



**AGENDA**  
**SPECIAL CITY COUNCIL MEETING AND JOINT MEETING OF THE CITY**  
**COUNCIL AND THE BOARD OF DIRECTORS OF THE COMMUNITY**  
**REDEVELOPMENT AGENCY OF THE CITY OF COTATI**  
**TUESDAY, NOVEMBER 25, 2008**  
**6:30 PM CLOSED SESSION**  
**7:00 PM REGULAR SESSION**  
**City Council Chambers, City Hall, 201 W. Sierra Avenue**

The Cotati City Council welcomes you to its meetings that are generally scheduled for the 2<sup>nd</sup> and 4<sup>th</sup> Wednesday (or as otherwise noticed) of every month. Your interest and participation are encouraged and appreciated.

*City Council Agenda and Minutes can be viewed at the City's website: ..... [www.ci.cotati.ca.us](http://www.ci.cotati.ca.us)  
To receive the City Council Agenda by e-mail, provide your  
e-mail address to the City Manager's office, or e-mail your request to: ..... [ttaylor@ci.cotati.ca.us](mailto:ttaylor@ci.cotati.ca.us)*

Notice is hereby given that Council may discuss and/or take action on any or all of the items listed on this agenda.

Any writings or documents provided to a majority of the Cotati City Council regarding any item on this agenda will be made available for public inspection in the City Manager's office located at 201 West Sierra Avenue, Cotati, California, during normal business hours.

Disabled Accommodation: Upon request, this agenda will be made available in appropriate formats to persons with disabilities as required by Section 202 of the Americans with Disabilities Act of 1990. Any person with a disability who requires a modification or accommodation in order to participate in a meeting should contact the Deputy City Clerk at (707) 665-3623 at least 48 hours in advance of the meeting.

Waiver Warning: If you challenge decisions/direction of the City Council of the City of Cotati in court, you may be limited to raising only those issues you or someone else raised at public hearing(s) described in this Agenda, or in written correspondence delivered to the City of Cotati at, or prior to, the public hearing(s).

*Those wishing to address the Council are asked to sign the limit discussion to one presentation per individual and to keep comments to between 3 and 5 minutes; when you are called, step to the podium and state your name and address for the record. Persons wishing to address the Council are not required to identify themselves (Gov't. Code § 54953.3); however, this information assists the Mayor by ensuring that all persons wishing to address the Council are recognized and it assists the Deputy City Clerk in preparing the City Council meeting minutes.*

**6:30 PM CLOSED SESSION**

**CALL TO ORDER (CITY COUNCIL CHAMBERS)**

**ADJOURNMENT TO CLOSED SESSION (CITY MANAGER'S OFFICE)**

**CONFERENCE WITH LEGAL COUNSEL--ANTICIPATED LITIGATION (California Government Code Section 54954.5(c))**

Initiation of litigation pursuant to subdivision (c) of Section 54956.9: One (1) potential case

**7:00 PM (REGULAR SESSION)**

**CALL TO ORDER OF REGULAR CITY COUNCIL MEETING**

**ROLL CALL**

**PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE**

- 1. APPROVAL OF MINUTES OF NOVEMBER 12, 2008 REGULAR MEETING AND NOTICE OF WAIVING OF READING OF ALL RESOLUTIONS AND ORDINANCES INTRODUCED AND/OR ADOPTED UNDER THIS AGENDA**  
*(Action)*

**APPROVAL OF FINAL AGENDA**

**CITY MANAGER'S REPORT**

**CITIZEN BUSINESS**

Any item raised by a member of the public which is not listed on the agenda but may require Council action shall be automatically referred to City staff for investigation and disposition unless the item requires action to be taken by the Council at the meeting during which it was raised and constitutes an emergency, or the need to take such action arose after the posting of the agendas within the meaning of Government Code Section 54954.2(b). In either event, the Council is entitled to discuss the matter before making the determination required under said Government Code provision, and if either finding is made may take action thereon. Please confine your comments during this portion of the agenda to matters not already on the agenda. The public will be given an opportunity to speak on each agenda item at the time it is called.

**COUNCILMEMBER DIRECTION ON FUTURE AGENDA ITEMS** *(Discussion)*

**ORAL AND WRITTEN COMMUNICATIONS**

**ANNOUNCEMENTS**

The City of Cotati is hosting its annual holiday tree lighting Wednesday, December 3, 2008 at 6:00 pm in La Plaza Park in downtown Cotati.

The full Fall/Winter Recreation Schedule can be viewed on the City's website at [www.ci.cotati.ca.us](http://www.ci.cotati.ca.us) To request a paper copy please feel free to call the Recreation Department at 792-4600 ext. 669.

**STUDENT HONORARY MAYOR REPORT**

Antonia Pearson of Rancho Cotate High School will provide a verbal report to Council.

- 2. COTATI CREEK CRITTERS**

Cotati Creek Critters will provide a report to Council regarding the group's activities over the past year.

## **FLOOD ZONE MAP REPORT**

Damien O'Bid will provide a verbal report to Council regarding the flood zone map.

## **CONSENT CALENDAR**

Matters listed under the Consent Calendar are considered to be routine and will be enacted by one motion and one vote. There will be no separate discussion of these items. If discussion is desired, that item will be removed from the Consent Calendar and will be considered separately.

**3. ENDORSEMENT OF THE SONOMA COUNTY ADULT AND YOUTH DEVELOPMENT (SCAYD) APPLICATION FOR COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDING TO HELP SUPPORT THE HOMELESS PREVENTION PROGRAM (City Manager) (Action)**

This resolution endorses the Sonoma County Adult and Youth Development (SCAYD) Application for Community Development Block Grant (CDBG) Funding to help Support the Homeless Prevention Program.

**4. CITY OF COTATI RECORDS RETENTION POLICY AMENDMENT (City Manager) (Action)**

This resolution amends the City of Cotati Records Retention Policy and authorizes destruction of certain records upon approval by the City Attorney.

## **ADJOURNMENT OF REGULAR MEETING OF THE CITY COUNCIL AND CALL TO ORDER AND ROLL CALL FOR JOINT MEETING OF CITY COUNCIL AND COMMUNITY REDEVELOPMENT AGENCY BOARD OF DIRECTORS**

## **CONSENT CALENDAR**

**5. WARRANTS AND AUDITED CLAIMS FOR OCTOBER 24, 2008 – NOVEMBER 3, 2008 (Administrative Services) (Action)**

This motion receives and files warrants and audited claims for October 24, 2008 – November 12, 2008.

**6. AMENDMENT NO. 1 TO EMPLOYMENT AGREEMENT WITH DIANNE THOMPSON FOR CITY MANAGER SERVICES (Administrative Services) (Action)**

This resolution approves Amendment No. 1 to City Manager Employment Agreement between the City of Cotati and Dianne Thompson and authorizes the Mayor to execute same.

## **ADJOURNMENT OF JOINT MEETING; RECONVENING OF REGULAR MEETING OF CITY COUNCIL**

## **CITY COUNCIL REPORTS AND COMMENTS**

### **ADJOURNMENT OF REGULAR CITY COUNCIL MEETING**

Certification of Posting of the Agenda: I declare under penalty of perjury that I am employed by the City of Cotati and that I posted this agenda on the bulletin boards of City Hall, Veterans' Memorial Building and the U.S. Post Office on or before November 21, 2008.

---

Deputy City Clerk

y:\city\_mgr\council\cc\_agendas\agn08\080109ccagenda.doc

**DRAFT**

Subject to approval.



**MINUTES  
REGULAR CITY COUNCIL MEETING AND JOINT MEETING OF THE CITY  
COUNCIL AND THE BOARD OF DIRECTORS OF THE COMMUNITY  
REDEVELOPMENT AGENCY OF THE CITY OF COTATI  
NOVEMBER 12, 2008  
City Council Chambers, City Hall, 201 W. Sierra Avenue**

**6:30 PM CLOSED SESSION**

**CALL TO ORDER (CITY COUNCIL CHAMBERS)**

Mayor Gilardi called the meeting to order at 6:34 p.m.

Councilmembers present: Minnis, Orchard, Mayor Gilardi

Staff present: Hayes, Lustig, Rudnansky, Taylor, Thompson

**ADJOURNMENT TO CLOSED SESSION (CITY MANAGER'S OFFICE)**

Mayor Gilardi adjourned to closed session at 6:34 p.m.

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

Agency Designated Representative: Mayor Pat Gilardi or Council Member designee

Unrepresented Employee: City Manager

**7:00 PM (REGULAR SESSION)**

**CALL TO ORDER OF REGULAR CITY COUNCIL MEETING**

Mayor Gilardi called the regular meeting to order at 7:02 p.m.

**ROLL CALL**

Councilmembers present: Guardino, Minnis, Orchard and Mayor Gilardi

Staff present: Hayes, Lustig, Rudnansky, Taylor, Thompson

**PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE**

Mayor Gilardi led the pledge of allegiance and called for a moment of silence.

**DRAFT**

Subject to approval.

**1. APPROVAL OF MINUTES OF OCTOBER 22, 2008 REGULAR MEETING AND NOTICE OF WAIVING OF READING OF ALL RESOLUTIONS AND ORDINANCES INTRODUCED AND/OR ADOPTED UNDER THIS AGENDA (Action)**

**Moved** by Vice Mayor Guardino, seconded by Councilmember Minnis, and passed unanimously to approve the minutes of the September 24, 2008 regular meeting as presented and to waive reading of all resolutions and ordinances introduced and/or adopted under this agenda.

**APPROVAL OF FINAL AGENDA**

No changes.

**CITY MANAGER'S REPORT**

City Manager Dianne Thompson introduced Damien O'Bid, City Engineer/Director of Public Works, who then introduced new City of Cotati employee Shiko Njuno, Engineering Technician.

City Manager Thompson further reported the following:

- The demonstration garden site preparation is on schedule and planting will be done by volunteers on November 14<sup>th</sup> and 15<sup>th</sup>. Interested volunteers interested should contact Mr. O'Bid
- The City Council will meet on November 19 for a study session to review the Capital Improvement Program and to receive a budget update. A mid-year budget review will be scheduled early next year, after the state financial situation and the 3<sup>rd</sup> quarter sales tax information has been reviewed.
- Caltrans has removed the requirement for signals at the West Sierra Avenue and Highway 101 exit. Thanks to Mayor Gilardi, Suzanne Smith of the Sonoma County Transportation Authority, Senator Carole Migden and Assemblyman Jared Huffman for their help with this issue.

**CITIZEN BUSINESS**

Mike Schidtman of Cotati read an email message he had sent to City Councilmembers and City staff regarding his water service.

Robert Coleman-Senghor of Cotati thanked Cotati citizens for voting and noted that some campaign literature was not appropriate.

Ken Coleman of Cotati discussed his experience with the enforcement of municipal code violations regarding political signs. He believes that enforcement should be more timely.

**DRAFT**

Subject to approval.

Michelle Berman of Cotati expressed sympathy with Mr. Schmidtman and Mr. K. Coleman. She expressed concern regarding enforcing laws equally and the amount of money spent by some candidates on their campaign.

George Barich of Cotati discussed Mr. K. Coleman's experience with enforcement of the municipal code regarding political signs; he indicated his belief that the code should be updated to provide for more timely enforcement of political sign violations. He indicated sympathy for Mr. S's situation regarding water and sewer charges.

There being no one else wishing to speak, Mayor Gilardi closed the public comment period.

Mayor Gilardi discussed enforcement of the sign code as it pertains to first amendment rights and confirmed with Mr. K. Coleman and Administrative Services Director Jone Hayes that she would telephone him to discuss his situation.

### **COUNCILMEMBER DIRECTION ON FUTURE AGENDA ITEMS (*Discussion*)**

Councilmember Minnis requested that during the upcoming review of water and sewer rates staff could research whether outstanding water and sewer charges could be placed as a lien against a property instead of shutting off the water.

### **ORAL AND WRITTEN COMMUNICATIONS**

#### **ANNOUNCEMENTS**

The full Fall/Winter Recreation Schedule can be viewed on the City's website at [www.ci.cotati.ca.us](http://www.ci.cotati.ca.us) To request a paper copy please feel free to call the Recreation Department at 792-4600 ext. 669.

#### **STUDENT HONORARY MAYOR REPORT**

Antonia Pearson of Rancho Cotate High School provided a verbal report to Council.

Mayor Gilardi announced that a certificate of commendation would be mailed to Simon Hamilton of Creekside Middle School, Honorary Mayor for the month of October.

## **2. PROCLAMATIONS**

### **COMMENDING COTATI CHAMBER OF COMMERCE**

Gerard Guidice, president of the Cotati Chamber of Commerce accepted the proclamation.

### **COMMENDING ACCORDION FESTIVAL**

Scott Goree of the Cotati Accordion Festival organization accepted the proclamation on behalf of the Board of Directors of the Cotati Accordion Festival and the many volunteers who help with the event.

**DRAFT**  
Subject to approval.

## CONSENT CALENDAR

Item 4 was pulled from the Consent Calendar for discussion.

Councilmember Minnis recused herself from item 4 because she lives within 500 feet of the subject property.

**Moved** by Councilmember Orchard, seconded by Vice Mayor Guardino, and passed unanimously to approve items 3 and 5 on the Consent Calendar.

**3. APPROVAL FOR THE COTATI CHAMBER OF COMMERCE TO HOST AN “ELEGANT EVENING” EVENT IN DOWNTOWN COTATI INVOLVING A HORSE DRAWN CARRIAGE AND THE USE OF ELEVEN PARKING SPACES THROUGHOUT THE DOWNTOWN AREA AS CARRIAGE STOPS (Police) (Action)**

**Motion** approving the use eleven parking spaces in three different locations of downtown Cotati as carriage stops for a horse drawn carriage on Saturday December 6, 2008 between the hours of 4:00 PM and 8:00 PM for the 2nd Annual “Elegant Event.”

**4. CONSTRUCTION OBSERVATION AND PROJECT MANAGEMENT SERVICES, EAST COTATI AVENUE IMPROVEMENTS PROJECT (Public Works/Engineering) (Action)**

Mayor Gilardi opened the floor to public comment.

George Barich of Cotati asked whether this service was put out to bid.

There being no one else wishing to speak, Mayor Gilardi closed the public comment period.

Damien O’Bid, City Engineer/Director of Public Works, presented the staff report, noting a request for proposal was made and that other companies who are qualified to perform the needed services were not available.

George Barich asked for clarification regarding the purchasing process when only one bid is received in response to a request for proposal.

City Engineer O’Bid clarified the different processes involved in obtaining bids for projects and requests for proposals for professional consultant services.

**Moved** by Councilmember Orchard, seconded by Vice Mayor Guardino and passed 3-0-1 (Councilmember Minnis abstaining) to adopt **Resolution No. 08-75** entitled: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COTATI TO AUTHORIZE THE CITY MANAGER TO EXECUTE THE CONSTRUCTION OBSERVATION AND PROJECT MANAGEMENT SERVICES AGREEMENT WITH GREEN VALLEY CONSULTING ENGINEERS FOR THE EAST COTATI AVENUE IMPROVEMENTS PROJECT FOR AN AMOUNT NOT TO EXCEED \$58,13

**DRAFT**

Subject to approval.

