090; 2 year minimum requirement<br>CCP 340.5; Healthcare providers; 3 years after occurrence or 1 year after the patient discovers the injury, whichever comes first.<br>CCP 340.8; Exposure to hazardous substances; 2 years after exposure, or 2 years after patient discovers injury, whichever is later.<br>State of California Guidelines; Current year plus 2 years for equipment and gear logs.                                                                                                                  |
| 09-04-00    | Training & EMS                           |                                                                                                                                                                                                                                          |                  |                    |                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

09-00-00 FIRE SERVICES

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|-------------|-------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|--------------------|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 09-04-01    | General Information           | Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.  | All Depts        |                    | AR              | Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.                                                                                                                                                                                                                                             |
| 09-04-02    | Target Safety Training System | Computerized training on general city and fire specific training session completed by the individual. After training is completed, individual enters training into FireRMS. | Fire             |                    | IND             | Transitory Record: Maintain indefinitely or until data is transferred to a new tracking system.                                                                                                                                                                                                                                                                                                                       |
| 09-04-03    | CERT Training                 | Community Emergency Response Team training. Records for individual classes.                                                                                                 | Fire             |                    | CY+7            | GC 34090; 2 year minimum requirement<br>29 CFR 1627.3(b); 1 year for training records<br>GC 12946; 2 years after termination<br>GC 6250; PRA, confidential record status<br>State of California Guidelines; Current year plus 7 years for non-safety training records. Current year plus 2 years for certificates and designations training.                                                                          |
| 09-04-04    | Patient Care Reports          | Includes refusal of care and the patient care report.                                                                                                                       | Fire             | C                  | AC+3            | GC 34090; 2 year minimum requirement<br>CCP 340.5; Healthcare providers; 3 years after occurrence or 1 year after the patient discovers the injury, whichever comes first.<br>CCP 340.8; Exposure to hazardous substances; 2 years after exposure, or 2 years after patient discovers injury, whichever is later.                                                                                                     |
| 09-04-05    | Paramedic Check Sheets        | Forms used by paramedics to document equipment checks, narcotics inventories, order supplies. Daily and monthly reports.                                                    | Fire             |                    | AC+5            | GC 34090; 2 year minimum requirement<br>CCP 340.5; Healthcare providers; 3 years after occurrence or 1 year after the patient discovers the injury, whichever comes first.<br>CCP 340.8; Exposure to hazardous substances; 2 years after exposure, or 2 years after patient discovers injury, whichever is later.<br><br>Administrative Decision: Possibility of defending an equitable indemnity claim up to 5 years |
| 09-04-06    | Narcotic Administration Form  | Log of administration of narcotics and distribution of remaining narcotics.                                                                                                 | Fire             |                    | AC+5            | GC 34090; 2 year minimum requirement<br>CCP 340.5; Healthcare providers; 3 years after occurrence or 1 year after the patient discovers the injury, whichever comes first.<br><br>Administrative Decision: Possibility of defending an equitable indemnity claim up to 5 years                                                                                                                                        |

09-00-00 FIRE SERVICES

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|-------------|---------------------|-------------------------------------|------------------|--------------------|-----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 09-04-07    | Training Evolutions |                                     | Fire             |                    | CY+7            | GC 34090; 2 year minimum requirement<br>29 CFR 1627.3(b); 1 year for training records<br>GC 12946; 2 years after termination<br>GC 6250; PRA, confidential record status<br>State of California Guidelines; Current year plus 7 years for non-safety training records. Current year plus 2 years for certificates and designations training. |

City of El Cerrito  
Records Retention Schedules and UFIRST™ Index

10-00-00 POLICE SERVICES

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| Series Code | Series Name                             | Description of Documents, As Needed                                                                                                                                                                                                                                                                                                                               | Office of Record | Special Attributes | Total Retention  | © Citations & Legal Basis                                                                                                                                                                                                                                              |
|-------------|-----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|--------------------|------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 10-01-00    | <b>Administration / Chief of Police</b> |                                                                                                                                                                                                                                                                                                                                                                   |                  |                    |                  |                                                                                                                                                                                                                                                                        |
| 10-01-01    | General Information                     | Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.                                                                                                                                                                                        | All Depts        |                    | AR               | Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.                                                                                              |
| 10-01-02    | Administrative Staff Memos              | General status updates on current projects and items of interest.                                                                                                                                                                                                                                                                                                 | COP/Admin        |                    | CY+2             | GC 34090; 2 year minimum<br>Administrative Record, State of California Guidelines<br><br>Administrative Decision: Maintain permanently for reference purposes.                                                                                                         |
| 10-01-03    | CHP 187 Vehicle Pursuits                | Includes a log tracking filing and sending the report, a summary of the actions, and proof of delivery from the CHP.                                                                                                                                                                                                                                              | COP/Admin        |                    | IND              | VC 17004.7; Maintain vehicle pursuit records, no retention.                                                                                                                                                                                                            |
| 10-01-04    | Concealed Weapons Permits               | Includes application, background and records checks reviewed by the Chief of Police for the issuance of the permit. Also includes notification from the Sheriff's Department of the County of Alameda advising they have issued a Concealed Weapons Permit for a subject residing, employed in or owing a business in the City.<br><br>Denied permit applications | COP/Admin        |                    | AE+2<br><br>CY+2 | GC 34090; 2 year minimum requirement<br>PC 12071, Maintain records<br>PC 12078, Maintain records<br>State Recommendation, 2 years after the license expires.                                                                                                           |
| 10-01-05    | Equipment Inventory                     | Equipment issued to officers and other department equipment.                                                                                                                                                                                                                                                                                                      | COP/Admin        |                    | S+2              | GC 34090; 2 year minimum requirement<br>State Recommendation; 2 years after superseded for listings of equipment assigned to divisions and officers.                                                                                                                   |
| 10-01-06    | General Orders                          | Maintained in Lexipol.                                                                                                                                                                                                                                                                                                                                            | COP/Admin        | C                  | P                | GC 34090; 2 year minimum requirement<br>State of California Guidelines; Permanent, no citation given.                                                                                                                                                                  |
| 10-01-07    | Internal Affairs / Investigations       | Also includes officer involved deaths.                                                                                                                                                                                                                                                                                                                            | COP/Admin        | C                  | AC+5             | PC 832.5(b) Statutory minimum is 5 years.<br>EVC 1045; 5 years for conduct<br>PC 801.5; SOL of 4 years after event<br>PC 803(c); public officer, crime descriptions<br>VC 2547; SOL of 3 years for officer fraud<br>GC 12946; 2 years after completion/position filled |
| 10-01-08    | Livescan Fingerprinting                 | Includes fingerprinting for massage, medical marijuana and taxi permits.                                                                                                                                                                                                                                                                                          | COP/Admin        | C                  | CY+2             | GC 34090; 2 year minimum requirement<br>State of California Guidelines; Maintain fingerprint information for city employment for 2 years after termination.                                                                                                            |
| 10-01-09    | Locker & Riot Locker Logs               | Includes combinations and assigned lockers                                                                                                                                                                                                                                                                                                                        | COP/Admin        | C                  | S+2              | GC 34090; 2 year minimum requirement<br>State of California Guidelines; After superseded                                                                                                                                                                               |
| 10-01-10    | Operation Orders                        | Includes vacation sign ups and special details. Moves the bulk of staff all at once based on the event / order.                                                                                                                                                                                                                                                   | COP/Admin        |                    | CY+2             | GC 34090; 2 year minimum requirement<br>State of California Guidelines; Current year plus 2 years for watch assignments, daily schedules and timekeeping records.                                                                                                      |
| 10-01-11    | Paid Overtime Signup Sheet              | Maintained by the individual division. Includes special details.                                                                                                                                                                                                                                                                                                  | COP/Admin        |                    | CY+2             | GC 34090; 2 year minimum requirement<br>State of California Guidelines; Current year plus 2 years for timekeeping records.                                                                                                                                             |