**5. REGIONAL CLIMATE PROTECTION CHARTER (City Manager) (Action)**

**Resolution No. 08-76** entitled: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COTATI SUPPORTING A REGIONAL CLIMATE PROTECTION COORDINATION PLAN AND AUTHORIZING THE CITY MANAGER TO EXECUTE ALL DOCUMENTS NECESSARY FOR ITS COMPLETION

**PUBLIC HEARING**

**6. 11/12/2008 7:52:03 PM ADOPTION OF AN URGENCY ORDINANCE AMENDING CHAPTER 15.04 (FLOODPLAIN MANAGEMENT) OF TITLE 15 OF THE COTATI MUNICIPAL CODE, AND PROVIDING FOR THE REGULATION OF PROPERTIES LOCATED WITHIN FLOOD PRONE, MUDSLIDE (I.E. MUDFLOW) OR FLOOD RELATED EROSION AREAS OF THE CITY (Public Works/Engineering) (Action)**

Damien O'Bid, City Engineer/Director of Public Works, presented the staff report and responded to questions from the Council regarding the process of adding or removing areas from flood zones, which he noted could be done separately from the adoption of the proposed ordinance.

Council discussed FEMA flood zone map updates and whether such updates would be initiated by the homeowner or the City. Councilmember Minnis stated that she was aware of homeowners whose homes were no longer considered to be in a flood zone because but were still required to purchase specific insurance because the flood zone maps had not been updated to reflect this information.

Mayor Gilardi opened the public hearing.

There being no one wishing to speak, Mayor Gilardi closed the public hearing.

Mayor Gilardi called for a motion.

**Moved** by Vice Mayor Guardino seconded by Councilmember Orchard and failed on a 3-1 (Councilmember Minnis voting no). Mayor Gilardi explained that a unanimous vote is required in order to adopt an urgency ordinance.

Discussion ensued relative to the consequences of not having this ordinance in place. City Attorney Rudnansky noted that adoption of the ordinance would prevent the City and its residents living in flood zones from participating in the FEMA insurance program but would not help those homeowners who need to get the map updated.

Marsha Sue Lustig, Assistant to the City Attorney, stated that an outreach was done previously for property owners who were in an area where the Sonoma County Water Agency had taken preventive measures to reduce flooding. The property owners were informed and those who wanted to were assisted in getting the flood zone map updated.

**DRAFT**

Subject to approval.

City Engineer O'Bid agreed to report on the process of updating the flood maps at the November 25, 2008 City Council meeting.

Vice Mayor Guardino amended his motion to include a staff report of the flood map update process at the November 25 Council meeting.

**Moved** by Vice Mayor Guardino, seconded by Councilmember Orchard, and passed unanimously to direct staff to provide a report of the flood zone map update process at the November 25 Council meeting and to adopt Ordinance No. 819 entitled: AN URGENCY ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COTATI AMENDING CHAPTER 15.04 (FLOODPLAIN MANAGEMENT) OF TITLE 15 OF THE COTATI MUNICIPAL CODE, PROVIDING FOR THE REGULATION OF PROPERTIES LOCATED WITHIN FLOOD PRONE, MUDSLIDE (I.E. MUDFLOW) OR FLOOD RELATED EROSION AREAS OF THE CITY, AND DECLARING THE URGENCY THEREOF

**11/12/2008 8:13:50 PMADJOURNMENT OF REGULAR MEETING OF THE CITY COUNCIL AND CALL TO ORDER AND ROLL CALL FOR JOINT MEETING OF CITY COUNCIL AND COMMUNITY REDEVELOPMENT AGENCY BOARD OF DIRECTORS**

Mayor Gilardi adjourned the regular meeting and reconvened the joint meeting at 8:13 p.m.

**CONSENT CALENDAR**

Administrative Services Director Hayes, in response to a question from council, indicated that legal and other fees spent for the acquisition of 176 West Sierra Avenue could be used as required matching funds for the Open Space District grant.

**Moved** by Councilmember Orchard, seconded by Vice Mayor Guardino and passed unanimously to adopt item 7 on the Consent Calendar.

**7. WARRANTS AND AUDITED CLAIMS FOR OCTOBER 8TH, 2008 – OCTOBER 23, 2008 (Administrative Services) (Action)**

**Motion** to receive and file warrants and audited claims for October 8th, 2008 – October 23, 2008.

**ADJOURNMENT OF JOINT MEETING; RECONVENING OF REGULAR MEETING OF CITY COUNCIL**

Mayor Gilardi adjourned the joint meeting and reconvened the regular meeting at 8:15 p.m.

**DRAFT**

Subject to approval.

## **CITY COUNCIL REPORTS AND COMMENTS**

Councilmembers reported on recent and upcoming activities, including reports from meetings attended at City expense.

## **ADJOURNMENT OF REGULAR CITY COUNCIL MEETING**

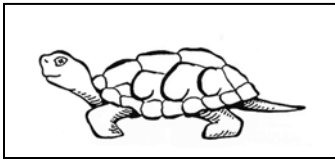
Mayor Gilardi adjourned the regular meeting to closed session at 8:17 p.m.

Respectfully submitted,.

---

Tamara Taylor, Deputy City Clerk





## ~ COTATI CREEK CRITTERS ~

---

### **Report to Cotati City Council, November 25, 2008.**

#### **1. DWR-funded Urban Streams Restoration Project, 2005-2008.**

- In May, 2008, CCC completed a three-year project, funded by Ca. Dept. of Water Resources (DWR), to involve the local community in planting native trees and shrubs along a one-mile section of the Laguna de Santa Rosa in Cotati and a small section of Rohnert Park. The area covered is from Liman Way near Ladybug Park, to the bike bridge north of E. Cotati Avenue.
- Over 1,900 volunteers participated in the project, ranging from pre-school through elementary, high school, SRJC and SSU students, as well as a wide range of local residents. A total of 88 Community Planting Days were held, involving 5,757 volunteer hours.
- Interpretive signs: The one part of the DWR project which was not completed was the installation of interpretive signs, which was to have been implemented by SCWA as part of their in-kind contribution. They have agreed to fund and support the process which is still ongoing. We hope to have designs ready for the City's Design Review process soon.
- DWR representatives paid a final site visit in May. They were very pleased with the outcome of the project. A copy of the full and comprehensive report which was required by DWR was submitted to the City at the end of May. A briefer report was compiled for the on-line Natural Resource Projects Inventory.

#### **2. Maintenance & Flood Control**

- Wade Belew has continued to mow and weedwhack along the entire project site. The goal is, by paying close attention to the mowing regime, to encourage naturally occurring native plants such as sedges, while suppressing invasive non-native grasses and other weeds.
- Pruning and limbing up of trees close to the channel is done for flood control purposes, to prevent lower limbs catching debris and impeding water flow. Balancing the needs of humans vs. habitat in urban streams presents numerous challenges, which will be addressed by Keenan Foster, Senior Environmental Specialist, at our Inside/Outside Nature Education series event on December 1.
- CCC works closely with SCWA on channel maintenance issues. SCWA have committed to providing five SAC (Supervised Adults Crews) per year, over and above those already provided for stream maintenance in Cotati.
- CCC volunteers regularly participate in ongoing maintenance tasks including weeding, mulching and pruning, and trash removal. We have held two Trash PickUp Days this year, one for Earth Day in April and one in October, when over 70 volunteers participated. Three other workdays this fall have included maintenance and fall/winter prep.

#### **3. Understory planting**

- In 2006, we received funding from a City of Santa Rosa Environmental Restoration grant to involve volunteers in propagating and planting an understory of 2000 native grasses, sedges and rushes. This project is ongoing until June 2009.

- Earlier this year, SCWA was seeking potential restoration projects to fund as mitigation for a sediment removal project on neighboring Copeland Creek. In April, we hosted a 45-minute site visit from SCWA's state and federal regulators, including the US Fish & Wildlife Service, US Army Corps of Engineers, the California Department of Fish & Game, and the North Coast Regional Water Quality Control Board, when we discussed extending the understory planting project. The project was approved and SCWA has agreed to fund it.

**Why native grasses?** Most of the grasses we see around us most of the time are introduced non-native species. Only 2% of native California perennial grasses remain, 98% having been wiped out over the last 150 years by agricultural practices, and the introduction of invasive, exotic, annual grasses. Native grasses are very significant ecologically for many reasons, and native grasslands support a huge variety of wildlife. In urban stream situations such as we have here in Cotati, their long roots stabilize banks, reducing soil erosion. They filter water and improve water quality. As their roots penetrate deeply into the soil, they improve water infiltration, and help build soil. Annual grasses which die every year produce a thick thatch which suppresses other plants and creates a fire hazard. Native grasses stay green longer during the year, reducing the fire risk. Annual grasses such as wild oats can grow as much as 5 ft. in the channel, requiring repeated mowing. Native bunch grasses are more compact and will require less mowing, reducing long-term maintenance needs.

Dr. Caroline Christian, associate professor of Environmental Studies & Planning at SSU, spoke on the History, Ecology and Restoration of California Grasslands at our Inside/Outside Nature Education series presentation on November 3.

Wade Belew was elected to the Board of Directors of the California Native Grasslands Association (CNGA) earlier this year. CNGA's mission is to promote, preserve, and restore the diversity of California's native grasses and grassland ecosystems through education, advocacy, research, and stewardship. Wade was responsible for bringing CNGA's 2008 annual conference to Santa Rosa, and looks forward to a continuing collaboration and sharing of information with CNGA.

#### 4. **Outreach, Education & Partners**

- During the past three years, we have built up relationships with a wide range of partners and collaborators, particularly with professors and community service organizations at SSU, instructors and students at Santa Rosa Junior College (SRJC), environmental educational organizations such as the Bay Institute's STRAW project, and with schools, boy scouts and cub scouts, churches and synagogues, and some businesses. Our email list has grown from 25 in 2005 to over 600 in 2008.
- This year for the first time we are pleased to have an SSU Intern working with us: Adam Williams, who is helping us on workdays, with outreach at SSU, with some plant-related projects and with some Spanish-language outreach.
- We have continued to offer our monthly Inside/Outside Nature Education series, featuring local experts, with indoor presentations in the fall and winter, and outdoor guided walks, creek bike rides, and field trips in spring and summer. Each event is accompanied by a complementary article published in *the Community Voice*. All events have been well attended. While intended to be for the local community, we have had participants from as far away as Albany and Mendocino. Our last event on November 3 attracted several professionals in the areas of land management, conservation and restoration. Initial funding came from the City of Cotati in 2006, to fund 12 events. We have now been running these events for over two years and have attracted some funding from Sonoma Mountain Village,

and the local chapter of the California Native Plant Society. See attached flyer and [www.CotatiCreekCritters.info](http://www.CotatiCreekCritters.info) for upcoming events.

- We have continued to participate in meetings of the Rohnert Park/Southern Laguna Creeks Master Plan.

### **5. Community Emergency Response Team (CERT)**

Wade Belew, Jenny Blaker, and three other CCC volunteers recently took part in the 27-hour CERT training. The message is that in the event of a major disaster such as an earthquake, we could be “on our own” for 2-3 weeks without outside help. We would like to consider the possibility of extending CCC’s work to support local community disaster preparation efforts. Our tool storage containers at “Ladybug Lot” (Cotati City well lot no. 2) are earthquake-proof and could serve as meeting place for CERTs to get supplies or tools. We would like to work with local emergency professionals to offer 4 training programs a year and to consider having a small, enclosed trailer at Ladybug Lot dedicated to disaster supplies. We welcome the City Council’s feedback on this idea.

**[www.CotatiCreekCritters.info](http://www.CotatiCreekCritters.info)**

*Cotati Creek Critters is fiscally sponsored by the Laguna de Santa Rosa Foundation, a 501©3 public benefit corporation, which administers all the grant funding.*

Wade Belew, Stewardship Coordinator  
Jenny Blaker, Outreach Coordinator

November 6, 2008

\*\*\*\*\*  
Enhancing and enjoying Cotati's creeks with the

# COTATI CREEK CRITTERS ~



~ Restoring the native plants of  
the Laguna de Santa Rosa ~  
\*\*\*\*\*

## ~ Creek Stewardship Days ~

2<sup>nd</sup> Saturdays: 9 a.m.–12 noon & last Sundays: 10 a.m.– 1 p.m., Oct.– May.

**October 26, 10-1: Restoring Tools & Plant Care.**

**November 8 (9-12), November 30 (10-1), December 13 (9-12)**

See Creek Stewardship Day guidelines at [www.CotatiCreekCritters.info](http://www.CotatiCreekCritters.info) for details and directions. Dress in layers, for work and weather. Bring water bottle. Gloves, tools and snacks provided.



## ~ Inside/Outside Nature Education Series ~

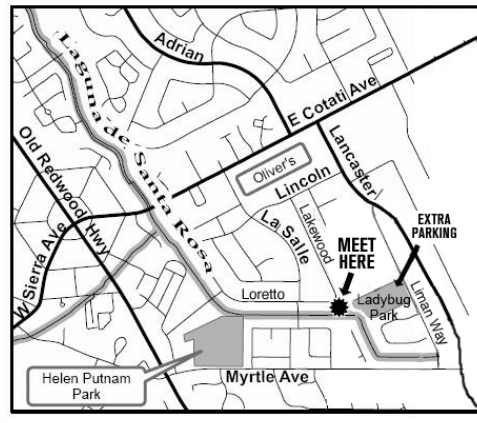
The following “inside” presentations will be held at the Stony Point Room, Ray Miller Community Center, 216 E. School St., behind Cotati City Hall which is at 201 W. Sierra Ave. Refreshments provided. Donations welcome.

**Monday, November 3, 7:00 p.m. History, Ecology & Restoration of California Grasslands** with Caroline Christian, assistant professor in the Department of Environmental Studies & Planning at Sonoma State University.

**Monday, December 1, 7:00 p.m. Urban Streams: Balancing Humans and Habitat** with Keenan Foster, a senior Environmental Specialist for the Natural Resources Section at the Sonoma County Water Agency.

### Inside/Outside Nature Education series:

“Inside” events - meet at Stony Point Room, Ray Miller Community Center, 216 E. School St., behind Cotati City Hall, 201 W. Sierra Ave.



### Creek Stewardship Days

Meet at Cotati City well lot no. 2 on Lakewood Avenue. Parking at Ladybug Park, Liman Way.

**[www.CotatiCreekCritters.info](http://www.CotatiCreekCritters.info)**

or email [jenny@creeks.cotati.info](mailto:jenny@creeks.cotati.info) or call 792 4422

~ CCC is fiscally sponsored by the Laguna de Santa Rosa Foundation, and supported by Sonoma County Water Agency, the City of Cotati, and the City of Santa Rosa. Funding for educational series from Sonoma Mountain Village ~

## City Council Agenda Consent Calendar

**Subject:** Endorsement of the Sonoma County Adult and Youth Development (SCAYD) Application for Community Development Block Grant (CDBG) Funding to help Support the Homeless Prevention Program

**Date:** November 25, 2008

**Written By:** Dianne Thompson, City Manager

---

**Recommendation:**

It is recommended that the City Council adopt a resolution to endorse the Sonoma County Adult and Youth Development (SCAYD) Application for Community Development Block Grant (CDBG) Funding to help Support the Homeless Prevention Program.

---

**Analysis:**

The Sonoma County Community Development Commission (SCCDC) is accepting applications for Community Development Block Grant (“CDBG”) community service funds for the 2009-2010 program year for activities which benefit lower income households. One of the requirements for applying for a CDBG from SCCDC is endorsement from the community in which the grantee serves. The Sonoma County Adult and Youth Development (SCAYD) of Rohnert Park/Cotati intends to apply for CDBG funds to provide emergency assistance for households suffering temporary financial difficulty by providing rental and deposit assistance and financial counseling.

**Financial Considerations:**

None.

Attachment:  
Proposed resolution



**RESOLUTION NO.**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COTATI  
ENDORING THE SONOMA COUNTY ADULT AND YOUTH DEVELOPMENT  
(SCAYD) APPLICATION FOR COMMUNITY DEVELOPMENT BLOCK GRANT  
(CDBG) FUNDING TO HELP SUPPORT THE HOMELESS PREVENTION PROGRAM**

**WHEREAS**, the Sonoma County Community Development Commission (SCCDC) is taking applications for Community Development Block Grant (“CDBG”) community service funds for the 2009-2010 program year for activities which benefit lower income households; and

**WHEREAS**, one of the requirements for applying for a CDBG from SCCDC is endorsement from the community in which the grantee serves; and,

**WHEREAS**, the Sonoma County Adult and Youth Development (SCAYD) agency intends to apply for CDBG community services funds in the amount of no less than \$10,000 and no more than \$12,000 to provide services to low-income families in Cotati at risk of becoming homeless; and,

**WHEREAS**, the City of Cotati has supported SCAYD in providing emergency assistance for households suffering temporary financial difficulty by providing rental and deposit assistance and financial counseling.

**NOW, THEREFORE BE IT RESOLVED** by the City Council of the City of Cotati that it strongly supports and endorses the application for CDBG funds submitted by Sonoma County Adult and Youth Development.

\* \* \* \* \*

**IT IS HEREBY CERTIFIED** that the foregoing resolution was duly introduced and legally adopted at a regular meeting of the City Council of the City of Cotati held on the 25th day of November 2008, by the following vote, to wit:

GILARDI \_\_\_\_\_  
GUARDINO \_\_\_\_\_  
MINNIS \_\_\_\_\_  
ORCHARD \_\_\_\_\_

Approved: \_\_\_\_\_  
Mayor

Attest: \_\_\_\_\_  
Deputy City Clerk



## City Council Consent Calendar

**Subject:** City of Cotati Records Retention Policy Amendment

**Date:** November 25, 2008

**Written by:** Tamara Taylor, Deputy City Clerk

---

### **Recommendation**

It is recommended that the City Council adopt a resolution amending the City of Cotati Records Retention Policy and authorizing destruction of certain records upon approval by the City Attorney

---

### **Background**

The City of Cotati's Record Retention Policy consists of Resolution 07-22 (Police Department records) and Resolutions No. 99-10/CRA-110 (all other Departments). Based on this policy, the City periodically purges records that are no longer required to be maintained.

Subsequent to the adoption of Resolution 99-10/CRA-110, the California Secretary of State established *Local Government Record Management Guidelines* based on Government Code requirements for the retention of records. The schedule in these *Guidelines* does not change the City's current records retention schedule.

### **Analysis/Discussion**

The proposed resolution would:

- 1) Supersede Resolution No. 99-10/CRA-110 (the Police Department would continue using its own retention schedule);
- 2) Incorporate all sections except 'Public Safety' of the *Local Government Record Management Guidelines* as well as Resolution 07-22 (Police) as the City of Cotati Records Retention Policy;
- 3) Authorize the City Manager/City Clerk from time to time to dispose of certain records after the expiration of the total retention period as set forth in the Records Retention Policy and upon the approval of the city attorney's written consent to such destruction.

### **Financial Considerations**

None.

### **Environmental Issues**

None.

Attachments: Proposed resolution and exhibit (City of Cotati Records Retention Policy)



RESOLUTION NO. \_\_\_\_

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COTATI AMENDING THE RECORDS RETENTION POLICY OF THE CITY OF COTATI AND AUTHORIZING THE DESTRUCTION OF CERTAIN PUBLIC RECORDS**

**WHEREAS**, California Government Code §34090 authorizes the destruction of specified public records upon the approval of City’s legislative body by resolution and the written consent of the City Attorney.

**WHEREAS**, the City Council of the City of Cotati has adopted Resolution No. 07-22 as the records retention schedule for the Cotati Police Department; and

**WHEREAS**, the California Secretary of State, pursuant to Government Code Section 12236, has established a Government Records Program and *Local Government Record Management Guidelines* document.

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Cotati that the portions entitled “Administration”, “Development”, “Finance”, “Public Works” and “Transportation” of the *Local Government Records Management Guidelines*, as they currently exist and as they shall be amended or revised from time to time by the State of California, are hereby adopted as the records retention schedule for all Departments with the exception of the Police Department of the City of Cotati.

**BE IT FURTHER RESOLVED** that the City Council of the City of Cotati hereby authorizes the destruction of certain public records by the City Manager/City Clerk as specified in the retention policy and upon the approval of the City Attorney’s written consent to such destruction.

**BE IT FURTHER RESOLVED**, that the City Council of the City of Cotati hereby rescinds Resolution No. 99-10/CRA-110 and establishes the attached Exhibit A as the Records Retention Policy of the City of Cotati.

\* \* \*

**IT IS HEREBY CERTIFIED** that the foregoing resolution was duly introduced and legally adopted at a regular meeting of the City Council of the City of Cotati held on the 25th day of November, 2008 by the following vote, to wit:

GILARDI  
GUARDINO  
MINNIS  
ORCHARD

Approved: \_\_\_\_\_  
Pat Gilardi, Mayor

Attest: \_\_\_\_\_  
Tamara Taylor, Deputy City Clerk

Approved as to form:

\_\_\_\_\_  
Rich Rudnansky, City Attorney



EXHIBIT A

# City of Cotati

# RECORDS RETENTION POLICY



*Adopted \_\_\_\_\_, 2008 by Resolution No. \_\_\_\_\_*



**SECRETARY OF STATE**

**LOCAL GOVERNMENT**

**RECORDS MANAGEMENT GUIDELINES**

**SECRETARY OF STATE BRUCE MCPHERSON**

**ARCHIVES AND MUSEUM DIVISION**  
**RECORDS MANAGEMENT**

(916) 653-4398

FEBRUARY 2006

**LOCAL GOVERNMENT  
RECORDS MANAGEMENT GUIDELINES**

**TABLE OF CONTENTS**

**CALIFORNIA GOVERNMENT RECORDS MANAGEMENT PROGRAM.....2-1000**

**BACKGROUND.....2-1010**

**AUTHORITY.....2-1020**

**DEFINITIONS.....2-1030**

**RECORDS MANAGEMENT.....2-2000**

**PRINCIPLES.....2-2010**

**INVENTORY.....2-2020**

**APPRAISAL AND SCHEDULING.....2-2030**

**RETENTION SCHEDULES.....2-2040**

**DISPOSITION OF RECORDS.....2-2050**

**SUMMARY.....2-2060**

**ACKNOWLEDGEMENT.....2-2070**

**ADMINISTRATIVE RECORDS – TYPICAL RETENTION PERIODS.....ATTCH A**

**RECORDS MANAGEMENT AND ARCHIVES RESOURCES .....ATTCH B**

**CITY RECORDS RETENTION GUIDELINES.....ATTCH C**

**COUNTY RECORDS RETENTION GUIDELINES.....ATTCH D**

# LOCAL GOVERNMENT RECORDS MANAGEMENT

## GUIDELINES

### California Government Records Management Program

2-1000

#### Background

2-1010

In 1968 the Legislature passed the California Public Records Act (PRA) ([Government Code, Section 6250 et seq.](#)) which is modeled after the federal Freedom of Information Act and details what government information is, and is not, available to the public. In general, all records are open to the public except 28 specific exemption categories listed in PRA, Section 6254. The PRA applies to all records, in whatever form, maintained by either state or local public agencies.

In 1978 the Information Practices Act (IPA) ([California Civil Code, Section 1798 et seq.](#)) became effective to protect personal privacy rights for individuals. The IPA is modeled after the Federal Privacy Act of 1974 and supercedes portions of the PRA. It does not apply to local public agencies except under voluntary contractual agreements.

The State Records Management Act ([Government Code, Section 14740-14774](#)) requires the Director of the Department of General Services (DGS) to establish and administer the state's records management program. The program applies "... to the creation, utilization, maintenance, retention, preservation, and disposal of state records." DGS administers the program through the State Administrative Manual (SAM), Chapter 1600 and the California Acquisition Manual (CAM).

SAM and CAM require every state agency to establish Records Retention Schedules which, when approved, become the legal authority for the agency to dispose of official public records. Retention schedules are the key element in effective records management programs for both government and private industry. State agencies must revise and update their schedules every five years or whenever a change occurs that impacts the keeping or disposing of agency records. The Records Management Act, SAM and CAM do not apply to local public agencies.

Since, with the exception of the PRA, legislation and directives establishing the state Records Management Program **do not** apply to local government, county and/or city government agencies do not have a standardized program of accountability for their treatment of public records. Nor does local government have standard retention periods for various record categories other than certain record types identified in government codes that mandate specific local programs. To alleviate this situation the 1999 legislature added [Section 12236](#) to the Government Code, which states in Section 12236 (a) "The Secretary of State shall establish the Local Government Records

## LOCAL GOVERNMENT – RECORDS MANAGEMENT GUIDELINES

Program to be administered by the State Archives to establish guidelines for local government retention and to provide archival support to local agencies in this state.”

These guidelines are an initial attempt to provide some standards and structure to the local government records management effort. Other attempts at standardization include the California City Clerks Association’s 1998 list of common local government records and recommended retention periods. The goal of the State Archives in compliance with GC 12236 is to consolidate information resources and provide local government with a single source for archival and records management support and guidance.

### **Authority**

**2-1020**

- California Public Records Act (Government Code, Section 6250 et seq.)
- Government Code, Section 12236

### **Definitions**

**2-1030**

- **Active Records** – As a measure of activity for records that are referred to at least once a month per cubic foot of records. Also – As a retention period for a Perpetual Record that remains “active” until some event occurs to change its status, at which time it has fulfilled its function. (See also **Perpetual Record**)
- **Administrative Records** – Records commonly found in all offices and typically retained only for short time periods – less than five years. Examples include subject, chronological, budget, and policy files.
- **Archival Records** - Records with enduring value because they reflect significant historical events, document the history and development of an agency, or provide valuable research data.
- **Discovery** – The pretrial disclosure of pertinent facts or documents by one or both parties to a civil action or proceeding. Anything requested during discovery must be disclosed if it exists – even non-records and records that should have been destroyed earlier. Discovery effectively freezes selected holdings until released by opposing attorney or the court.
- **Local Government** – Government Code, Section 6252 states: “‘Local Agency’ includes a county; city, whether general law or chartered; city and county; school district; municipal corporation; district; political subdivision; or any board, commission or agency thereof; other local public agency; or nonprofit entities that are legislative bodies of a local agency pursuant to subdivisions (c) and (d) of Government Code, [Section 54952](#).”

## LOCAL GOVERNMENT – RECORDS MANAGEMENT GUIDELINES

- **Non-Records** - Material not usually included within the definition of records, such as unofficial copies of documents kept only for convenience or reference, working papers, appointment logs, stocks of publications and processed documents, and library or museum material intended solely for reference or exhibition. Also, documents such as rough notes, calculations or drafts assembled or created and used in the preparation or analysis of other documents. (See also **Discovery**)
- **Permanent Records** – Records that are required in perpetuity, usually identified by statute or other written guidance. Examples include original birth certificates, death certificates, Spanish land grants, etc.
- **Perpetual Records** – Records retained for an indefinite period of time and then stored or destroyed after some event takes place. Examples include office personnel files which are kept until a person leaves the office, policy files kept until the policy is changed, contract files kept until the contract terminates, etc.
- **Program Records** - Records that relate to the primary function of the agency in response to its daily mission. Examples include lien files, recorders files, election files, probate records, medical records, etc.
- **Public Records** - Any information relating to the conduct of the public's business prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics.
- **Records** - All papers, maps, exhibits, magnetic or paper tapes, photographic films and prints, punched cards, and other documents produced, received, owned or used by an agency, regardless of physical form or characteristics.
- **Records Retention Schedule** - A list of all records produced or maintained by an agency and the actions taken with regards to those records. A retention schedule is an agency's legal authority to receive, create, retain, and dispose of official public records. It assists the agency by documenting which records require office or temporary storage, which records have historic or research value, and which records should be destroyed because they no longer have any administrative, fiscal, or legal value. In the event of litigation, courts accept a retention schedule as establishing an agency's "normal course of doing business".
- **Retention Period** – The length of time a record must be retained to fulfill its administrative, fiscal and/or legal function. Then a record should be disposed of as soon as possible in accordance with an approved Records Retention Schedule.

## **Records Management**

**2-2000**

### **Principles**

**2-2010**

According to Government Code, Section 14740, California's Records Management Program is designed to "...apply efficient and economical management methods to the creation, utilization, maintenance, retention, preservation, and disposal of state records". Effective Records Management ensures that records are kept **only** as long as they have some administrative, fiscal, or legal value.

When records no longer fulfill the value for which they were created, they should be destroyed unless they also have some historic or research significance. If that is the case the records should be preserved by an appropriate historical agency. Staff members should realize that an effective records management program is not only cost effective, it will also make their jobs easier. They should also know that records retained beyond their value "just in case" only extend the agency's legal liability in the event of adverse litigation.

These principles apply to all levels of government.

### **Inventory**

**2-2020**

The first step in records management is a records inventory. Agencies need to know what records they have, where the records are kept, the volume, and how the records are used. This information is essential for developing a Records Retention Schedule to document the agencies normal course of doing business.

The Records Inventory Worksheet, state form STD 70, is available to assist agencies in gathering information needed in a records management program. Regardless of the form used, the following information should be obtained during any inventory of agency records:

- Record Series - A record series is a group of similar records arranged under a single filing system or kept together as a unit. They deal with a particular subject (budget, personnel, etc.), result from the same activity (arrest reports, property assessments, etc.), or have a special form (blueprints, maps, etc.). The title of each record series should be as accurate as possible, since future references to the records will be by the record series name. Avoid vague titles such as "Corporate Papers", "Official Documents", or "Vital Correspondence".
- Media – Determine the media for each record series such as paper, microfilm, etc. Also note if the same record exists in several medium.

## **LOCAL GOVERNMENT – RECORDS MANAGEMENT GUIDELINES**

- Years covered – Determine the period of years covered by each record series. (Example: 1994-98).
- Activity Level - The amount of activity involving a record determines where the record should be stored. Active records need to be readily available and are generally stored in the office because they are accessed frequently. Inactive records that are still needed but only accessed occasionally should be warehoused in low cost storage.
- Volume – Note the volume of each record series by the cubic feet of space they occupy. This number is a spot count and should represent only those records on hand at the time of inventory. A typical file drawer or archive box contains approximately one cubic foot of actual records. Folders, separators, tab cards, etc. are not considered part of a record.

### **Appraisal and Scheduling**

**2-2030**

After the inventory, sound records management requires a realistic appraisal of records in relation to their period of usefulness and their value to the agency that owns them.

The appraisal will:

- Establish reasonable retention periods.
- Identify records that can be destroyed immediately.
- Identify records that should be transferred to low cost storage.
- Identify vital and/or confidential records.
- Identify records with historic and/or research value.
- Determine the method of disposition.

Once records are inventoried, determine the immediate and future usefulness of the records. In general, records should be retained only as long as they serve the immediate administrative, legal and/or fiscal purposes for which they were created. When records no longer serve these purposes, they should be disposed of or preserved for archival purposes, whichever is appropriate.

Records with administrative value are created to help accomplish the functions for which an agency is responsible and have administrative value only as long as they assist the agency in performing current or future work. Their administrative use is exhausted when the transactions to which they relate are complete and from that point on they lose value rapidly.

Records with legal value contain evidence of legally enforceable rights or obligations of the agency. Examples are records that provide the basis for action, such as legal decisions and opinions; fiscal documents representing agreements, such as leases, titles and contracts; and records of action in particular cases, such as claim papers and legal dockets.

## LOCAL GOVERNMENT – RECORDS MANAGEMENT GUIDELINES

Fiscal records pertain to the financial transactions of the agency, such as budgets, ledgers, allotments, payrolls and vouchers. After some records have served a basic administrative function, they may still have sufficient fiscal value to justify additional retention to protect the agency against court action and/or audits.