City of El Cerrito  
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| Series Code | Series Name                                         | Description of Documents, As Needed                                                                                                                                                                                                                                                                            | Office of Record | Special Attributes | Total Retention  | © Citations & Legal Basis                                                                                                                                                                                                                                                                                |
|-------------|-----------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|--------------------|------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 10-01-12    | Pitchess Motions                                    | Copy maintained with the officer's file.                                                                                                                                                                                                                                                                       | COP/Admin        |                    | CY+2             | GC 34090; 2 year minimum requirement                                                                                                                                                                                                                                                                     |
| 10-01-13    | Retiree Qualification Permits                       | Identification for police employees and retirees for carrying firearms. Retirees need to qualify for carrying.                                                                                                                                                                                                 | COP/Admin        |                    | AE+2             | GC 34090; 2 year minimum requirement<br>PC 12071, Maintain records<br>PC 12078, Maintain records<br>State Recommendation, 2 years after the license expires.                                                                                                                                             |
| 10-01-14    | Ride Along Requests                                 |                                                                                                                                                                                                                                                                                                                | COP/Admin        |                    | CY+2             | GC 34090; 2 year minimum requirement retention<br>State of California Guidelines; 2 years plus the current year                                                                                                                                                                                          |
| 10-01-15    | Rules & Regulations                                 |                                                                                                                                                                                                                                                                                                                | COP/Admin        | C                  | P                | GC 34090; 2 year minimum requirement<br>State of California Guidelines; Permanent, no citation given.                                                                                                                                                                                                    |
| 10-01-16    | Supervisor Staff Memos                              | General status updates on current projects and items of interest. Pertains mainly to operational issues.                                                                                                                                                                                                       | COP/Admin        |                    | CY+2             | GC 34090; 2 year minimum<br>Administrative Record, State of California Guidelines                                                                                                                                                                                                                        |
| 10-01-17    | Surveillance Recordings - City Facilities and Parks | Includes buildings, parking lots and city parks and pathways.                                                                                                                                                                                                                                                  | COP/Admin        |                    | 100 days *       | GC 34090.6; 100 days. * If a claim is filed or pending litigation, retain with the case file.<br>State of California Guidelines; 180 days for audio, telephone and radio communication tapes, with exceptions of recordings pertaining to GC 34090.6                                                     |
| 10-01-18    | Unusual Incident Reports                            | Completed with Use of Force, CHP 187, injuries to employees and other unusual events.                                                                                                                                                                                                                          | COP/Admin        |                    | CY+2             | GC 34090; 2 year minimum requirement<br>State of California Guidelines; Current year plus 2 years for use of force files                                                                                                                                                                                 |
| 10-01-19    | Use of Force Reports                                |                                                                                                                                                                                                                                                                                                                | COP/Admin        |                    | CY+2             | GC 34090; 2 year minimum requirement<br>State of California Guidelines; Current year plus 2 years for use of force files                                                                                                                                                                                 |
| 10-01-20    | Vehicle Records                                     | Includes registration documents, equipment installation, maintenance records and other associated documentation.                                                                                                                                                                                               | COP/Admin        |                    | CY+2             | GC 34090; 2 year minimum requirement<br>State of California Guidelines; 2 years plus the current year for daily activity logs.                                                                                                                                                                           |
| 10-01-21    | Volunteer Program                                   | Includes application, ride-along waiver, background authorization, supplemental background information form, criminal history and records checks, LiveScan fingerprinting, training, community service records, background letters to neighboring agencies, and ID cards.<br><br>Denied volunteer applications | COP/Admin        |                    | AT+3<br><br>AC+3 | GC 12946; 2 years after completion/position filled<br>State of California Guidelines; 2 years after termination<br><br>Administrative Decision: Maintain volunteer files for 3 years after termination for hired, 3 years after position filled for denied applications to follow recruitment retention. |
| 10-01-22    | Work & Duty Schedules                               |                                                                                                                                                                                                                                                                                                                | COP/Admin        |                    | CY+2             | GC 34090; 2 year minimum requirement<br>State of California Guidelines; Current year plus 2 years for watch assignments, daily schedules and timekeeping records.                                                                                                                                        |
|             |                                                     |                                                                                                                                                                                                                                                                                                                |                  |                    |                  |                                                                                                                                                                                                                                                                                                          |

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| Series Code | Series Name                   | Description of Documents, As Needed                                                                                                                                                                                                                                                                                     | Office of Record | Special Attributes | Total Retention     | © Citations & Legal Basis                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-------------|-------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|--------------------|---------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 10-02-00    | Records                       | *** Maintain all case files confidential while active. California Public Records Act to be consulted.                                                                                                                                                                                                                   |                  |                    |                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 10-02-01    | General Information           | Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.                                                                                                                                              | All Depts        |                    | AR                  | Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.                                                                                                                                                                                                                                                                                                                         |
| 10-02-02    | Mark43 Database               | Electronic case management system.                                                                                                                                                                                                                                                                                      | Records          | C                  | IND                 | Transitory Record; Maintain indefinitely or until data is transferred to a new tracking system.                                                                                                                                                                                                                                                                                                                                                                                                   |
| 10-02-03    | Case Reports - All Other      | Crime reports, DUI's, incidents, mandatory registrants, bookings/arrests, missing persons, restraining orders, criminal protective orders, NCIC entries. May include property, photos, field interview cards, additional documents and any other elements for the case. All files scanned and stored in the RMS system. | Records          | V                  | Varies              | See specific case retention periods and citations listed below this heading:                                                                                                                                                                                                                                                                                                                                                                                                                      |
|             | 187 - Murders                 |                                                                                                                                                                                                                                                                                                                         | Records          | V, C ***           | P                   | PC 187; Definitions<br>PC 799; No statutes of limitations on actions<br>Indefinite retention is recommended by DOJ and CA Law Enforcement Officers Assoc.                                                                                                                                                                                                                                                                                                                                         |
|             | Officer Involved Shootings    | Includes shootings                                                                                                                                                                                                                                                                                                      | Records          | V, C ***           | AC+25               | EVC 1045; Discovery of officer information on Internal Affairs cases. 5 year access limit.<br>PC 832.5; 5 years after case closure, confidential document not for public exposure.<br>VC 2542 & 2547; Officer fraud or misrepresentation. 3 years after act or omission.<br>State Recommendation; Closure of case plus 25 years.<br>DOJ regulates, if not involving felonies, the report can be destroyed after 3 years, provided that accounting of incident has been placed with the case file. |
|             | Child Molestation             |                                                                                                                                                                                                                                                                                                                         | Records          | V, C ***           | AC+10               | PC 11169; Maintain<br>PC 11170; 10 years from date of reporting , DOJ Recommendation                                                                                                                                                                                                                                                                                                                                                                                                              |
|             | Drug / Sex Crime Registration | Sex offenders - Adult<br><br>Sex offenders - Juvenile                                                                                                                                                                                                                                                                   | Records          | V, C ***           | L+2<br><br>* Varies | GC 34090; 2 year minimum requirement<br>* PC 290; definitions and references<br>W&IC 781; 5 years after record sealed or when juvenile reaches 38 years. Permanent if tried as an adult.<br>State of California Guidelines; Life of registrant within jurisdiction for arson, sex and narcotics.                                                                                                                                                                                                  |