Some records will also have enduring value because they reflect significant historical events or document the history and development of an agency. Others contain accumulated data that can be useful for both scientific and genealogical research. At the local level historical societies and/or public libraries may be able to assess this potential value for the agency.

The final step in appraising records is determining their retention period. Keeping records, either in offices or storage areas, is very expensive and the actual or potential value of the records must be weighed against the cost. Most managers tend to keep records too long “just in case” and unwittingly extend the agency liability for as long as the records exist. Except for perpetual records, most administrative records should only be kept two or three years and certainly not more than five. Program records (unique and representative of the function of the office) are typically large files and kept for longer periods of time. Attachment A contains recommended retention periods for common administrative records maintained by several state agencies.

Questions to ask are how serious would it be if a particular record 5 or 10 years from now were unavailable? What are the chances of it being needed? Are the consequences serious enough to justify keeping a large volume of records for long periods of time at considerable cost? Is the information available anywhere else? What would it cost to reconstruct the record if necessary? Answering these questions will lead to a more realistic approach to the problem of determining how long records should be kept.

Establishing retention periods may also involve negotiation with the people who use the records. They should be encouraged to look realistically at their need for the records. Don't accept the answer that 'the records are used all the time and therefore must be kept permanently'. “Permanent” retention is very expensive, rarely necessary, and usually must be justified by a specific written requirement such as a statute, legal opinion, government code, etc. The State assumes “permanent” to mean 500 years! Will your records really have any value 500 years from now?

Once retention periods have been established for all records, a Records Retention Schedule can be developed. The schedule formalizes the retention and disposition of the agency's records and establishes the agency's “normal course of doing business”.

**Retention Schedules****2-2040**

A properly prepared and approved Records Retention Schedule is an agency's legal authority to do whatever needs to be done with records and documents entrusted to the agency's care. It certifies the life, care, and disposition of all agency records. If subpoenaed records have been destroyed, agency schedules (AND EVIDENCE OF COMPLIANCE WITH THOSE SCHEDULES) will defend the agency's actions. However, to prove there was no adverse intent when records were destroyed, schedules must be specific and consistently used. Adverse intent (to keep records out of court) is both a civil and criminal offense.

The state uses two forms to create Records Retention Schedules: the Records Retention Schedule Approval Request, [STD Form 72 \(pdf\)](#); and the Records Retention Schedule, [STD Form 73 \(pdf\)](#). The Form 72 contains signature elements from the agency involved, the Records Manager, the approval authority, and an archival review. The Form 73 is the schedule itself and contains an agency description or mission statement plus the listing of all agency records. Both of these forms are for state agencies but could easily be adapted/modified for use by local government.

Use of these or similar forms help an agency ensure their schedule contains all the elements necessary to withstand legal scrutiny. The signatures of the program manager (record custodian) and agency Records Manager attest to the completeness and accuracy of the information on the schedule. The approval authority should be the government body having administrative authority over the agency. For local government this authority could be the County Board of Supervisors, County Administration, Mayor's Office, City Administrator or similar government functions. Archival review at the local level could be from a county or city historical society, historical museum, library, or similar organization.

In state government schedules are considered current for five years unless amended sooner due to a significant change in an agency's record keeping practices. A change of mission, added functions, new programs, etc. would all trigger an amendment to an existing schedule. Regardless of any amendments, a new schedule must be prepared and approved after five years to ensure the schedule accurately and completely reflects the agency's records holdings and disposition. Renewing schedules more frequently is always an option, and is required in some states. Local government agencies should adopt whatever cycle is most practical within their jurisdiction.

Physical location, complexity, and activity levels of records are some of the factors to consider when determining how many schedules are needed to support an agency's records management program. Small agencies housed in one facility with narrowly focused missions may only need one schedule for the entire agency. Larger, more complex agencies may need many schedules to efficiently and effectively document the varied records maintained by the agency. For example, County Health Services in a large populous county would probably require separate schedules for Children's Services, Mental Health, Health Promotion, Elder Care Services, etc. On the other

hand, a small county Health Services Agency might use a single schedule and list record series in groups under each different agency function.

**Disposition of Records**

**2-2050**

Once records have fulfilled their administrative, fiscal, or legal function they should be disposed of as soon as possible in accordance with their Records Retention Schedule. A properly completed schedule provides an agency with the legal authority to dispose of records entrusted to its care. Disposition may include sending appropriate records to an archival facility, recycling unneeded records, and/or destroying unneeded confidential records. Remember, in the event of litigation the court will want to know what the agency does in the normal course of doing business. Your Records Retention Schedule spells out the normal course of business for how your agency handles and disposes of its records.

In general, most agencies keep records well beyond the record's administrative, fiscal, or legal value "just in case" the records may be desired for future purposes. That is one of the worst reasons to retain records because excess records over-burden staff, slow response times to public requests, and extend the agency's legal liability. A court can not demand an agency produce documents that have been destroyed in accordance with accepted and documented (your retention schedule) industry practices.

**Summary**

**2-2060**

Records Management's primary concern is the efficient, effective and economical management of information. The guiding principle of Records Management is to insure that information is available when and where it is needed, in an organized and efficient manner, and in a well-maintained environment. Records Management is more than retention schedules and the disposition of records; records management also encompasses all the record-keeping requirements that allow an organization to establish and maintain control over information flow and administrative operations. Records Management seeks to control and manage records through the entirety of their life cycle, from their creation to their final disposition.

In today's litigious society Records Management is more important than ever but unfortunately is still overlooked and under-funded at all levels of government. In court an astute attorney can discredit an agency in the eyes of a judge or jury by attacking the way the agency handles its records. The fact that the records may refute or support a particular position is obscured by the attack on how the agency accounts for and handles those records. The agency's legal position in the litigation may be influenced by how well or how poorly they comply with accepted records management practices.

A sound records management program doesn't cost – it pays. It pays by improving customer service, increasing staff efficiency, allocating scarce resources, and providing

a legal foundation for how an agency conducts its daily mission. It helps identify and justify opportunities for new technology. Microfilm, optical disk, optical character recognition, workflow, e-mail, bar code, and other related technologies cannot be adequately evaluated and cost justified without a good records management program. Other benefits of effective records management include:

- Space Savings
- Reduced expenditures for new filing equipment
- Increased efficiency in information retrieval
- Compliance with legal, administrative, and fiscal retention requirements
- Identification and protection of vital records
- Control over creation of new records
- Identification of records with research value
- Identification of records with historical value

**Acknowledgement**

**2-2070**

The California State Archives would like to acknowledge the League of California Cities and the City Clerks Association of California for their major contribution to these guidelines. Attachment C represents several years of effort by the League and the Association to provide standard retention periods for record series common to most city jurisdictions. Attachment D – County Records Retention Guidelines has been permanently removed.

Please forward comments and/or corrections to these retention periods to the California State Archives.

For assistance in developing a Records Management Program or to comment on this web site please contact:

*Renee Vincent-Finch  
Local Government Records Coordinator  
Secretary of State  
Archives and Museum Division  
1020 O Street  
Sacramento, CA 95814  
(916) 653-4398, Fax (916) 653-7363  
[rfinch@ss.ca.gov](mailto:rfinch@ss.ca.gov)*

**Administrative Records - Typical Retention Periods**

Type of Record	Years	Remarks
<b><u>Correspondence</u></b>		
Chron Files	2	
General/Public	3	
Controlled	2	
Reports	3	
Subject Files	3	
Reproduction/Printing Requests	2	
<b><u>Financial</u></b>		
		>4/7 = 4 yrs for state funds/7 for federal funds<
Expense Reports	4/7	Or until audited, whichever is first
Budgets	4/7	Or until audited, whichever is first
Billing/Accounting Reports	4/7	Or until audited, whichever is first
Budget Change Proposals	4/7	Or until audited, whichever is first
Budget Change Concepts	4/7	Or until audited, whichever is first
Audits	4/7	
Invoices	4/7	Or until audited, whichever is first
Fees/Receipts	4/7	Or until audited, whichever is first
Checks/Ledgers/Registers	4/7	Or until audited, whichever is first
Cal Stars Reports	Active+1	Active until new budget approved*
Cost Recovery - Federal	Active+7	Active until claim paid then 7 or until audited, whichever is first*
Cost Recovery - State	Active+4	Active until claim paid then 4 or until audited, whichever is first*
Grants	Active+2	Active until end of grant year*
<b><u>Equipment/Supplies/Space</u></b>		
Inventory	Active	Active until revised*
Purchase Request/Order	Active+4/7	Active until items received(4/7 if subject to audit)*
Service Orders/Authorizations	Active	Active until service performed*
Vendor Information	Active	Active until revised*
Building Maintenance/Leases	Active	Active until lease terminates*
Inspection Reports/Moves/Space	Active	Active until revised/rescinded/superseded*
Equipment Maintenance	Active+2	Active until maintenance complete*
Hardware/Software Documentation	Active	Active until revised/rescinded/superseded*
Vehicle Files	2	
<b><u>Personnel</u></b>		
Duty Statements	Active	Active until revised*

Employee Records	Active+1	Active until employee leaves/terminates. PRA 6254, IPA 1798.40, Confidential Destruction. (CD)*
Attendance	Active+1	Active until employee leaves/terminates. PRA 6254, IPA 1798.40, CD.*
Travel	Active+1	Active until travel complete. PRA 6254, IPA 1798.40, CD.*
Training	3	PRA 6254, IPA 1798.40, CD.
Applications	2	PRA 6254, IPA 1798.40, GC 12946, CD.
Interview Documents	2	PRA 6254, IPA 1798.40, CD.
Affirmative Action	Active	Active until revised*
Merit Awards	3	PRA 6254, IPA 1798.40, CD.
Superior Accomplishments	3	PRA 6254, IPA 1798.40, CD.
Labor Relations	2	
Production/Assignment Logs	2	
Overtime Logs	2	PRA 6254, IPA 1798.40, CD.
Action Requests/Grievances	2	PRA 6254, IPA 1798.40, CD.
Toxic Exposure Reports	Active	Active until employee leaves/terminates. PRA 6254, IPA 1798.40, CD. Transfer Rpt with employee.*
<b><u>Policy/Procedure/Organization</u></b>		
Policies (All)	Active	Active until revised*
Procedures (All)	Active	Active until revised*
Compliance Requirements	Active	Active until revised*
Organization Charts	Active	Active until revised*
Mission Statements	Active	Active until revised*
Associations	Active	Active while membership is current*
Meetings/Minutes/Agendas	2	
Activity Reports	2	
Studies/Statistics	3	
Feasibility Studies	5	
Request for Proposals	3	
Delegation Orders	Active	Active until revised/superseded/Revoked*
Conferences/Committees	3	
Contracts	Active+4/7	Active until contract terminates/+4/7 if subject to audit*
Emergency Preparedness	Active	Active until revised*
Public Hearings	5	
Health/Safety	3	
Plans and Goals	Active	Active until revised/rescinded/superseded/Complete*
<b><u>Records Management</u></b>		
Records Retention Schedule	Active	Active until revised*
Records Transfer List (STD 71)	Active	Active until disposal of records*
Records Destruction Authorization	4	

Forms File	Active+1	Active until revised/rescinded/superseded*
<b>Legislation/Regulations/Legal</b>		
Bill Analysis	3	PRA 6254
Research Information	3	PRA 6254
Proposed Legislation/Regulations	4	PRA 6254
Legal Opinions	Active+1	Active until issues resolved*
Law Suits/Small Claims	Active+1	Active until litigation complete*
Enrolled Bill Report	4	PRA 6254
PRA/IPA Files	2	
<b>Public Relations</b>		
Clippings	2	
Press Releases	2	
Speeches	2	

\* “Active” retention is for Perpetual Records that remain “active” until some event occurs. After the event occurs the records are disposed of or may require retention for an additional short period of time.

The “Remarks” section of a retention schedule also identifies records not subject to public disclosure because of code or statute, as well as any other unusual or significant characteristics about a record series. PRA refers to the California Public Records Act and IPA refers to the Information Practices Act. CD stands for Confidential Destruction.

Most administrative records are small in volume and the records retained for less than five years.

### **Program Records:**

There are no typical retention periods for program records because they are unique to the individual office. They represent the reason the office exists and their retention is usually specified in some statute or regulation that established the office or program. A few program records may be identified for permanent retention however most will be retained for a specific number of years, or as perpetual records with an “Active” period, just like administrative records.

Most program records are large in volume and may be required much longer than administrative records. As with administrative records, program records should be retained only as long as they have some administrative, fiscal, or legal value. After that they should be disposed of in accordance with an approved Records Retention Schedule.

## **Records Management and Archives Resources**

Many resources exist to assist you in your records management program. This list is not all-inclusive but will provide you with several contacts where you can ask questions and receive professional answers to many records management issues. All of these resources provide information free of charge and some also offer membership in the organization, which entitles you to additional benefits.

### **AIIM** - Association for Information and Image Management, International.

AIIM is a global industry association connecting users and suppliers of enterprise content management (ECM) technologies - tools and methods that help capture, manage, store, preserve and deliver content in support of business processes. AIIM is a neutral and unbiased source of information. They produce educational events and conferences, provide up-to-the-minute industry information, and are ANSI/ISO-accredited for standards development. Local chapters provide networking and educational opportunities throughout the country.

World Headquarters  
1100 Wayne Avenue, Suite 1100  
Silver Spring, MD 20910  
1-800-477-2446  
<http://www.aiim.org/>

### **ARMA International** – Association of Records Managers and Administrators.

The mission of ARMA International is to provide education, research, and networking opportunities to information professionals, to enable them to use their skills and experience to leverage the value of records, information, and knowledge as corporate assets and as contributors to organizational success. ARMA has a network of local chapters that provide educational opportunities for members and non-members alike.

ARMA International  
4200 Somerset Dr., #215  
Prairie Village, KS 66208  
1-800-422-2762  
<http://www.arma.org/>

### **NAGARA** – National Association of Government Archives and Records Administrators.

NAGARA is an association dedicated to the improvement of federal, state, and local government records and information management. Their goal is to promote the availability of our documentary legacy by improving the quality of records and information management at all levels of government

**NAGARA**

48 Howard Street

Albany, NY 12207

1-518-463-8644

<http://www.nagara.org/>

**NARA – National Archives and Records Administration**

Major source for national archives and records management issues and policies.

Develops standard Record Retention Schedules for federal agencies.

National Archives and Records Administration

700 Pennsylvania Avenue, NW

Washington, D.C. 20408

1-800-234-8861

<http://www.archives.gov/index.html>

**COSHRC**

Council of State Historical Records Coordinators

Provides internet links to all State Archives and Records Management Offices.

<http://www.coshrc.org/arc/states.htm>

**InterPARES**

International Research on Permanent Authentic Records in Electronic Systems

Source for international research papers seeking to recommend standards in the electronic records industry.

<http://interpares.org/>

**CA Secretary of State**

Provides records management guidelines for local government agencies through the California State Archives web site.

California State Archives

1020 O Street

Sacramento, CA 95814

(916) 657-3634

[rfinch@ss.ca.gov](mailto:rfinch@ss.ca.gov)

**CA Department of General Services – California Records and Information Management (CalRIM)**

CalRIM establishes guidelines for state agencies to manage their records programs,

including the management of electronic records and using technology such as imaging.

CalRIM provides training, Master Service Agreements to streamline the contracting process for records and imaging technologies and consultation, and other services to

help customers establish and maintain effective records programs. CalRIM also reviews and maintains all state agency records retention schedules.