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| Series Code | Series Name                | Description of Documents, As Needed                                                                                                                                 | Office of Record | Special Attributes | Total Retention | © Citations & Legal Basis                                                                                                                                                                                                                                                                                                                                                               |
|-------------|----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|--------------------|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|             | Sex Crimes                 |                                                                                                                                                                     | Records          | V, C ***           | L+2             | PC 261; Definitions<br>PC 220; Definitions & punishments<br>PC 286; Definitions & punishments<br>PC 289; Definitions & punishments<br>W&I 781; Juvenile records, when offender reaches age 38, or 5 years after records are sealed.<br>Department of Justice recommends 25 years.<br><br>Administrative Decision: Maintain sex crime cases for 2 years after proof of offender's death. |
|             | Weapon Crimes              | Possession of illegal weapons, carrying concealed weapons, and other crimes relating to the possession or use of illegal weapons where no other crime has occurred. | Records          | V, C ***           | AC+10           | GC 34090; 2 year minimum requirement<br><br>Administrative Decision: Retain weapon crime information for 10 years to track potentially violent individuals.                                                                                                                                                                                                                             |
|             | Crimes with Death          |                                                                                                                                                                     | Records          | V, H, C ***        | P               | PC 799; No statutes of limitations on actions<br>Indefinite retention is recommended by DOJ and CA Law Enforcement Officers Assoc.<br>State of California Guidelines; Permanent                                                                                                                                                                                                         |
|             | Child Abuse                |                                                                                                                                                                     | Records          | V, C ***           | AC+10           | PC 11169; Maintain<br>PC 11170; 10 years from date of reporting, DOJ Recommendation<br>PC 288, 647; Definitions                                                                                                                                                                                                                                                                         |
|             | Missing Persons            |                                                                                                                                                                     | Records          | V, C ***           | AC+2            | GC 34090; 2 year minimum requirement<br>State of California Guidelines; Current year plus 2 years for non-criminal occurrences, including missing persons where person has been returned/found.<br>DOJ recommends permanent for unsolved missing persons.                                                                                                                               |
|             | Unattended Death / Suicide | Suspicious                                                                                                                                                          | Records          | V, H, C ***        | P               | PC 799; No statutes of limitations on actions<br>Indefinite retention is recommended by DOJ and CA Law Enforcement Officers Assoc.<br>State of California Guidelines; Permanent                                                                                                                                                                                                         |
|             |                            | No suspicious circumstances                                                                                                                                         |                  | V, C ***           | AC+2            | GC 34090; 2 year minimum requirement                                                                                                                                                                                                                                                                                                                                                    |
|             | Robberies / Burglary       |                                                                                                                                                                     | Records          | V, C ***           | AC+3            | CCP 338 et al.; up to 3 years after commission of offense or after realization of offense.<br>State Recommendation; Closure of case plus 3 years.                                                                                                                                                                                                                                       |
|             | Stolen Vehicles            |                                                                                                                                                                     | Records          | V, C ***           | AC+10           | CA Law Enforcement Warrant Officers Association recommends keeping for 10 years.                                                                                                                                                                                                                                                                                                        |
|             | Misdemeanors / Petty Theft |                                                                                                                                                                     | Records          | V, C ***           | AC+2            | GC 34090; 2 year minimum requirement<br>State of California Guidelines; Current year plus 2 years for misdemeanors/infractions with no arrests, identifiable property or missing persons.                                                                                                                                                                                               |

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| Series Code | Series Name                                | Description of Documents, As Needed                                                                                                                                                                                                                                         | Office of Record | Special Attributes | Total Retention | © Citations & Legal Basis                                                                                                                                                                                                                                                                                                                                                                    |
|-------------|--------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|--------------------|-----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|             | Marijuana Related Crimes                   |                                                                                                                                                                                                                                                                             | Records          | V, C ***           | AC+2 *          | HS 11361.5, 11357 B, C, D, or E; 2 years after case closure, * or until offender reaches the age of 18 years provided there are no active warrants associated with the case. Destroy Juvenile marijuana cases after age 18.<br><br>Combined cases may be retained for the longest applicable retention period.                                                                               |
| 10-02-04    | Audio Recordings - Litigation/Case Related | Includes telephone and radio communications for criminal cases only. Recordings determined by the City Attorney for litigation or the District Attorney for crime prosecution.<br><br>Permanent if murder involved.                                                         | Records          |                    | 366 Days *      | GC 34090.6; 100 days. * If a claim is filed or pending litigation, retain with the case file.<br>State of California Guidelines; 180 days for audio, telephone and radio communication tapes, with exceptions of recordings pertaining to GC 34090.6.<br><br>Administrative Decision: Maintain for 366 day to meet restriction of the storage system and to satisfy statutes of limitations. |
| 10-02-05    | Cash Receipt Books                         | Log of monies receive at the PD counter.                                                                                                                                                                                                                                    | Records          |                    | CY+4            | GC 34090; 2 year minimum requirement CCP 337; Statute of limitations of 4 years<br>State of California Guidelines; 4 years after annual audit                                                                                                                                                                                                                                                |
| 10-02-06    | Clearance Letters                          | Includes requests from persons residing in the City asking for a cursory records check through our RMS system to ascertain if the person has any negative information on file in our RMS system. This request results in a letter stating the results of the records check. | Records          |                    | AC+2            | GC 34090; 2 year minimum requirement<br>State of California Guidelines; 2 years after completion for requests for criminal history                                                                                                                                                                                                                                                           |
| 10-02-07    | Criminal Background Checks                 | Requests for criminal history from an outside agency.                                                                                                                                                                                                                       | Records          |                    | CY+3            | GC 34090; 2 year minimum requirement<br>CCP 340; 1 year statute of limitations<br>11 CCR 707(c); 3 years after release of record                                                                                                                                                                                                                                                             |
| 10-02-08    | Criminal Subpoenas                         | Any subpoenas having to do with a criminal case.                                                                                                                                                                                                                            | Records          |                    | CY+2            | GC 34090; 2 year minimum requirement<br>State of California Guidelines; Maintain subpoena logs and subpoena duplicates for the current year plus 2 years.                                                                                                                                                                                                                                    |
| 10-02-09    | DOJ Audit Reports / NCIC Entries           | National Crime Information Computer. DOJ requires reporting monthly for stolen vehicles/license plates, stolen weapons, warrants, missing persons and restraining orders. Inhouse audit performed and results faxed to DOJ.                                                 | Records          |                    | AA+2            | GC 34090; 2 year minimum requirement<br>State of California Guidelines; Current year plus 2 years for weekly, monthly, quarterly, and annual activity/statistical reports.                                                                                                                                                                                                                   |
| 10-02-10    | False Alarm Claims                         |                                                                                                                                                                                                                                                                             | Records          |                    | CY+2            | GC 34090; 2 year minimum requirement<br>State of California Guidelines; Current year plus 2 years for false alarm duplicates.                                                                                                                                                                                                                                                                |
| 10-02-11    | Monthly DOJ/UCR/BACS (MACR) Report         | Electronic statistical report maintained on a flash drive for future analysis. MACR - Monthly Arrest & Citations Register - DOJ form JUS 750.                                                                                                                               | Records          |                    | CY+2            | GC 34090; 2 year minimum requirement<br>State of California Guidelines; Current year plus 2 years for weekly, monthly, quarterly and annual statistical reports.                                                                                                                                                                                                                             |

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| Series Code | Series Name                    | Description of Documents, As Needed                                                                                                                                        | Office of Record | Special Attributes | Total Retention       | © Citations & Legal Basis                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-------------|--------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|--------------------|-----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 10-02-12    | Record Sealings                | Adults<br><br>Juveniles                                                                                                                                                    | Records          | V, C ***           | AC+3 *<br><br>AC+5 ** | PC 851.8(a); Factually innocent records, 3 years after arrest, * with district attorney approval.<br><br>Date of court ordered destruction<br>W&IC 781; 5 years after sealed by court order for at-risk youth;<br>** W&IC 781; When juvenile reaches the age of 38 for murder and/or sex crimes occurring before the child is 14 years of age<br>** W&IC 781; For murder and/or sex crimes occurring on or after the child reaches age 14, DO NOT DESTROY. |
| 10-02-13    | Statistical Report Requests    | Reports and data generated internally and distributed to requesting divisions/units, departments, agencies or the public.                                                  | Records          |                    | CY+2                  | GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for weekly, monthly, quarterly and annual statistical reports.                                                                                                                                                                                                                                                                                              |
| 10-02-14    | Subpoenas Duces Tecum          | Subpoenas for records or property.                                                                                                                                         | Records          |                    | CY+2                  | GC 34090.7; Duplicate records may be destroyed at any point before the total retention period State of California Guidelines; Current year plus 2 years. Courts/County maintain the original record.                                                                                                                                                                                                                                                       |
| 10-03-00    | Traffic Unit                   |                                                                                                                                                                            |                  |                    |                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 10-03-01    | General Information            | Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group. | All Depts        |                    | AR                    | Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.                                                                                                                                                                                                                                                                                  |
| 10-03-02    | Commercial Vehicle Inspections | Form used for inspection of commercial vehicles stopped for a purpose.                                                                                                     | Traffic          |                    | CY+2                  | GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for parking and traffic citations.<br><br>Administrative Decision: Maintain commercial vehicle inspections for the current year plus 2 years to support traffic citations.                                                                                                                                                                                  |
| 10-03-03    | Equipment Calibrations         | Preliminary Alcohol Screening Device and radar calibration.                                                                                                                | Traffic          |                    | AT+2                  | GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after termination for radar calibration records                                                                                                                                                                                                                                                                                                                               |
| 10-03-04    | Taxi Permits & Inspections     | Includes vehicle inspections for service providers.                                                                                                                        | Traffic          |                    | CY+2                  | GC 34090; 2 year minimum requirement                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 10-03-05    | Traffic Citations              |                                                                                                                                                                            | Traffic          |                    | CY+2                  | GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for parking and traffic citations.                                                                                                                                                                                                                                                                                                                          |
| 10-03-06    | Traffic Data Collection        | Used to monitor traffic speed and data for specific locations.                                                                                                             | Traffic          |                    | CY+2                  | GC 34090; 2 year minimum requirement                                                                                                                                                                                                                                                                                                                                                                                                                       |

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| Series Code | Series Name                                 | Description of Documents, As Needed                                                                                                                                                                                                                                                                                                                                                             | Office of Record | Special Attributes | Total Retention | © Citations & Legal Basis                                                                                                                                                                                                                                                                                                                                                                                                          |
|-------------|---------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|--------------------|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 10-04-00    | <b>Personnel &amp; Training Records</b>     |                                                                                                                                                                                                                                                                                                                                                                                                 |                  |                    |                 |                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 10-04-01    | General Information                         | Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.                                                                                                                                                                                                                      | All Depts        |                    | AR              | Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.                                                                                                                                                                                                                                                          |
| 10-04-02    | Personnel Records                           | Includes equipment released, employee transaction forms, step increases, corrective evaluations and other materials related to the employee. Similar to the files maintained by HR but contains other confidential information on officers.                                                                                                                                                     | Personnel        | C                  | AT+6            | 29 CFR 1627.3 - 4; 3 years after termination<br>29 CFR 1602.30 - 32; 2 - 3 years after termination<br>29 CFR 516.5 - 6; 3 years after action<br>29 USC 1113; 6 years after date of last action<br>GC 12946; 2 years after termination or action<br>PC 832.5; 5 years for officer complaints<br>State of California Guidelines; 3 years after termination for non-safety employees; 5 years after termination for safety employees. |
| 10-04-03    | Background Checks - Unsuccessful Candidates |                                                                                                                                                                                                                                                                                                                                                                                                 | Personnel        | C                  | AC+3            | PC 832.5; 5 years for officer complaints<br>State of California Guidelines; 2 years after position closes for Safety Personnel not hired.<br><br>Administrative Decision: Maintain background checks for 3 years after the position is filled to meet recruitment retention requirements.                                                                                                                                          |
| 10-04-04    | Citizen Inquires                            | Form completed by a citizen. Complaints become formal investigations. Non-complaints are forwarded to other divisions or departments, as needed.                                                                                                                                                                                                                                                | Personnel        |                    | ACT             | Transitory Record: Maintain indefinitely or until data is transferred to record series.                                                                                                                                                                                                                                                                                                                                            |
| 10-04-05    | Field Training                              | Includes binders filed by officer containing class outline, tests, percentages, roster, handouts, instructor's qualifications and resumes, daily evaluations, qualification criteria and training scenarios, range lesson plans, firearms safety plan, weapon maintenance, firearm training manuals, simulation training, range master and safety officer for firearms and less-lethal weapons. | Personnel        |                    | AC+15           | State of California Guidelines; 15 years after completion for range lesson plans. No citation given.                                                                                                                                                                                                                                                                                                                               |
| 10-04-06    | Supervisory Notes / Records of Discussion   | Maintained under lock and key by each division for employees. Notes and observations on performance related issues for the deployment period. Cycle varies and results are maintained by the highest level supervisor of the officer. Related to training.                                                                                                                                      | Personnel        | C                  | AT+6            | 29 CFR 1627.3 - 4; 3 years after termination<br>29 CFR 1602.30 - 32; 2 - 3 years after termination<br>29 CFR 516.5 - 6; 3 years after action<br>29 USC 1113; 6 years after date of last action<br>GC 12946; 2 years after termination or action<br>State of California Guidelines; 3 years after termination for non-safety employees; 5 years after termination for safety employees.                                             |
| 10-04-07    | Training Management System Database (TMS)   | Used to track all training for officers, including inhouse, POST and other training sessions.                                                                                                                                                                                                                                                                                                   | Personnel        |                    | IND             | Transitory Record: Maintain indefinitely or until data is transferred to a new tracking system.                                                                                                                                                                                                                                                                                                                                    |
| 10-04-08    | Training Reimbursement Forms                | Used for officer training reimbursements. Duplicated information that is sent to Finance for processing. Maintained for 1 year in PD.                                                                                                                                                                                                                                                           | Personnel        |                    | AC+1            | GC 34090.7; Duplicate records may be destroyed within the 2 year minimum retention period                                                                                                                                                                                                                                                                                                                                          |