Department of General Services  
Procurement Division  
California Records and Information Management Program  
1500 5<sup>th</sup> Street, Suite 101  
Sacramento, California 95814  
(916) 324-4809  
<http://www.osp.dgs.ca.gov/calrim/default.htm>

# **LOCAL GOVERNMENT RECORDS RETENTION GUIDELINES**

**August 1999  
City Clerks' Association of California  
California State Archives 2002 Version**

# LOCAL GOVERNMENT RECORDS RETENTION GUIDELINES

## TABLE OF CONTENTS

DISCLAIMER.....	C-3
RECORD CLASSIFICATIONS.....	C-4
ITEM INDEX.....	C-5
LEGEND & CITATIONS.....	C-16
ADMINISTRATIVE RECORDS.....	C-17
DEVELOPMENT RECORDS.....	C-25
FINANCE RECORDS.....	C-29
PUBLIC SAFETY RECORDS.....	C-32
EMERGENCY MANAGEMENT.....	C-32
FIRE SAFETY.....	C-32
HAZARDOUS MATERIALS.....	C-33
LAW ENFORCEMENT.....	C-33
PUBLIC WORKS.....	C-42
TRANSPORTATION.....	C-47

## Disclaimer

### Local Government Retention Schedule Guidelines

The guidelines as enclosed have been endorsed by resolution of the General Assembly of the League of California Cities, and by the City Clerks Association of California. They represent extensive research as to the *minimum legal requirements* for the retention of local government records and do not reflect the administrative, operational, financial or historical needs of the jurisdiction. It is strongly recommended that cities consult with legal counsel when formulating their retention schedules so as to best meet their particular needs.

The committee's research was as complete as possible and reviewed by many legal officers but may not include every record series pertinent to local government. The guidelines are just that and are fluid, very much subject to additions and updates which will be coordinated through the office of the State Archivist under the Secretary of State.

Reference to retention periods, unless otherwise indicated, refers to the current year plus the years shown. For example, Cu + 2 refers to the Current year plus two, or 1998 plus years 1997 and 1996.

**RECORDS RETENTION CLASSIFICATIONS – CITY GOVERNMENT****August 1999****ADMINISTRATION**

Audit  
 Community Services  
 Elections  
 General Subject  
 Grants  
 Human Resources  
 Information Services  
 Legal/Legislative  
 Municipal Clerk  
 Policies & Procedures  
 Public Information  
 Public Financing Authority  
 Risk Management

**DEVELOPMENT**

Administration  
 Building  
 Code Enforcement  
 Engineering  
 Environmental Quality  
 Housing  
 Municipal Facilities  
 Planning  
 Property  
 Redevelopment

**FINANCE**

Accounting  
 Administrative Services  
 Fixed Assets  
 License  
 Payroll  
 Purchasing  
 Reports  
 Treasurer

**PUBLIC SAFETY**

Animal Control\*  
 Emergency Management  
 Fire Safety  
     Administration  
     Personnel  
     Property  
     Reports  
 Hazardous Materials  
 Health & Welfare  
 Law Enforcement  
     Administration  
     Investigations  
     Patrol  
     Services

**PUBLIC WORKS**

Parks  
 Sanitation/Solid Waste/  
     Wastewater  
 Streets/Alleys  
 Utilities  
 Water

**TRANSPORTATION**

Administration  
 Airport  
 Ground Transportation  
 Harbor

\*Anticipate will be addressed by County Officials

**INDEX**

<b>ITEM</b>	<b>CATEGORY</b>	<b>PAGE</b>
Abandoned Vehicles	Development	C-26
Abandonment	Development	C-28
Abandonment/Vacations	Public Works	C-43
Accident Reports - City Assets	Administration	C-24
Accounting/Cash Reconciliation	Public Safety	C-33
Accounts Payable	Finance	C-29
Accounts Receivable	Finance	C-29
Acquisition/Disposition	Development	C-28
Adjustments	Finance	C-29
Administration – General Subject	Administration	C-19
Administration – Public Financing Authority	Administration	C-23
Administrative/Internal	Public Safety	C-33
Affidavit Index	Administration	C-17
Agenda Reports (Master, Subject Files)	Administration	C-22
Agendas	Administration	C-22
Agendas, Board	Public Works	C-42
Agreements	Transportation	C-47
Air Quality	Development	C-27
Airport Certification	Transportation	C-47
Airport Noise Monitoring and Complaint	Transportation	C-47
Alarm Records	Public Safety	C-33
Annexation Case Files	Development	C-28
Annual Financial Report	Administration	C-17
Apparatus/Vehicle	Public Safety	C-32
Appeals, Civil	Administration	C-22
Applications - Aircraft Storage	Transportation	C-47
Applications - Parking	Transportation	C-47
Applications - Slip Rentals	Transportation	C-47
Applications - Special Events	Transportation	C-47
Applications	Finance	C-29
Applications, Absentee Ballots	Administration	C-17
Applications, Boards, Commissions, Committees	Administration	C-22
Appraisals	Development	C-28
Acquisition/Disposition	Development	C-28
Arrest/Conviction	Public Safety	C-36
Articles of Incorporation	Administration	C-22
Asbestos	Development	C-27
Assessment Districts	Administration	C-23
Assessment Districts	Finance	C-29
Asset Forfeiture - Investigations/Proceedings Case File	Public Safety	C-34
Asset Forfeiture - Notifications	Public Safety	C-34
Assisted, Challenged Voters List	Administration	C-17
Audits	Finance	C-30
Auto for Hire	Transportation	C-48
Ballots	Administration	C-17
Ballots – Prop. 218	Administration	C-17
Bank Reconciliation	Finance	C-29
Bank Statements	Finance	C-30
Benchmark Data	Development	C-25
Benefit Plan Claims	Administration	C-20
Benefit Plan Enrollment, Denied	Administration	C-20

**INDEX**

<b>ITEM</b>	<b>CATEGORY</b>	<b>PAGE</b>
Bids & Proposals (Unsuccessful)	Development	C-25
Bids, RFQ's, RFP's	Finance	C-30
Billing Records	Finance	C-29
Billing/Customer Records	Public Works	C-44
Biographies	Administration	C-19
Blueprints, Specifications	Development	C-26
Bond, Personnel Fidelity	Administration	C-20
Bonds - Administration	Finance	C-31
Bonds - Security	Development	C-25
Bonds - Development	Development	C-25
Bonds - Account Statements	Finance	C-31
Bonds - Bonds and Coupons	Finance	C-31
Bonds	Administration	C-17
Bonds	Development	C-27
Bonds, Insurance	Administration	C-24
Books, Fire Code	Public Safety	C-32
Brochures, publications, newsletter, bulletins	Administration	C-24
Budget adjustments, journal entries	Finance	C-29
Budget Operating (copies)	Administration	C-17
Budget Operating (copies)	Finance	C-29
Budget	Administration	C-17
Budget, Accounting	Finance	C-29
Budget, Adopted	Finance	C-29
Budget, Proposed	Finance	C-29
Business License	Finance	C-29
Calendar	Administration	C-17
Calendar, City	Administration	C-24
California Environmental Quality Act (CEQA)	Development	C-27
Canvass	Administration	C-17
Capital Improvement Projects	Development	C-27
Capital Improvements, Construction	Development	C-28
Cards - Dispatch	Public Safety	C-38
Cards - Field Interview	Public Safety	C-38
Case Books, Investigative	Public Safety	C-34
Case Files - Homicide Investigator's File	Public Safety	C-34
Case Files - Narcotics (No arrest, Narcotics Cases)	Public Safety	C-34
Case Files - Officer Involved Shootings	Public Safety	C-34
Case Files	Development	C-26
Case Files, Planning and Zoning	Development	C-28
Case Log	Administration	C-22
Case Records - (High Profile)	Administration	C-22
Case Records - (Routine)	Administration	C-22
Certificates (Building)	Development	C-26
Certificates (Planning)	Development	C-28
Certificates of Election	Administration	C-17
Charter - Amendments/Measures	Administration	C-17
Checks	Finance	C-29
Chemicals/Film Inventories	Public Safety	C-39
Citations - 11357(e), Juvenile	Public Safety	C-38
Citations - 11357b H&S, 11357c H&S, 11360b H&S Violations	Public Safety	C-38
Citations - California Vehicle Code Infractions (Duplicates)	Public Safety	C-39

**INDEX**

<b>ITEM</b>	<b>CATEGORY</b>	<b>PAGE</b>
Citations - Cite and Release	Public Safety	C-38
Citations - Parking/Traffic, Duplicates	Public Safety	C-39
Citations - Transmittals	Public Safety	C-39
Claim Files	Public Safety	C-33
Claims, Damage	Administration	C-24
Classifications and Appointments	Administration	C-19
Closures	Public Works	C-43
Code Books	Development	C-25
Collections/Landfill	Public Works	C-42
Community Development Block Grant and Urban Development	Administration	C-19
Community Services – Library	Administration	C-17
Community Services – Plaques	Administration	C-17
Community Services – Sports Organization	Administration	C-17
Congestion Management	Development	C-27
Connection Records	Public Works	C-44
Construction (Approved)	Development	C-26
Construction Tracking, Daily	Development	C-27
Contractor	Development	C-25
Contracts and Agreements – Excl. Capital Improvement	Administration	C-22
Contracts and Agreements – Incl. Capital Improvement	Administration	C-22
Correspondence	Administration	C-19
Correspondence	Development	C-25
Court - Daily Schedule	Public Safety	C-34
Court - Sign-In Logs	Public Safety	C-34
Court - Tracking System Records	Public Safety	C-34
Crime - Felony Crimes With Or Without Arrests	Public Safety	C-36
Crime - Misdemeanor/Infractions	Public Safety	C-36
Crime - Supplemental, Felony Capital Crimes, Crimes Punishable by Death, Life Imprisonment	Public Safety	C-36
Deeds & Promissory Notes	Development	C-28
Deferred Compensation	Finance	C-30
Department Manual	Public Safety	C-33
Deposits, Receipts	Finance	C-29
Destruction - Guns	Public Safety	C-36
Destruction - Narcotics	Public Safety	C-36
Development (includes CDBG)	Development	C-25
Development Agreements	Development	C-25
Development Conditions	Development	C-25
Development Standards	Development	C-25
Disposition of Arrest/Court Action	Public Safety	C-36
Drawings, Project Plan	Development	C-25
Drawings, Traffic Control Plan	Development	C-27
Easements, Dedications, Rights-of-Way	Public Works	C-43
Employee Handbook	Administration	C-20
Employee Programs	Administration	C-20
Employee Rights	Administration	C-20
Employee Time Sheets	Finance	C-30
Environmental Review	Development	C-27
Equipment - Communication	Public Safety	C-33
Equipment - Inventory	Public Safety	C-33
Equipment - Inventory/Sign-out Cards- Photo Lab	Public Safety	C-39

**INDEX**

<b>ITEM</b>	<b>CATEGORY</b>	<b>PAGE</b>
Equipment - Operations Files - Photo Lab	Public Safety	C-39
Equipment - Radio Logs (Communication)	Public Safety	C-39
Evidence, Disposition Forms	Public Safety	C-34
Exposure - Personnel	Public Safety	C-32
Facilities (Sanitation/Solid Waste/Wastewater)	Public Works	C-42
Facilities (Utilities)	Public Works	C-44
Facility Rentals/Use	Development	C-28
Fair Political Practices - Administration, Statements	Administration	C-18
Fair Political Practices - Campaign disclosure, elected	Administration	C-18
Fair Political Practices - Campaign disclosure, not elected	Administration	C-18
Fair Political Practices - Campaign disclosure, unsuccessful	Administration	C-18
Fair Political Practices - Candidate Statements	Administration	C-18
Fair Political Practices - History	Administration	C-18
Fair Political Practices - Statement of Economic Interest, Elected	Administration	C-18
Fair Political Practices - Statement of Economic Interest, not elected	Administration	C-18
False Alarm (Duplicate)	Public Safety	C-36
Federal and State Grants	Administration	C-19
Field Books	Public Works	C-43
Field, Non-fire and Logs	Public Safety	C-32
Financial, Annual	Finance	C-30
Financial Records - Grants	Administration	C-19
Financial Records, Public Financial Authority	Administration	C-24
Fingerprint - Applicants Files	Public Safety	C-34
Fingerprint - Inked/Palm Cards	Public Safety	C-34
Fingerprint - Records Latent	Public Safety	C-34
Fingerprint - Suspect, Adult/Juvenile	Public Safety	C-34
Fire, Non-arson and Logs	Public Safety	C-32
Flood Control - Drainage Facilities	Public Works	C-44
Flood Control - Flood Zones	Public Works	C-44
Flood Control - Insurance Programs	Public Works	C-44
Flood Control - Polices/Procedures	Public Works	C-45
Flood Control - Reports/Studies	Public Works	C-45
Flood Control	Development	C-27
Flood Records	Development	C-28
Franchises	Development	C-25
Fueling	Transportation	C-47
Gas & Electric Rates	Public Works	C-44
General Administrative	Administration	C-23
General Orders	Public Safety	C-39
General Orders, Policies/Procedures	Public Safety	C-32
General Plan Amendments - Approved	Development	C-28
General Plan Amendments - Denied	Development	C-28
General Plan and Elements	Development	C-28
General Subject Files	Development	C-25
Goals & Objectives	Administration	C-19
Grants - Parks ( <i>refer to Admin.</i> )	Public Works	C-42
Grants - Street/Alleys ( <i>see Admin.</i> )	Public Works	C-43
Grants – Water ( <i>see Admin.</i> )	Public Works	C-45
Grants, Community/Urban Development (includes CDBG)	Development	C-25
Grievance Files	Public Safety	C-40

**INDEX**

<b>ITEM</b>	<b>CATEGORY</b>	<b>PAGE</b>
Guns, Dealers Record of Sale	Public Safety	C-34
Hazardous Waste Disposal	Public Safety	C-33
Hazardous Waste Disposal	Transportation	C-47
Hearing or Review	Administration	C-17
Historic Preservation Inventory	Development	C-25
History, Sanitation	Public Works	C-42
Hourly Employees	Administration	C-20
Immigrant	Administration	C-20
Incident Files	Development	C-25
Incident Reports	Administration	C-24
Incident	Public Safety	C-32
Incineration Plants, Sludge	Public Works	C-42
Incinerator Operations, Treatment Plant	Public Works	C-42
Index, Attorney Case	Administration	C-22
Informant Files	Public Safety	C-34
Inspection	Development	C-26
Inspection, Runway	Transportation	C-47
Inspection, Safety Self	Transportation	C-47
Inspections, Fire Prevention	Public Safety	C-32
Insurance, ACCEL JT Powers Agreement	Administration	C-24
Insurance, Certificates	Administration	C-24
Insurance, Liability/Property	Administration	C-24
Insurance, Workers Compensation	Administration	C-24
Internet, World Wide Web	Administration	C-22
Interpretations	Development	C-28
Intersection Records	Public Works	C-43
Inventory	Finance	C-29
Inventory, Equipment Parts & Supplies	Transportation	C-47
Inventory, Equipment & Supplies	Public Safety	C-32&C-33
Inventory, Equipment - Parks	Public Works	C-42
Inventory, Equipment - Water	Public Works	C-45
Inventory, Information Systems	Administration	C-22
Inventory, Records	Administration	C-23
Inventory, Traffic Control Device	Public Works	C-43
Inventory, Vehicle Ownership and Title	Transportation	C-47
Investigations - Background	Public Safety	C-40
Investigations - Background Hired	Public Safety	C-40
Investigations - Notifications	Public Safety	C-34
Investigations, Evidence Arson - Administration	Public Safety	C-32
Investigations, Evidence Arson - Reports	Public Safety	C-33
Investment Transactions	Finance	C-30
Invoices	Finance	C-29
Jail - Daily Logs	Public Safety	C-35
Jail - Inmate Record	Public Safety	C-35
Jail - Inspection Files	Public Safety	C-35
Jail - Surveys	Public Safety	C-35
Journals - Utility Billing	Finance	C-29
Journals, Fire Station	Public Safety	C-32
Labor Distribution	Finance	C-30
Land Uses, non-conforming	Development	C-25
Landscape - Parks	Public Works	C-42
Landscaping – Streets/Alleys	Public Works	C-43