## Records Retention Schedules and UFIRST™ Index

## 10-00-00 POLICE SERVICES

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AD - After Disposition, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AS - After Separation, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EY - Event Year, H - Historical, IND - Indefinite, L - Life of Board, Building, Vehicle, Registrant, Improvement or System, P - Permanent, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

| Series Code | Series Name                            | Description of Documents, As Needed                                                                                                                                                                                                                                | Office of Record | Special Attributes | Total Retention | © Citations & Legal Basis                                                                                                                                                                                                                                                                                                                                                                                                 |
|-------------|----------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|--------------------|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 10-05-00    | <b>Criminal Investigation Services</b> |                                                                                                                                                                                                                                                                    |                  |                    |                 |                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 10-05-01    | General Information                    | Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.                                                                                         | All Depts        |                    | AR              | Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.                                                                                                                                                                                                                                                 |
| 10-05-02    | Alcohol Licensing - Temporary Use      | Includes one day events. ABC form 221.                                                                                                                                                                                                                             | CIS              |                    | AE+2            | GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for temporary use permits                                                                                                                                                                                                                                                                                                  |
| 10-05-03    | Annual Card Room Permits               |                                                                                                                                                                                                                                                                    | CIS              |                    | CY+2            | GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for bingo licenses.<br><br>Administrative Decision: Maintain annual card room permits for the current year plus 2 years to follow bingo retention requirements by the State.                                                                                                                                               |
| 10-05-04    | Audio Recordings - Routine             | Includes telephone and radio communications. If crime related, the District Attorney must request audio within 100 days of the date. The City Attorney will inform the PD about pending litigation, and will approve destruction of recordings on a monthly basis. | Comm             |                    | 1 year          | GC 34090.6; 100 days. If a claim is filed or pending litigation, retain until pending litigation is resolved and * destroy with consent of the City Attorney.<br>State of California Guidelines; 180 days for audio, telephone and radio communication tapes, with exceptions of recordings pertaining to GC 34090.6<br><br>Administrative Decision: Maintain for 1 year to meet statute of limitations for misdemeanors. |
| 10-05-05    | Body Worn Cameras                      | Includes all recording systems whether body worn, handheld, or integrated into portable equipment.<br><br>REFERENCE GC 3301 AREA FOR STATUTES.                                                                                                                     | Traffic          |                    | 366 Days *      | GC 34090.6; 100 days. * If a claim is filed or pending litigation, retain with the case file.<br>State of California Guidelines; 180 days for audio, telephone and radio communication tapes, with exceptions of recordings pertaining to GC 34090.6.<br><br>Administrative Decision: Maintain for 366 day to meet restriction of the storage system and to satisfy statutes of limitations.                              |
| 10-05-06    | Cabaret Permits - Annual               | Approved annually by Council.                                                                                                                                                                                                                                      | CIS              |                    | CY+2            | GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for certain licenses.<br><br>Administrative Decision: Maintain cabaret permits for the current year plus 2 years to follow similar retention required by the State.                                                                                                                                                        |
| 10-05-07    | Cabaret Permits - Temporary            |                                                                                                                                                                                                                                                                    | CIS              |                    | AE+2            | GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for temporary use permits                                                                                                                                                                                                                                                                                                  |
| 10-05-08    | Informant Files                        | Maintained in paper form and reviewed annually for activity. Includes vice crimes (gang, narcotics, prostitution, robbery).                                                                                                                                        | CIS              | C                  | AT+10           | GC 34090; 2 year minimum requirement State of California Guidelines; 10 years after termination for informant files, no citation stated                                                                                                                                                                                                                                                                                   |

10-00-00 POLICE SERVICES

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| Series Code | Series Name                   | Description of Documents, As Needed                                            | Office of Record | Special Attributes | Total Retention     | © Citations & Legal Basis                                                                                                                                                                                                                                                                                                                                         |
|-------------|-------------------------------|--------------------------------------------------------------------------------|------------------|--------------------|---------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 10-05-09    | Massage Parlor Establishments |                                                                                | CIS              |                    | AE+2                | GC 34090; 2 year minimum requirement State of California Guidelines; Completion plus 2 years for massage parlor permits.                                                                                                                                                                                                                                          |
| 10-05-10    | Patrol Bulletins              | Informational notice about crimes in areas of the City.                        | CIS              |                    | CY+2                | GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for weekly, monthly, quarterly and annual statistical reports.                                                                                                                                                                                                     |
| 10-05-11    | Pawn Slips                    |                                                                                | CIS              |                    | CY+2                | GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for Secondhand Dealers and Pawn Brokers.                                                                                                                                                                                                                           |
| 10-05-12    | Registration Files - 11590 HS | Drug registrants                                                               | CIS              |                    | L+2                 | GC 34090; 2 year minimum requirement H&S 11594; 5 years after termination of parole or probation<br>PC 186.32; 5 years after last registration requirement State of California Guidelines; Life of registrant within jurisdiction for arson, sex and narcotics.                                                                                                   |
| 10-05-13    | Registration Files - 290      | For sex offenders. Activity based on ORI status.<br><br>Adults<br><br>Juvenile | CIS              |                    | L+2<br><br>* Varies | GC 34090; 2 years minimum<br>* PC 290; definitions and references W&IC 781; 5 years after record sealed or when juvenile reaches 38 years. Permanent if tried as an adult.<br>State of California Guidelines; Life of registrant within jurisdiction for arson, sex and narcotics.                                                                                |
| 10-05-14    | Registration Files - 457.1    | Arson - Adults<br><br>Arson - Juveniles                                        | CIS              |                    | L+2<br><br>* Varies | GC 34090; 2 years minimum<br>H&S 11594; 5 years after termination of parole or probation<br>PC 186.32; 5 years after last registration requirement<br>* PC 457; Arson registration for juveniles, 25 years of age or when records are sealed per W&IC 781<br>State of California Guidelines; Life of registrant within jurisdiction for arson, sex and narcotics. |
| 10-05-15    | Second Hand Dealer Licenses   | Includes licenses for antique dealers and other second hand sellers.           | Property         |                    | CY+2                | GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for Secondhand Dealers and Pawn Brokers.                                                                                                                                                                                                                           |
| 10-05-16    | Track Fliers                  | Includes BOLOs from to other agencies.                                         | CIS              |                    | CY+2                | GC 34090; 2 year minimum requirement                                                                                                                                                                                                                                                                                                                              |