**INDEX**

<b>ITEM</b>	<b>CATEGORY</b>	<b>PAGE</b>
Ledger, General - Voucher	Finance	C-29
Legal Advertising	Administration	C-23
Licenses - Bicycle	Public Safety	C-35
Licenses - Bingo, Mace	Public Safety	C-35
Licenses - Business License Review Board Administrative Files	Public Safety	C-35
Licenses - Duplicate (Pink), Secondhand Dealer, Pawn Brokers	Public Safety	C-35
Licenses, Permits	Transportation	C-47
Liens & Releases - Recorded	Development	C-26
Liens & Releases - Supporting	Development	C-26
Lighting	Public Works	C-43
Lobbyist Registration	Administration	C-18
Locations	Public Works	C-45
Logs	Development	C-27
Logs - Administration	Development	C-25
Logs - Auto Theft	Public Safety	C-35
Logs - Case Assignment	Public Safety	C-35
Logs - Code Enforcement	Development	C-27
Logs - Daily, Activity	Public Safety	C-35
Logs - Daily, Officer	Public Safety	C-35
Logs - Daily, Report Summary	Public Safety	C-35
Logs - Investigative (Pre-Arrest)	Public Safety	C-35
Logs - Juvenile Detention	Public Safety	C-35
Logs - Property Control	Public Safety	C-35
Logs - Rap Sheet	Public Safety	C-35
Logs - Subpoena	Public Safety	C-35
Logs, Attorney Service Request	Administration	C-23
Logs, Fire Equipment/Gear	Public Safety	C-32
Lot Split Cases	Development	C-28
Maintenance and Operations	Transportation	C-47
Maintenance and Operations - Municipal Facilities	Development	C-28
Maintenance and Operations - Parks	Public Works	C-42
Maintenance and Operations - Sanitation/Solid Waste/Wastewater	Public Works	C-42
Maintenance and Operations - Service	Public Works	C-45
Maintenance and Operations - Streets/Alleys	Public Works	C-43
Maintenance and Operations - Well & Pumping	Public Works	C-45
Maintenance, FAA	Transportation	C-47
Management Reports	Administration	C-24
Maps & Plats	Development	C-26
Maps - Parks	Public Works	C-42
Maps - Streets/Alleys	Public Works	C-43
Maps - Water	Public Works	C-45
Maps, City Boundary	Development	C-28
Maps, Plans, Drawings, Exhibits, Photos	Development	C-28
Maps, Precincts/Voter Information	Administration	C-18
Maps, Septic Tank	Public Works	C-42
Master Plans - Streets/Alleys	Public Works	C-43
Master Plans - Water	Public Works	C-45
Master Plans, Annual	Development	C-26
Media Relations	Administration	C-24

**INDEX**

<b>ITEM</b>	<b>CATEGORY</b>	<b>PAGE</b>
Medical Leave	Administration	C-20
Medical - Personnel	Public Safety	C-32
Meter Operations	Public Works	C-45
Meter Reading	Finance	C-30
Minutes	Administration	C-23
Minutes, Board	Public Works	C-42
Motor Vehicle Pulls (DMV)	Administration	C-20
Municipal Code	Administration	C-23
Mutual Aid, Strategic Plans	Public Safety	C-32
Negotiation	Administration	C-20
Network Information Systems (LAN/WAN)	Administration	C-22
Nomination Papers	Administration	C-18
Non-Criminal Occurrences	Public Safety	C-36
Non-Safety Employees	Administration	C-21
Notices, Meeting	Administration	C-23
Notifications and Publications	Administration	C-18
Oaths of Office	Administration	C-18
Opinions	Administration	C-23
Ordinances	Administration	C-23
Parades & Special Events File	Public Safety	C-40
Parking - Lots	Public Works	C-43
Parking - Regulations	Public Works	C-43
Patrol Requests (Correspondence)	Public Safety	C-39
Pawn Slips/Tickets	Public Safety	C-35
Permits - Alcoholic Beverage Control License	Public Safety	C-40
Permits - Concealed Weapons	Public Safety	C-40
Permits - National Pollutant Discharge Elimination System (NPDES)	Public Works	C-45
Permits - Others	Public Works	C-45
Permits	Development	C-26
Permits	Public Works	C-43
Permits, Construction	Development	C-26
Permits, Encroachment	Public Works	C-43
Permits, Hazardous Materials Storage	Public Safety	C-33
Permits, Improvement	Public Works	C-43
Permits, Other	Development	C-26
Permits, Oversize Load	Public Works	C-43
Permits, Parking	Public Works	C-43
Permits, Paving	Public Works	C-43
Permits, Uniform Fire Code	Public Safety	C-32
Permits, Use (Temporary)	Public Works	C-43
PERS Employee Deduction Reports	Finance	C-30
PERS, Social Security, SSI	Administration	C-21
Personnel Records (copies)	Administration	C-21
Pest Control	Development	C-27
Petitions - Elections	Administration	C-18
Petitions- Legal/Legislative	Administration	C-23
Photographs - Daily Report (Negatives)	Public Safety	C-35
Photographs - Inmates (Negatives)	Public Safety	C-35
Photographs - Negative Log	Public Safety	C-40
Photographs - Negatives, Misc.	Public Safety	C-40
Photographs - Personnel	Public Safety	C-40

**INDEX**

<b>ITEM</b>	<b>CATEGORY</b>	<b>PAGE</b>
Photographs	Development	C-26
Photographs - Parks	Public Works	C-42
Photographs - Streets/Alleys	Public Works	C-43
Photographs, Negatives, Film	Administration	C-24
Plans, Capital Improvement, Projects	Public Works	C-43
Plans, Proposed	Public Works	C-42
Policies & Procedures, Departmental	Administration	C-19
Policies and Procedures - Naming and numbering	Public Works	C-43
Policies and Procedures - Speed Limits	Public Works	C-44
Policies and Procedures - Parks	Public Works	C-42
Policies and Procedures - Water	Public Works	C-45
Policy, Council/Proclamations	Administration	C-23
Precinct Records	Administration	C-19
Press Releases	Public Safety	C-40
Press, Video Programs (Community Relations)	Public Safety	C-40
Program Files and Directories	Administration	C-22
Programs - Federal Aid Urban	Public Works	C-44
Programs - Traffic Safety	Public Works	C-44
Programs	Development	C-27
Programs, Household Hazardous Waste	Public Safety	C-33
Projects, Not Completed or Denied	Development	C-26
Promotional Marketing – External, Internal	Administration	C-19
Property Files	Public Safety	C-40
Property Original	Public Safety	C-37
Property, Pawn Broker/Secondhand	Public Safety	C-40
Public Records Request	Administration	C-23
Radar Calibration Records	Public Safety	C-39
Railroad Right-of-way	Public Works	C-42
Range Inventory	Public Safety	C-37
Rates - Sanitation/Solid Waste/Wastewater	Public Works	C-42
Rates - Water	Public Works	C-45
Reclamation	Public Works	C-45
Records Management Disposition Certification	Administration	C-23
Records Management	Administration	C-23
Records Retention Schedule	Administration	C-23
Recruitment	Administration	C-21
Recycling Programs	Public Works	C-42
Redevelopment	Development	C-28
Register	Finance	C-30
Registers, Transient Vessel Reservation	Transportation	C-48
Registration Files, Arson, Sex and Narcotics	Public Safety	C-36
Regulations	Development	C-27
Regulations	Public Works	C-42
Relocation Files	Development	C-28
Report, Accident (Copies)	Transportation	C-48
Reports - Accident and Incident (Aircraft)	Transportation	C-48
Reports - Accident	Public Safety	C-39
Reports - Accident	Public Works	C-42
Reports - Activity	Public Safety	C-33
Reports - Airport Operational (Administrative)	Transportation	C-47
Reports - Airport Operational (Regulatory)	Transportation	C-47
Reports - Audit	Administration	C-17

**INDEX**

<b>ITEM</b>	<b>CATEGORY</b>	<b>PAGE</b>
Reports - Bridges & Overpasses	Public Works	C-44
Reports - Chemical Emissions	Public Safety	C-33
Reports - Conservation	Public Works	C-45
Reports - Consumption	Public Works	C-45
Reports - Corrosion Control	Public Works	C-45
Reports - Dealer of Gun Sales, Duplicate	Public Safety	C-40
Reports - Departmental	Administration	C-19
Reports - Discharge Monitoring	Public Works	C-45
Reports - Drinking Water Corrections	Public Works	C-45
Reports - Federal and State Tax	Finance	C-30
Reports - Human Resources	Administration	C-21
Reports - Hydrograph	Public Works	C-45
Reports - Inspection	Public Works	C-44
Reports - Lead Service Line	Public Works	C-45
Reports - NOTAM (Notice to Airmen)	Transportation	C-48
Reports - Others	Public Works	C-42
Reports - Public Education	Public Works	C-46
Reports - Quality Parameters	Public Works	C-46
Reports - Sanitary Surveys	Public Works	C-46
Reports - Source Water	Public Works	C-46
Reports - Staff	Administration	C-19
Reports - State Certification	Public Works	C-46
Reports - Studies (Sanitation/Solid Waste/Wastewater)	Public Works	C-42
Reports - Studies	Public Works	C-42
Reports - Studies	Public Works	C-43
Reports - Survey Response Files	Public Safety	C-33
Reports - Tonnage	Public Works	C-42
Reports - Traffic Collision Fatalities	Public Safety	C-39
Reports - Traffic Count	Public Works	C-44
Reports - Variances, Water System	Public Works	C-46
Reports - Vehicle Accident	Public Works	C-44
Reports - Well Level	Public Works	C-46
Reports	Development	C-26
Reports	Public Safety	C-37
Reports, Federal and State - Code Enforcement	Development	C-27
Reports/Studies	Public Works	C-43
Requisitions - Purchase Orders	Finance	C-40
Requisitions - Stores	Finance	C-40
Research Project Files	Public Safety	C-37
Resolutions	Administration	C-23
Resolutions, Board	Public Works	C-42
Restraining Orders, Emergency Protective Orders, Temporary Restraining Orders, Legal Stipulations, Orders After Hearing	Public Safety	C-40
Reviews, Internal/External Periodic	Administration	C-17
Risk Management Reports	Administration	C-24
Roster of Voters	Administration	C-19
Rosters (Divisional)	Public Safety	C-40
Routes, School Bus & Truck	Public Works	C-44
Safety Employees	Administration	C-21
Salary Records	Finance	C-30

**INDEX**

<b>ITEM</b>	<b>CATEGORY</b>	<b>PAGE</b>
Schedules - Daily	Public Safety	C-40
Schedules - Municipal Clerk	Administration	C-23
Schedules - Watch Assignment/Timekeeping Records	Public Safety	C-40
Schedules, Class & Events	Public Works	C-42
Sealed - Adult Found Factually Innocent	Public Safety	C-38
Sealed - Juvenile	Public Safety	C-38
Seismic Retrofit Program	Development	C-26
Signage	Public Works	C-44
Signs (Temporary)	Development	C-26
Slip Rental Index	Transportation	C-48
Slip Rental Permits	Transportation	C-48
Slip Rental Waiting List	Transportation	C-48
Soil	Development	C-27
Soil Reports	Development	C-27
Sources	Public Works	C-46
Speaker Requests	Public Safety	C-40
Special Districts	Development	C-27
Special Projects	Administration	C-19
State Controller	Finance	C-30
Statistical (Crime Analysis)	Public Safety	C-37
Statistical (UCR), Uniform Crime Reports	Public Safety	C-37
Street Names and House Numbers	Development	C-26
Street/Alley (Abandonment/ Vacation)	Development	C-27
Studies, Special Projects & Areas	Development	C-26
Subpoenas (Duplicate)	Public Safety	C-38
Support Services	Administration	C-19
Surplus Property - Auction	Finance	C-29
Surplus Property - Disposal	Finance	C-29
Surveyor Field Notes	Public Works	C-46
Surveys	Development	C-26
Surveys and Studies	Administration	C-21
Surveys, Water System Sanitary	Public Works	C-46
Tapes - Audio, Telephone and Radio Communications	Public Safety	C-38
Tapes - Audio, Video	Administration	C-23
Tapes - Surveillance/Security Video (Jail)	Public Safety	C-38
Tapes Information Systems	Administration	C-22
Taxes Receivable	Finance	C-29
Tests - Bacteriological Analysis	Public Works	C-46
Tests - Chemical Analysis	Public Works	C-46
Tests - Quality	Public Works	C-46
Tests, Densitometer Results (Photo Lab)	Public Safety	C-40
Traffic Signals	Development	C-27
Traffic Signals	Public Works	C-44
Training - Bulletins	Public Safety	C-41
Training - Event Files	Public Safety	C-41
Training - Lesson Plans, Range	Public Safety	C-41
Training Materials	Public Safety	C-33
Training - Personnel	Public Safety	C-32
Training - Personnel (by name)	Public Safety	C-41
Training - Schedules, Range	Public Safety	C-41
Training Records - Non-Safety	Administration	C-21
Training Records - Personnel (by name)	Administration	C-21

**INDEX**

<b>ITEM</b>	<b>CATEGORY</b>	<b>PAGE</b>
Training Records - Safety	Administration	C-21
Travel Records	Administration	C-19
Underground	Public Works	C-44
Underground Storage Tank - Maintenance and Operations	Public Safety	C-33
Underground Storage Tank - Compliance	Public Safety	C-33
Unsuccessful Grants	Administration	C-19
Use of Force Supervisory Review Files	Public Safety	C-38
Utility Rebates	Finance	C-30
Valve Main Records	Public Works	C-46
Vehicle Assignment	Transportation	C-47
Vehicle Ownership & Title	Finance	C-29
Vehicle - Assignment Reports	Public Safety	C-39
Vehicle - Down Reports	Public Safety	C-39
Vehicle Mileage Reimbursement Rates	Administration	C-21
Vehicle - Repossession/Private Impounds	Public Safety	C-39
Vehicle - Service Schedules	Public Safety	C-39
Vendor Register	Finance	C-30
Vests, Bulletproof Letters	Public Safety	C-39
Violations, Drinking Water	Public Works	C-46
Violations, Building, Property & Zoning	Development	C-27
Volunteer Card Files	Public Safety	C-41
Voter Affidavits	Administration	C-19
Voter Registration Signature Copy	Administration	C-19
Warrant Register	Finance	C-29
Warrants - Felony	Public Safety	C-38
Warrants - Misdemeanor Criminal	Public Safety	C-38
Warrants - Parking	Public Safety	C-39
Warrants - Served	Public Safety	C-38
Warrants - Traffic	Public Safety	C-39
Warrants - Unserved (Local)	Public Safety	C-38
Weapons, Database	Public Safety	C-39
Weed Abatement	Public Safety	C-33
Weigh Scales	Public Works	C-44
Workers Compensation	Administration	C-24