10-00-00 POLICE SERVICES

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| Series Code | Series Name                                    | Description of Documents, As Needed                                                                                                                                                                            | Office of Record | Special Attributes | Total Retention | © Citations & Legal Basis                                                                                                                                                                                |
|-------------|------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|--------------------|-----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 10-06-00    | <b>Property &amp; Evidence</b>                 |                                                                                                                                                                                                                |                  |                    |                 |                                                                                                                                                                                                          |
| 10-06-01    | General Information                            | Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.                                     | All Depts        |                    | AR              | Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.                                |
| 10-06-02    | Asset Seizure/Forfeiture Form                  | For monies seized over a certain amount. Requested from a major crimes task force, and ultimately scanned to Records with the case file. Originals are maintained by the DA, a copy is maintained by the City. | Property         |                    | ACT             | GC 34090.7; Duplicate records may be destroyed within the 2 year minimum retention period                                                                                                                |
| 10-06-03    | Auction Reports                                |                                                                                                                                                                                                                | Property         |                    | CY+2            | GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after financial audit for surplus property auctions including listings of property.                                         |
| 10-06-04    | Criminal Case Disposition Notification/Reports | Case disposition confirmation from the District Attorney or court system. DOJ form 8715.                                                                                                                       | Property         |                    | CY+2            | GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for case tracking records                                                                                 |
| 10-06-05    | Evidence Purge/Disposition                     | Includes weapons destruction logs, drug destruction logs, deposit receipts, property disposition memorandums and returns to owners.                                                                            | Property         |                    | P               | State of California Guidelines; Permanent for gun destruction. No citation given. Current year plus 2 years for property control logs recording items coming into and going out of property rooms.       |
| 10-06-06    | Property Record / Receipts                     | Tracks property releases and dispositions. Used to permanently track history of evidence. Not destroyed with the case file.                                                                                    | Property         |                    | P               | GC 34090; 2 year minimum requirement State of California Guidelines; No citation given. Current year plus 2 years for property control logs recording items coming into and going out of property rooms. |
|             |                                                |                                                                                                                                                                                                                |                  |                    |                 |                                                                                                                                                                                                          |
| 10-07-00    | <b>Crime Prevention Committee</b>              |                                                                                                                                                                                                                |                  |                    |                 |                                                                                                                                                                                                          |
| 10-07-01    | General Information                            | Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.                                     | All Depts        |                    | AR              | Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.                                |
| 10-07-02    | Agendas & Agenda Packets                       |                                                                                                                                                                                                                | Clerk            |                    | CY+2            | GC 34090; 2 year minimum requirement State of California Guidelines; Maintain for the Current Year plus 2 years                                                                                          |
| 10-07-03    | Minutes                                        |                                                                                                                                                                                                                | Clerk            |                    | P               | GC 34090(e); Minutes of governing bodies, Permanent<br>GC 36814; Maintain record of proceedings<br>GC 40801; Maintain record of proceedings<br>State of California Guidelines; Permanent                 |



## AGENDA BILL

Agenda Item No. 4(D)

**Date:** October 16, 2018  
**To:** El Cerrito City Council  
**From:** Sherry M. Kelly, Acting City Clerk  
**Subject:** Conflict of Interest Code Update

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### **ACTION REQUESTED**

Adopt a Resolution adopting a revised Conflict of Interest Code for the City of El Cerrito, including filing requirements for related agencies, including the Public Financing Authority, the Employee Pension Board, and the Successor Agency to the former Redevelopment Agency and rescinding Resolution No. 2016-77.

### **BACKGROUND**

The Political Reform Act of 1974 (“Act”) (codified in Government Code Sections 8100 et seq.) requires the City to adopt and promulgate a Conflict of Interest Code (“Code”) applicable to designated City employees and public officials.

The City first adopted its Conflict of Interest Code in 1977. In 1983, the City Council enacted Resolution No. 83-14 to adopt the model Conflict of Interest Code drafted by the Fair Political Practices Commission. The Conflict of Interest Code covers matters such as the manner of reporting financial interests, the procedures to be utilized in filing conflict of interest statements, the contents of such statements, and the time within which such statements must be filed.

The Municipal Services Corporation (MSC) is not included in the City’s Conflict of Interest Code. The Corporation is not a public agency. It is a non-profit, public benefit corporation, which is subject to the California Corporations Code. The MSC Board instead adopted its own Conflict of Interest Policy on October 17, 2011 by MSC Resolution No. 2011–11, following the model IRS Conflict of Interest Policy by which a charitable organization should implement decisions regarding transactions or arrangements between the charitable organization and members of the charitable organization’s board of directors and other individuals. As such, MSC Directors and Officers do not file a Statement of Economic Interests – Form 700 pertaining to the MSC, but file a separate annual declaration as required under the MSC’s existing Conflict of Interest Policy.

The City Council is the code-reviewing body. It has regularly amended the Conflict of Interest Code to correspond to changes in the City. The last revision was completed in 2016, by Resolution No. 2016-77. State law and the City’s Conflict of Interest Code mandate the filing of the Fair Political Practices Commission Statement of Economic Interests – Form 700. The Form 700 for



City Councilmembers and those who hold positions designated in the City's Conflict of Interest Code are kept on file in the Office of the City Clerk and are available for public review upon request.

## **ANALYSIS**

The attached resolution is the City's Conflict of Interest Code revised to incorporate changes to Appendix A – Designated Filers. Appendix A identifies designated positions and commissions and establishes their respective levels of disclosure. Appendix B outlines the specific requirements of each disclosure category.

There are no additions to the list of designated filers being proposed at this time. Deleted positions are shown by ~~strikethrough~~. The deletions include:

1. Environmental Programs Manager – *duties are incorporated in the Operations and Environmental Services Manager position added to the Code in 2016.*
2. Economic Program Manager – *Position is inactive and if filled, will be filled by a Management Analyst.*

The Conflict of Interest Code, as presented, accurately designates all positions that make or participate in the making of governmental decisions. The disclosure categories assigned to these positions require the disclosure of all investments, business positions, interests in real property and sources of income which may foreseeably be affected materially by the decisions made by those designated positions. The Code includes all other provisions required by Government Code Section 87302 and incorporates by reference FPPC Regulation 2 Cal. Admin. Code Section 18730.

Although the City Council, City Manager, City Attorney, City Treasurer and Planning Commissioners are Government Code Section 87200 filers, the City Clerk notifies each person in this group of his/her filing obligation, including local filing requirements for membership on the Successor Agency, Public Financing Authority and Employee Pension Board. The Fair Political Practices Commission acts as the Filing Officer for Government Code 87200 filers, reviews statements for completeness and enforces penalties for any late filings.

The City updates its Conflict of Interest Code biennially to accommodate changes in organizational structure and job classifications. Biennial review of the City's Conflict of Interest Code is mandated by the Political Reform Act.

## **STRATEGIC PLAN CONSIDERATIONS**

Although mandated by state law, reviewing and updating the City's Conflict of Interest Code is in alignment with the following organizational values identified in the City's Strategic Plan: Ethics and Integrity, Professional Excellence and Transparency and Open Communication.

### **FINANCIAL CONSIDERATIONS**

There will be no costs associated with the proposed revisions to the Conflict of Interest Code.

### **LEGAL CONSIDERATIONS**

The Act requires the City Council to review the Conflict of Interest Code on a regular basis and when such amendments are necessitated by changed circumstances, pursuant to Government Code Sections 87306 and 87306.5. Council adoption of the proposed Conflict of Interest Code will sustain continued compliance with State law.

**Reviewed by:**



**Scott Hanin**  
**City Manager**

Attachments:

1. Proposed Resolution

RESOLUTION NO. 2018-XX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CERRITO ADOPTING A REVISED CONFLICT OF INTEREST CODE FOR THE CITY OF EL CERRITO, INCLUDING THE FILING OF ANY RELATED AGENCY POSITIONS, SUCH AS THE EMPLOYEE PENSION BOARD, THE SUCCESSOR AGENCY TO THE FORMER REDEVELOPMENT AGENCY, AND THE PUBLIC FINANCING AUTHORITY (PFA) AND RESCINDING RESOLUTION NO. 2016-77

WHEREAS, the Political Reform Act of 1974 ("Act"), Government Code Sections 8100 et seq. enacted as part of Proposition 9, requires every local agency to adopt and promulgate a conflict of interest code applicable to employees or consultants holding designated positions and public officials within the jurisdiction of the local agency; and

WHEREAS, in 1977, the El Cerrito City Council enacted Resolution No. 3843, adopting the City of El Cerrito ("City") Conflict of Interest Code, and