## LEGEND

### Records Retention

**AC = Active**  
**AU = Audit**  
**CU = Current Year**  
**E = Election**  
**P = Permanent**  
**T = Termination**

**AD = Adoption**  
**CL = Closed/Completion**  
**DOB = Date of Birth**  
**L = Life**  
**S = Supersede**

## CITATIONS

**B&P – Business and Professions**

**H&S – Health & Safety**

**CAC – California Administrative Code**

**HUD – Housing and Urban  
Development**

**CCP – Code of Civil Procedure**

**OSHA – Occupational Safety & Health  
Act**

**CCR – Code of California Regulations**

**PC – Penal Code**

**CEQA – California Environmental  
Quality Act**

**POST – Police Officers Standards  
Training**

**CFR – Code of Federal Regulations**

**UFC – Uniform Fire Code**

**EC – Election Code**

**USC – United States Code**

**FMLA – Family & Medical Leave Act,  
1993**

**WIC – Welfare & Institutions Code**

**GC – Government Code**

**ADMINISTRATION**

Record Series	Retention	Citation	Descriptor
<b>AUDIT</b>			
Annual Financial Report	CL + 2	GC34090	Independent auditor analysis
Bonds	CL + 10	GC34090; CCP 337.5	Final bond documentation
Budget	P	GC34090	Annual operating budget approved by Legislative Body
Budget Operating (copies)	S	GC34090	Departmental Reference
Hearing or Review	AU + 2	GC34090; OMB A-128	Documentation created and or received in connection with an audit hearing or review
Reports	AU + 4	GC34090; OMB A-128	Internal and/or external
Reviews, Internal/External Periodic	CU	GC34090; GC6250	Daily, weekly, monthly, quarterly or other summary, review, evaluation, log, list, statistics, except a report
<b>COMMUNITY SERVICES</b>			
Libraries	CU + 2	GC 34090	Books, art, gifts, donations, exhibits, theatre, music, special events, etc.
Plaques	P		Historic value
Sports Organization	S + 2		
<b>ELECTIONS</b>			
Affidavit Index	CL + 5	EC 17001	
Applications, Absentee Ballots and Envelopes	E + .5	EC 17505; EC 17302	From date of election
Assisted, Challenged Voters List	E + .5	EC 17304	From date of election
Ballots	E + .5	EC 17302	From date of election; ballots submitted to precincts/City Clerk that were not used - unless contested (EC 17302(c)) retention by court order
Ballots Prop. 218 (Assessment Districts)	P	California Constitution Art. XIII	Property related fees (Assessment Ballot proceeding)
Calendar	E + 2	GC 34090	
Canvass	P	GC 22932; EC 17130; EC 2653	Notifications and Publication of Election; Records used to compile final election results, including tally sheets, voting machine tabulation, detailed breakdown of results; special election results
Certificates of Election	T + 4	GC 81009(a) (d)	Certificates of election; Original reports and statements
Charter Amendments/ Measures	P	GC34458-60; GC34090	Chapter designations by Secretary of State following adoption of voters

**ADMINISTRATION (CONTINUED)**

Record Series	Retention	Citation	Descriptor
<b>Fair Political Practices</b>			
Administration/ Campaign Statements and Conflict of Interest	CU + 5		FPPC Opinions
Campaign disclosure, Elected	P	GC81009(b) (g)	FPPC Filings
Campaign disclosure, Not Elected	E + 5	GC81009(b)	FPPC Filings
Campaign disclosure - Unsuccessful (all other committees)	E + 7	GC81009	FPPC Filings
Candidate Statements	E + 4		Sample ballot retained permanently.
History	P	GC 34090	History of elections, sample ballots, certificates of destruction, other resolutions re: elections
Statement of economic interest - Elected Officials	T + 7	GC 81009(e)	FPPC Filings
Statement of economic interest - Not Elected	E + 5	GC 81009(b)	FPPC Filings
Lobbyist Registration	P	EC 81009(b)	Statements
Maps, Precincts/Voter Information	E + 2	GC 34090; EC 17501; EC 17301	
Nomination Papers Successful Unsuccessful	E + 4 E + 2	EC 17100 GC 81009(b)	
Notifications and Publications	E + 2	GC 34090	Proof of publication or posting, certification and listing of notice of posting; copy of newspaper notice and certification of offices to be voted for at forthcoming election
Oaths of Office	T + 6	GC34090; 29 USC 1113	Elected Officials
Petitions	.75	EC 17200, 17400; GC 7253.5; EC 14700 + GC 3756:8	From date of filing or election; Initiative, referendum, recall, Charter Amendments

**ADMINISTRATION (CONTINUED)**

Record Series	Retention	Citation	Descriptor
Precinct Records	E + .5	EC 17503	From date of election: Precinct official material; declaration of intention, precinct board member applications, orders appointing members of precinct boards and designating polling places Includes notice of appointment of office and record of service
Roster (Of Voters)	E + 5	EC 17300	From date of election; Initiative, referendum recall, general municipal election, Charter Amendments
Voter Affidavits	CL + 5	EC 17000	
Voter Registration Signature Copy	CU + 5	EC 17000	Fire, special or school district
<b>GENERAL SUBJECT</b>			
Administration	P	GC 34090	
Biographies	CU + 2	GC34090	
Classifications and Appointments	P	GC 34090; GC 12946; 29 CFR 516.6(2); 29 CFR 1602.4	Includes supplemental Personnel records. Wage rate tables 2 years.
Correspondence/ Originating Department	CU + 2	GC34090(d)	If not attached to agreement or project file
Goals & Objectives	CU + 2	GC34090	Departmental goals & objectives
Policies & Procedures, Departmental	S + 5	GC34090(d)	Retain while current
Promotional Marketing			
External	CU + 7		
Internal	2		
Reports			
Departmental	CU + 2	GC34090	Special/or final summary, review or evaluation
Staff	CU + 2	GC34090	Non-agenda related, includes supporting documentation
Special Projects	CU + 2	GC34090	
Support Services	CU + 2	GC34090	Reproduction; printing; postal/mailing services, other internal resources
Travel Records	CU + 2	GC34090	
<b>GRANTS</b>			
Community Development Block Grant and Urban Development	T + 4	GC34090; 24 CFR 570.502 24 CFR85.42*	Applications, reports, contracts, supporting documents; *OMB Cir. A-102, A-110, A-128
Federal and State	CL + 5	GC34090	Refer to grant application close-out procedure
Financial Records	CL + 5	GC34090	Refer to grant application close-out procedure
Unsuccessful	CL + 2	GC34090	Applications not entitled

**ADMINISTRATION (CONTINUED)**

Record Series	Retention	Citation	Descriptor
<b>HUMAN RESOURCES</b>			
Benefit Plan Claims	P	GC6250 et seq; OMB A-129 29 CFR 1602.30; 32; Lab Rel Sec 1174*	May include dental, disability, education, health, life and vision including dependent care and Employee Assistance *29 CFR 1637.3; 29 USC 1027; 29 CFR 1627.3; 29 USC 1113
Benefit Plan Enrollment, Denied	CL + 4	GC34090; OMB A-128	
Bond, Personnel Fidelity	T + 2	GC34090	Employee Fidelity Bonds
Employee Handbook	S + 2	GC 34090	General employee information including benefit plans
Employee Programs	CL + 2	GC 34090; GC 12946	Includes EAP and Recognition
Employee Rights General Employees Safety (Police)	T + 2 T + 5	GC12946; 29 CFR 1602; 29 USC 211 (e); 203(m); 207(g)	May include Arbitration, grievances, union requests, sexual harassment and Civil Rights, complaints, disciplinary actions
Hourly Employees	T + 6	GC12946; GC34090*	*29 CFR 1627.3, Labor Relations Section 1174
Immigrant		Immigration Reform/Control Act 1986 Pub. L 99-603	I-9's
Medical Leave	CL + 30	FMLA 1993 US OSHA; 29 CFR ; 1910.20*	May include Family leave; certifications; tests; W-4's; *29 CFR 1602.30.32; 49 CFR 193-9;
Motor Vehicle Pulls (DMV)	CL + 7	GC12946, *	*CA 91009; 8 USC 1324 (a)
Negotiation	P	29 USC Sections 211(c), 203(m), 207(g)	Notes, notebooks, correspondence, contracts, and Memorandums of Agreements

**ADMINISTRATION (CONTINUED)**

Record Series	Retention	Citation	Descriptor
Non-Safety Employees	T + 3	Reference: 29 CFR 1627.3; CCR Sec 1174; 29 CFR 1602.30.32; GC6250 et seq; 29 CFR; GC 12946, 34090*	Non-safety employees may include: Release Authorizations; Certifications; Reassignments; outside employment; commendations disciplinary actions; terminations; Oaths of Office; evaluations-pre-employee medicals; fingerprints; identification cards (ID=s) *1607.4; 29 CFR 655.202; 29 CFR 516.6 et seq; 45 CFR 1068.6(a)
Personnel Records (copies)	CU + 2	GC34090; GC6250	Attendance; evaluations; drafts; worksheets; postings
PERS, Social Security, SSI	P	29 CFR 1627.3(2); GC 12946, 34090	EEOC/ADEA
Recruitment	CL + 3	Reference: GC12946; GC6250 et seq; 29 CFR 1602 et seq 29 CFR 1607; 29CFR 1627.3	Applications, resumes, alternate lists/logs, indices; ethnicity disclosures; examination materials; examination answer sheets, job bulletins; eligibility; electronic database
Reports	CU + 2	GC34090	Employee statistics, benefit activity; liability loss
Safety Employees	T + 5	Reference: 29 CFR 16273; CCR Sec 1174; 29 CFR 1607.4; *	Police, fire, emergency employees may include; Release Authorizations; Certifications Reassignments; outside employment; commendations disciplinary actions; terminations; Oaths of Office; evaluations-pre employee medicals *29 CFR 1602.30.32; 29 CFR 655.202; 29 CFR 516.6 et seq; 45 CFR 1068.6(a)
Surveys and Studies	CU + 2	GC 12946, 34090; 29 CFR 516.6(2); 29 CFR 1602.14	Includes classification, wage rates
Training Records Non-Safety	CU + 7	GC6250 et seq	Employee applications, volunteer program training, class training materials, internships;
Personnel (by name)	T + 7	GC34090	Paperwork documenting officers internal and external training
Safety	CU + 2	GC34090	Certifications/designations
Vehicle Mileage Reimbursement Rates	S + 2	GC 34090	Annual mileage reimbursement rates

**ADMINISTRATION (CONTINUED)**

Record Series	Retention	Citation	Descriptor
<b>INFORMATION SERVICES</b>			
Internet, World Wide Web	S + 2	GC34090	Management/Policies and supporting documentation
Inventory, Information Systems	S + 2	GC34090	Hardware/Software Inventory logs; systems manuals
Network Information Systems (LAN/WAN)	CU + 4	GC34090; CCP 337.2; 343	Configuration maps and plans
Program Files and Directories	CU + 2 CU + (2 mos.) CU + 1 CU + .5	GC34090; GC34090.7	Annual backup Daily backup  Monthly backup Weekly backup
Tapes Information Systems	CU + 2	GC34090	System Generation
<b>LEGAL/ LEGISLATIVE</b>			
Agendas	CU + 2	GC34090	Original agendas and special meeting notices, including certificates of posting, original summaries, original communications and action agendas for Council, Boards and Commissions
Agenda Reports (Master, Subject Files)	CU + 2	GC34090 (d)	Documentation received, created and/or submitted to Council
Appeals, Civil	CU + 3	CCP 583.320(a)(3); GC 34090	
Applications, Boards, Commissions, Committees	CL + 2	GC34090	Not selected
Applications, Boards, Commissions, Committees	T + 5	GC34090; GC40801	Selected
Articles of Incorporation	P	GC34090; CCP 337.2	
Case Log	CL + 7	CCP 337.2; 343	From Close of cases listed; Chronological listing of cases
Case Records - (High Profile)	P	GC6254	Significant cases which have importance/or set legal precedence. Includes logs, complaints, police reports, court orders, motions, notes, briefs
Case Records	CO + 7	42 USC s1983	Includes logs, complaints, police reports, court orders, motions, notes, briefs, closing statements (unless minors - 3 years after attaining 18)
Contracts and Agreements Excl. Capital Improvement	T + 5	CCP 337.2, 343; B&P7042.5; *	Includes leases, equipment, services or supplies *PU7685; 48 CFR:2; GC53066
Incl. Capital Improvement	P	2.08.110;*	Construction *GC37090a; 4004; H&S 19850
Index, Attorney Case	L	GC6254	Including notations on activities related to case

**ADMINISTRATION (CONTINUED)**

Record Series	Retention	Citation	Descriptor
Legal Advertising	CU + 4	CCP 343, 349 et seq.; GC 911.2; GC 34090	Includes public notices, legal publications
Logs, Attorney Service Request	CU + 2	GC34090	Service request, summaries of monthly requests
Minutes	P	GC34090(d) ; GC36814; GC40801	Official minutes and hearing proceedings of governing body or board, commission or committee
Notices, Meeting	CU + 2	GC 34090.7, 54960.1(c)( 1)	Special meetings
Opinions	S + 2	GC34090; GC6254	Confidential
Ordinances	P	GC34090(d) 40806	Charter amendments; municipal code
Petitions	CU + 1	GC50115; GC6253	Submitted to legislative bodies
Resolutions	P	GC34090(d) 40801	Legislative actions
Tapes, Audio/Video	CU + 3 mos.	GC 34090.7	When used for minute preparation and may have historical value.
<b>MUNICIPAL CLERK</b>			
Assessment Districts	P	GC 34090	Original documentation
Inventory, Records	CU + 2	GC34090; 80 OPS Atty. Gen. 106	Inventory of non-current or inactive records holdings and location, indices. Tapes may be recycled.
Municipal Code	P	GC 34090	Supplements included
Public Records Request	CL + 2	GC 34090	
Records Management	CL + 2	GC34090	Document includes retrieval, transfers - inactive
Records Management Disposition Certification	P	GC34090	Documentation of final disposition or records
Records Retention Schedules	S + 4	CCP 343	
<b>POLICIES/ PROCEDURES</b>			
General Administrative	S + 2	GC34090; 40801	All city policies and procedures
Policy, Council/ Proclamations	S + 2	GC34090	Policies, directives rendered by Council not assigned a resolution or ordinance number
<b>PUBLIC FINANCING AUTHORITY</b>			
Administration	P	GC 34090	

**ADMINISTRATION (CONTINUED)**

Record Series	Retention	Citation	Descriptor
Financial Records	P	GC 34090, 40802, 53901	
Management Reports	2	GC 34090	
<b>PUBLIC INFORMATION</b>			
Brochures, publications, newsletter, bulletins	S + 2	GC 34090	
Calendar, City	CU + 2	GC 34090	
Media Relations	CU + 2	GC 34090	Includes cable, newspaper, radio, message boards, presentations.
<b>RISK MANAGEMENT</b>			
Accident Reports - City Assets	CL + 7	29 CFR 1904.2; 29,*	Reports and related records * CFR 1904.6
Bonds, Insurance	P	CCP 337.2; 343	Bonds and insurance policies insuring city property and other assets
Claims, Damage	CL + 5	GC34090; GC25105.5	Paid/Denied
Incident Reports	CL + 7	29 CFR 1904.2; 29 CFR 1904.6	Theft, arson, vandalism, property damage or similar occurrence (excluding fire/law enforcement)
Insurance, ACCEL JT Powers Agreement	P	GC34090	(Authority California Cities Excess Liability Insurance) B Accreditation/ MOU=s/agreement/agendas
Insurance, Certificates	P	GC34090	Insurance certificates filed separately from contracts, includes insurance filed by licensees
Insurance, Liability/Property	P	GC34090	May include liability, property, Certificates of Participation, deferred, use of facilities
Insurance, Workers Compensation	P	GC6410; 29 CFR 1910.20	Indemnity; PERS - working files - originals with Administrator
Photographs, Negatives, Film	CL + 2	GC34090	
Risk Management Reports	CL + 5	OMB 1220- 0029; 29 CFR1904.4; GC 34090	Federal OSHA Forms; Loss Analysis Report; Safety Reports ; Actuarial Studies
Workers Compensation	P	CCR 14311; 15400.2; CA Labor Code 110-139.6	Claim Files, Reports, Incidents (working files) originals filed with Administrator