WHEREAS, subsequent to the enactment of Resolution No. 3843, the Fair Political Practices Commission enacted 2 Cal. Code of Regs. Section 18730 which contains the terms of a standard model conflict of interest code, which could be adopted by local agencies covering such matters as the manner of reporting financial interests, the procedures to be utilized in filing conflict of interest statements, the contents of such statements, the time within which such statements must be filed, etc; and which may be amended by the Fair Political Practices Commission after public notice and hearings to conform to amendments to the Political Reform Act; and

WHEREAS, in 1983, the City Council enacted Resolution No. 83-14 which adopted the model conflict of interest code drafted by the Fair Political Practices Commission, including any amendments duly adopted by the Commission to conform to amendments to the Political Reform Act, as the new City of El Cerrito Conflict of Interest Code; and

WHEREAS, Appendix A of Resolution No. 83-14 listed the designated employees subject to the model conflict of interest code (listed as "designated filers"); and Appendix B of Resolution No. 83-14 identified the specific financial interests that would be reportable; and

WHEREAS, state law as specified in the Act requires the City Council, as the City's code-reviewing body to direct the review of its Conflict of Interest Code; and

WHEREAS, the Act additionally requires the submission of a revised conflict of interest code for approval by the code-reviewing body or the notification of said body that no changes are necessary pursuant to Government Code Section 87306.5; and

WHEREAS, the City Council has regularly amended its Conflict of Interest Code to correspond to changes in the City resulting from reorganization of City departments and employees, changes in job classifications, and the addition and deletion of certain boards and commissions and to respond to any changes in State law; and

WHEREAS, the Conflict of Interest Code was last amended in 2016 through Resolution 2016-77 and the Code requires revision to reflect the changes in designated positions and the financial interests required to be reported; and

WHEREAS, this review has been completed and the City Council has determined that such changes are necessary due to changes in City organization and to comply with state law and that Appendices A and B, attached herein, accurately sets forth the designated positions, and their respective categories of financial interests which should be made reportable and those boards, commissions and committees which should be designated and the respective categories of financial interests which should be made reportable by their members; and

WHEREAS, the Conflict of Interest Code includes filing requirements for related agency positions, such as the Successor Agency to the former El Cerrito Redevelopment Agency, the Public Financing Authority (PFA), and the Employee Pension Board; and

WHEREAS, the City of El Cerrito Conflict of Interest Code, incorporated herein, requires revision so that it accurately sets forth the designated positions and categories of financial interests which should be made reportable.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of El Cerrito as follows, with additions indicated by underline and deletions indicated with ~~strikethrough~~:

**Section 1. Incorporation of Recitals.** All Recitals above are true and correct and are incorporated herein.

**Section 2. Adoption of Model Conflict of Interest Code.** The terms of 2 Cal. Adm. Code Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference and included as part of the Conflict of Interest Code of the City of El Cerrito.

**Section 3. Statement of Economic Interest Requirement.** Persons holding designated positions and persons required to do so by statute shall file Statements of Economic Interests with the City of El Cerrito on Fair Political Practices Commission forms, in conformance with the individual disclosure categories and State guidelines, when requested by the City Clerk. Persons holding designated positions and persons required by statute to file statements of economic interests shall also report interests for any other related agency positions, such as the Employee Pension Board, Successor Agency to the former Redevelopment Agency, and the Public Finance Authority (PFA). The City Clerk will retain custody of the statements and make the statements available for public inspection and reproduction.

**Section 4. Form 700 Requirement.** In accordance with FPPC Regulation 18734, any individual hired for a position not yet covered under this Conflict of Interest Code must file a Form 700 if the individual serves in a position that makes or participates in making governmental decisions. Individuals in this category must file under the broadest disclosure category until the code is amended to include the new position unless the City of El Cerrito provides, in writing, a limited disclosure requirement.

**Section 5. Late Filings and Failure to File Statements.** Any violation of any provision of this Code is subject to the administrative, criminal and civil sanctions provided in the Political Reform Act, Government Code Sections 81000 et seq. The following additional regulations shall apply to City of El Cerrito (a) designated employees, (b) designated members of boards and commissions appointed by the City Council, and (c) consultants:

**(a) City Employees:**

If a City employee fails to file an Initial, Assuming Office or Annual Statement of Economic Interests within thirty days after the City Clerk has given specific written notice of non-filing, he or she shall undergo steps resulting in a written reprimand in accordance with the provisions of the appropriate Memorandum of Understanding or City of El Cerrito Personnel Policies and Administrative Regulations. The employee's supervisor shall comply with the provisions of the appropriate Memorandum of Understanding or City of El Cerrito Personnel Rules and Administrative Regulations. In addition, the City Clerk shall impose late filing fees in accordance with Government Code Section 91013 and 91013.5. No person who has left City employment and failed to file the appropriate statement shall resume active employment with the City of El Cerrito if there are outstanding statements or fines.

**(b) Members of Boards and Commissions:**

If a member of any non-elected board, commission or committee specified in the Code fails to file an Assuming Office, Initial or Annual Statement of Economic Interests within thirty days after the City Clerk has given specific written notice of non-filing, the member's term on the commission shall expire. The City Clerk shall notify the commissioner that his/her term has expired and notify the City Council that a vacancy exists on the commission. In addition, the City Clerk shall impose late filing fees in accordance with Government Code Sections 91013 and 91013.5.

Prior to being eligible for reappointment to any board, commission, or committee all outstanding filings for all commission appointments must be filed and any outstanding fines, payable under Government Code Section 91013, shall be paid. No person shall be appointed to any commission if there are outstanding statements or fines, and no person shall be appointed to any commission for a period of one year if terminated from any commission more than once for failure to file statements.

**(c) Consultants:**

If a consultant, as defined in 2 Cal. Code Regs. Section 18701, fails to file any Statement of Economic Interests within thirty days after the City Clerk has given specific written notice of non-filing, he or she shall be advised by the City's project manager that no further payments shall be made by the City of El Cerrito under the contract until such statement has been received by the City Clerk. The City Clerk shall also impose late filing fees in accordance with Government Code Sections 91013 and 91013.5.

**Section 6. Employees and Officials that Must Disclose Financial Interests.** The City Conflict of Interest Code hereby includes Appendix A, which reflects changes in City organization and in the job titles of City management staff and reflects the inclusion of staff positions with decision making authority as authorized by the El Cerrito Municipal Code and in compliance with Title 2, Section 18701 of the California Code of Regulations. Designated Employees and Public Officials shall disclose financial interests as set forth in Appendix B.

**Section 7. Adoption of Disclosure Categories.** The City Conflict of Interest Code hereby includes Appendix B, to achieve consistency with State Law and reflect the required disclosure categories of this Conflict of Interest Code.

**Section 8. Rescission of Previous Conflict of Interest Code.** The City Council hereby rescinds Resolution No. 2016-77.

I CERTIFY that at a regular meeting on October 16, 2018 the City Council of the City of El Cerrito passed this Resolution by the following vote:

|          |                 |
|----------|-----------------|
| AYES:    | COUNCILMEMBERS: |
| NOES :   | COUNCILMEMBERS: |
| ABSTAIN: | COUNCILMEMBERS: |
| ABSENT:  | COUNCILMEMBERS: |

IN WITNESS of this action, I sign this document and affix the corporate seal of the City of El Cerrito on October \_\_, 2018.

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Sherry M. Kelly, Acting City Clerk

Approved:

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Gabriel Quinto, Mayor

**APPENDIX A**  
**DESIGNATED FILERS**

| <b>Job Classification</b>                         | <b>Disclosure Category</b> |
|---------------------------------------------------|----------------------------|
| Assistant to the City Manager                     | 1,2,3,4                    |
| Assistant City Attorney                           | 1,2,3,4                    |
| Assistant City Manager                            | 1,2,3,4                    |
| Associate Engineer                                | 1,2,3,4                    |
| Associate Planner ( <i>inactive</i> )             | 1,2,3,4                    |
| Battalion Fire Chief                              | 1,2,3,4                    |
| Building Official                                 | 1,2,3,4                    |
| City Clerk                                        | 1,2,3,4                    |
| Community Development Director                    | 1,2,3,4                    |
| Development Services Manager                      | 1,2,3,4                    |
| Economic Development Director ( <i>inactive</i> ) | 1,2,3,4                    |
| Operations and Environmental Services Manager     | 1,2,3,4                    |
| <del>Environmental Programs Manager</del>         | 1,2,3,4                    |
| Fire Chief                                        | 1,2,3,4                    |
| Human Resources Manager                           | 1,2,3,4                    |
| Information Technology Manager                    | 1,2,3,4                    |
| Maintenance Superintendent                        | 1,2,3,4                    |
| Management Analyst                                | 1,2,3,4                    |
| Planning Manager                                  | 1,2,3,4                    |
| Police Lieutenant                                 | 1,2,3,4                    |
| Public Works Director/City Engineer               | 1,2,3,4                    |
| Police Chief                                      | 1,2,3,4                    |
| Police Captain                                    | 1,2,3,4                    |
| Program Manager                                   | 1,2,3,4                    |
| Recreation Director                               | 1,2,3,4                    |
| Recreation Supervisor                             | 1,2,3,4                    |
| Recycling Operations Supervisor                   | 1,2,3,4                    |
| <del>Economic Program Manager</del>               | 1,2,3,4                    |
| Senior Engineer                                   | 1,2,3,4                    |
| Senior Human Resources Analyst                    | 1,2,3,4                    |
| Senior Planner                                    | 1,2,3,4                    |
| Senior Program Manager                            | 1,2,3,4                    |
| Special Counsel                                   | 1,2,3,4                    |
| Commission and Board Members:                     |                            |
| Arts and Culture Commission Members               | 5                          |
| Design Review Board Members                       | 1,2,3,4                    |
| Financial Advisory Board Members                  | 1,2,3,4                    |

**Consultants\***

\* With respect to consultants, the City Manager or designee may determine in writing that a particular consultant, has been hired to perform a range of duties that is sufficiently limited in scope so as not to require full compliance with the disclosure requirements described in this section. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements, if any. The City Manager's determination is a public record and shall be retained for public inspection in the same manner and location as the disclosure statements filed pursuant to this Resolution.

## **A P P E N D I X B**

### **DISCLOSURE CATEGORIES**

#### **Category 1: Personal Income**

All sources of income, including investments, gifts, loans and travel payments as defined in Government Code Section 82030, as amended. Not included as income in this disclosure category is income received from any source outside the City of El Cerrito if that source is not presently doing business within the City of El Cerrito and has not done business within the City of El Cerrito during the two years prior to the time this disclosure statement is made.

#### **Category 2: Interests in Real Property**

All interests in real property in excess of \$2,000 held by the designated employee, or commissioner, the employee or commissioner's spouse, domestic partner or dependent children located in whole or in part within the City of El Cerrito or within a two-mile radius of the boundaries of the City of El Cerrito. Included within this disclosure category is any leasehold, beneficial or ownership interest or an option to acquire such an interest in real property. Included within this disclosure category is any pro rata share of interests in real property of any business entity or trust in which the designated employee, or commissioner, the employee or commissioner's spouse, domestic partner or dependent children, owns directly, indirectly or beneficially, a 10 percent interest or greater. An "interest in real property" does not include the principal residence of the employee or commissioner, making the disclosure unless all or part of that residence is used for business purposes and claimed as a business deduction on the designated employee or commissioner's income tax return.

#### **Category 3: Investments**

All financial interests in excess of \$2,000 held by the designated employee or commissioner, the employee or commissioner's spouse, domestic partner or dependent children in security issued by a business entity, including but not limited to common stock, preferred stock, options, debt instruments and any partnership or other ownership interest if the business entity or any parent, subsidiary or otherwise related business entity has an interest in real property in the City of El Cerrito, or does business or plans to do business in the City of El Cerrito, or has done business within the City of El Cerrito at any time during the two years prior to the time this disclosure statement is made. The term "investments" does not include a time or demand deposit in a financial institution, shares in a credit union, any insurance policy, interest in a diversified mutual fund registered with the Securities and Exchange Commission or a common trust fund created pursuant to Section 1564 of the Finance Code, or any bond or other debt instrument issued by any government or government agency. The term "investments" does include a pro rata share of investments of any business entity, mutual fund, or trust in which the designated employee or commissioner, or the employee's or commissioner's spouse, domestic partner or dependent children own directly, indirectly or beneficially, a 10 percent interest or greater.



**Category 4: Management Positions**

Management positions held with any business entity located, doing business, planning to do business, or having done business in the past two years within the City of El Cerrito.

**Category 5: Arts and Culture Commission**

All members of the Commission shall disclose business entities in which they have an investment, or in which they are a director, officer, partner, employee, or hold any position of management; and income as defined in Government Code Section 82030, as amended, including gifts, loans, and travel payments; if the business entity or source of income: a) has applied for, is receiving, or within the previous two years has received, funds through the City to advance Arts in El Cerrito; b) has profited from the creation, production, sale, or display of any artistic endeavor; or c) has provided services, goods, or equipment to artistic endeavors in the City of El Cerrito.

***EL CERRITO CITY COUNCIL PROCLAMATION  
Designating November 11, 2018- November 17, 2018 as “United  
Against Hate Week”***

WHEREAS, the United States is a nation of immigrants, whose strength comes from its diversity; and

WHEREAS, the Constitution enshrines equality on all individuals, regardless of race, gender, orientation, religion, or political views; and

WHEREAS, recent federal policies and rhetoric have generated a toxic environment that encourages the propagation of racist, xenophobic, sexist, homophobic, Islamophobic, and other bigoted views by emboldened hate groups and individuals; and

WHEREAS, deep divisions within our country allow for the festering of extreme ideology, further strengthening a cycle of mistrust and suspicion fueled by fear, anxiety, and insecurity; and

WHEREAS, the number of hate crimes across the United States has increased dramatically over the past couple of years; and

WHEREAS, in 2017, white nationalist groups held violent rallies in cities across the country, instilling fear across many diverse communities; and

WHEREAS, the City of El Cerrito is deeply committed to inclusivity; and

WHEREAS, the City of El Cerrito was declared a Sanctuary City on March 21, 2017 further affirming the City's commitment to the values of dignity, inclusivity, and respect for all individuals regardless of ethnic or national origin, gender identity, race, religious affiliation, sexual orientation, age, disability, or immigration status; and

WHEREAS, the community launched a Stop Hate Together campaign to further state our shared values and reiterate our commitment to inclusivity; and

WHEREAS, education, compassion, and cooperation are key to understanding and embracing differences between people; and

WHEREAS, sponsoring a United Against Hate Week is an important step in bridging divisions and healing communities.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of El Cerrito that it hereby declares the week of November 11, 2018 through November 18, 2018 as United Against Hate Week in the City of El Cerrito.

Dated: October 16, 2018

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Gabriel Quinto, Mayor