**DEVELOPMENT**

Record Series	Retention	Citation	Descriptor
<b>ADMINISTRATION</b>			
Benchmark Data	CU + 2	GC34090d	Horizontal, vertical & control
Bids & Proposals (Unsuccessful)	CL + 2	GC34090d	
Bonds Development	CL + 10	CCP 337.5	Housing; Industrial Development
Security	CL + 2	GC34090	Documentation created and or received in connection with the performance of work/services for the city, or for parcel maps and subdivision work
Code Books	P	GC34090e	National Electrical Code, Uniform Building, Fire, Mechanical, Plumbing & Supplements
Contractor	CU + 2	GC34090d	Current listing
Correspondence	CU + 2	GC34090d	Working documentation
Development Conditions	L	GC34090	Mitigation measures; filed with case files
Development Agreements	P	CCP337, 337.1(a), 337.15; GC34090;4 8 CFR 4.703	Infrastructure contracts, franchises. Original maintained for 7 years.
Development Standards	P	GC34090a	Landscape mediums, parkway landscape development, public works construction
Drawings, Project Plan	CU + 2	GC34090d	Does not include those usually filed with case or project
Franchises	P	GC65864, 65869.5, 34090*	Including subdivision agreements, contracts for sale or purchase of property, cable, grant of easements and/pr involving construction of improvements *CCP 337.2, 343; AC16023
General Subject Files	CU + 2	GC34090d	Internal working files including correspondence
Grants, Community/Urban Development (includes CDBG)	CL + 4	24CFR 570.502(b) (3); 241CFR 85.42 & OMB Cir. A- 110, Attach. C; *	Project files, contracts, proposals, statements, reports, sub-recipient dockets, Environmental review, grant documents, applications, inventory, consolidated plan, etc. Includes Section 108 loan guarantee *OMB Cir. A-102 & 128, HUD regulations
Historic Preservation Inventory	2	GC34090d	Historic structures & landmarks
Incident Files	2	GC34090d	Emergency Call Outs
Land Uses, nonconforming	P	GC34090a	Building or site usage which does not conform to current standards
Logs	CU + 5		Logs, registers or similar records listing permits, certificates of occupancy issued; may include inspection, building activity, daily, plan check, utility

**DEVELOPMENT(CONTINUED)**

Record Series	Retention	Citation	Descriptor
Maps & Plats	P	GC34090a	Engineering & field notes and profiles; cross-section of roads, streets, right-of-way, bridges; may include annexations, parks, tracts, block, storm drains, water easements, bench marks, trees, grading, landfill, fire hydrants, base maps, etc.
Master Plans, Annual	S + 2	GC34090	Special or long range program plan for municipalities – coordination of services; strategic planning
Permits, Construction	P	GC34090a; H&S19850; 4003; 4004	Plans, building, signs, grading, encroachment, including blueprints and specifications
Permits, Other	CL + 2	GC34090d	Alterations, encroachment, excavations, road, street sidewalks & curb alterations, transportation, swimming pool drainage, temporary uses, etc.
Photographs	S + 2	GC34090d	Aerial photographs
Projects, Not Completed or Denied	CL + 2	GC34090d	Building, engineering, planning
Reports	CU + 2	GC34090	Activity, periodic
Seismic Retrofit Program	P	GC34090a	Includes Certificates of Compliance
Street Names and House Numbers	P	GC34090a	Street dedications, closings, address assignment/changes
Studies, Special Projects & Areas	CL + 2	GC34090d	Engineering, joint powers, noise, transportation
Surveys	P	GC34090a	Recording data and maps
<b>BUILDING</b>			
Blueprints, Specifications	CL + 2	GC34090d	Submitted by contractors with application for permit and builds for Certificate of Occupancy
Certificates	L	GC34090a	Compliance, elevation, occupancy which affect real property
Construction (Approved)	P	GC34090a; 4003; 4004; H&S 19850, 19853	New commercial and residential construction, tenant improvements room additions, spa, signs, block wall, remodel including security bonds
Inspection	CL + 2	GC34090d	Correspondence, fees, appeal requests, reports
Permits	P	GC34909a; H&S 19850; 4003;4004	Plans, building, signs, grading, encroachment permits
Signs (Temporary)	S + 2	GC34090d	Home occupations, off-premise signs
<b>CODE ENFORCEMENT</b>			
Abandoned Vehicles	CL + 2	GC34090d	
Case Files	CL + 2	GC34090d	Building, housing and mobile home code violation records including inspections; public nuisance rubbish and weed abatement, vehicle abatement, citations, massage parlor permits, general
Liens & Releases, Supporting Recorded	CL + 2 P	GC34090	Utilities, abatement, licenses

**DEVELOPMENT(CONTINUED)**

Record Series	Retention	Citation	Descriptor
Logs	CU + 2	GC34090d	Lien Recovery, citations, complaints
Regulations	S + 2	GC34090d	Includes rules
Reports, Federal and State	P	GC34090a	Code enforcement statistics; may contain records affecting title to real property or liens thereon
Violations, Building, Property & Zoning	CL + 2	GC34090d	Supporting code enforcement activity
<b>ENGINEERING</b>			
Capital Improvement Projects	CL + 10	CC337.15	Supporting documents including bidders list, specifications, reports, plans, work orders, schedules, etc.
Construction Tracking, Daily	P	CC337.15	Assesses value of real property
Drawings, Traffic Control Plan	P	GC34090a	Signs, signing & striping, road construction
Flood Control	CL + 2	GC34090d	Storm Drains
Special Districts	P	GC34090a	Supporting documents re: improvement, lighting, underground utility; bonds, taxes & construction
Street/Alley (Abandonment/Vacation)	CL + 2	GC34090d	Relinquishment of rights and fee title
Traffic Signals	CL + 2	GC34090d	Counts, collisions, accidents
<b>ENVIRONMENTAL QUALITY</b>			
Air Quality (AQMD)	CU + 7	CCP 338(k); GC34090	Participants/voucher logs, Total Daily Mileage Survey (TDM); various local authorities; Commute Alternative
Asbestos	P	GC34090a	Documents abatement projects, public buildings
California Environmental Quality Act (CEQA)	P	GC34090a + CEQA Guidelines	Exemptions, Environmental Impact Report, Mitigation monitoring, negative declaration, notices of completion and determination, comments, statements of overriding considerations
Congestion Management	CU + 2	GC34090d	Ride sharing, trip reduction
Environmental Review	CL + 2	GC34090d	Correspondence, consultants, issues, conservation
Pest Control	CU + 2	GC34090d	Pesticide applications, inspections & sampling, documents
Soil	CL + 2	GC34090d	Analysis, construction recommendations
Soil Reports	P	GC34090d	Final Reports
<b>HOUSING</b>			
Bonds	CL + 4	CCP 337	Revenue Bond Documentation
Programs	CL + 3	24 CFR 570.502(b)(3); 24 CFR 85.42 & OMB Cir. A-110, #C	Includes comprehensive Housing Authority Strategy, Meeting Credit Certificate, Housing bond advisory, HOME, In-Lieu Housing Mitigation, Low/Moderate Housing, Rental Housing Assistance

**DEVELOPMENT(CONTINUED)**

Record Series	Retention	Citation	Descriptor
Redevelopment Budgets	P	GC 34090, 40802, 53901	Includes annual audit
Bond Issues	P	GC43900 et seq.	
<b>MUNICIPAL FACILITY</b>			
Capital Improvements, Construction	P	2.083110; GC34090a; 4004; H&S 19850; GC34090a	Contains records re: Planning, design, construction, conversion or modification of local government-owned facilities, structures & systems
Facility Rentals/Use	CU + 2	GC34090	Permits, contracts, diagrams, schedules, insurance binders
Maintenance & Operations	CU + 2	GC34090d	Service requests, invoices, supporting documentation; buildings, equipment, field engineering, public facilities including work orders and graffiti removal
<b>PLANNING</b>			
Case files, Planning and Zoning	P	GC34909a; H&S 19850; 4003;4004	Pertains to real property. May include blueprints, drawings, maps, plans, reports, evaluations, correspondence, uses, permits, variances, studies, appeals, compliance certificates, lot line adjustments or other planning-related matters brought before legislative body
Certificates	L	GC34090	Retain during life of structure
Flood Records	CU + 2	GC34090	
General Plan and Elements	P	GC34090	Includes sphere of influence
General Plan Amendments			
Approved	CL + 2	GC34090	
Denied	CU + 3	GC65103; *	* GC50110
Interpretations	CU + 2	GC34090	
Maps, Plans, Drawings, Exhibits, Photos	P	GC34090; H&S 19850; GC34090.7	Zoning, tentative subdivision, parcel, land use map, aerial photos, specific plans
<b>PROPERTY</b>			
Abandonment	P	GC34090a	Buildings, Condemnation, Demolition
Acquisition/Disposition	CL + 10	GC34090a; GC6254	Supporting documents re: sale, purchase, exchange, lease or rental of property by City
Annexation Case Files	P	GC34090a	Reports, agreements, public notices
Appraisals	CL + 2	GC34090; GC6254(h)	Exempt until final acquisition or contract agreement obtained
Deeds & Promissory Notes	P	GC34090a *	* 24 CFR 570.502(b)(3); 24 CFR 8.42 & OMB Circ. SA-110
Maps, City Boundary	P	GC34090d	Recorded maps, surveys, monuments
Lot Split Cases	P	GC34090	
Relocation Files	CL + 2	GC34090	e.g., Redevelopment

**FINANCE**

Record Series	Retention	Citation	Descriptor
<b>ACCOUNTING</b>			
Accounts Payable	AU + 4	GC34090	Invoices, check copies, supporting documents
Accounts Receivable	AU + 4	GC 34090	
Applications	CL + 2	GC34090	Utility connections, disconnects, registers, service
Assessment Districts	P	GC 34090	Collection information; Original documentation files with municipal clerk
Bank Reconciliation	AU + 5	GC34090; 26 CFR 16001-1	Statements, summaries for receipts, disbursements & reconciliation
Billing Records	AU + 2	GC34090	Customer name, service address, meter reading, usage, payments, applications/cancellations
Budget	AU + 2	GC 34090	
Budget adjustments, journal entries	AU + 2	GC34090	Account transfers
Checks	AU + 5	GC34090; CCP 337	Includes payroll, canceled & voided checks
Deposits, Receipts	AU + 4	GC 34090; CCP 337	Checks, coins, currency
Invoices	AU + 2	GC34090	Copies sent for fees owed, billing, related documents
Journals			
Utility Billing	CU + 2	GC34090	Billing including monthly activity
Ledger, General	P	GC34090; *	* CCP 337
Voucher	AU + 4	GC34090; CCP 337	Account postings with supporting documents
Taxes, Receivable	AU + 3	CCP338	
Warrant Register	AU + 2	GC 34090.7	
<b>ADMINISTRATIVE SERVICES</b>			
Budget Operating (copies)	S	GC34090	Departmental Reference
Budget, Proposed	CU + 2	GC34090	Presented to Council
Adopted	P	GC 34090	
<b>FIXED ASSETS</b>			
Inventory	AU + 4	GC34090; 26 CFR 301 65-1(F)	Reflects purchase date, cost, account number
Surplus Property			
Auction	AU + 2	GC34090	Listing of property
Disposal	AU + 4	GC34090; CCP 337	Sealed bid sales of equipment
Vehicle Ownership & Title	L	VC 9900 et seq.	Title transfers when vehicle sold
<b>LICENSE</b>			
Business	T + 4	GC34090; CCP 337	Paid & reports

**FINANCE (CONTINUED)**

Record Series	Retention	Citation	Descriptor
<b>PAYROLL</b>			
Adjustments	AU + 4	GC 34090 29 CFR 516.5 – 516.6	Audit purposes
Employee Time Sheets	AU + 6	GC34090; 29 CFR 516.2*	Signed by employee for audit & FEMA Reports *20 CFR 516.6(1); IRS Reg. 31.6001-1(e)(z); R&T 19530; LC 1174(d)
PERS Employee Deduction Reports	T + 4	GC34090; CAC 22- 1085-2	Record of deductions ( <i>PERS Public Employee Retirement System</i> ) *26CFR 31.6001-1;29 CFR 516.5, 516.6, LC 1174(d)
Register	P	GC34090; GC37207	Labor costs by employee & program
Salary Records	T + 3	GC34090; 29 CFR 516.2	Deduction authorization, beneficiary designations, unemployment claims, garnishments
<b>PURCHASING</b>			
Bids, RFQ's, RFP's Successful Unsuccessful	AU + 4 AU + 5 CU + 2	GC34090; CCP 337; *	Requests for Qualifications; Requests for Proposals regarding goods and services * GC 25105-1; GC 34090
Requisitions			
Purchase Orders	AU + 4	GC34090; CCP 337	Original documents
Stores	CU + 2	GC34090	Completed forms for ordering
Vendor Register	P	GC34090	Alpha vendor listing of purchase orders, invoices, account numbers and check date
<b>REPORTS</b>			
Audits	P	GC 34090	
Deferred Compensation	T + 5	GC34090; 26 CFR 16001- 1*	Records of employee contributions and city payments *29 CFR 1627.3(2)
Federal and State Tax	AU + 4	GC34090; 29USC 436 *	Forms 1096, 1099, W-4's and W-2's *26 CFR 31.6001.1-4; IRS REG 31.6001-1(e)(2);R&T 19530;29 CFR 516.5-516.6
Financial, Annual	AU + 7	GC 34090.7	
Investment Transactions	P	GC34090; CCP 337; GC 53607	Summary of transactions, inventory & earnings report
Labor Distribution	AU + 2	GC34090	Costs by employee & program
Meter Reading	CU + 2	GC34090	
State Controller	P	GC34090	Controller may destroy after 5 years
Utility Rebates	CU + 2	GC34090	
<b>TREASURER</b>			
Bank Statements	AU + 2	FC 3368, 30210; GC 43900 et seq.	Financing authority

**FINANCE (CONTINUED)**

<b>Record Series</b>	<b>Retention</b>	<b>Citation</b>	<b>Descriptor</b>
<b>Bonds</b>			
<b>Account Statements</b>	<b>CL + 10</b>	<b>GC34090; CCP 337.5</b>	<b>Monthly statement of transactions.</b>
<b>Administration</b>	<b>CL + 10</b>	<b>GC34090; CCP 337.5</b>	<b>Supporting documents</b>
<b>Bonds and Coupons</b>	<b>CL + 2</b>	<b>GC34090; 53921</b>	<b>Paid/canceled</b>

**PUBLIC SAFETY**

Record Series	Retention	Citation	Descriptor
<b>EMERGENCY MANAGEMENT</b>			
Mutual Aid, Strategic Plans	S + 2	GC34090	
<b>FIRE SAFETY ADMINISTRATION</b>			
Books, Fire Code	S + 3	GC34090.7 CCP 340.5	Include OPS manuals
General Orders, Policies/Procedures	S + 2		
Inspections, Fire Prevention	CL + 3	UFC 103.34	Alarm/sprinkler systems, prevention efforts
Investigations, Evidence Arson	P	PC 799	Support prosecution resulting in homicide
Investigations, Evidence Arson	CL + 6	PC 800	Great bodily harm, inhabited structure or property
Journals, Fire Station	CU + 2	GC34090	Activities, personnel, engine company
Permits, Uniform Fire Code	CL + 2	GC34090	
<b>PERSONNEL</b>			
Exposure	T + 30	29 CFR 1910.1020	Sampling results, collection methodology, background
Exposure	T + 1	29 CFR 1910.1020	Laboratory reports and worksheets
Medical	T + 30	29 CFR 1910.1020	
Medical	T + 2	29 CFR 1910.1020; *	Employees less than one year *GC34090
Training	T + 2	GC34090	Certifications/designations
<b>PROPERTY</b>			
Apparatus/Vehicle	CU + 2	GC34090 CCP 340.5 *	Repair and Maintenance *8 CAL Code Reg. 3203 (b) (1)
Inventory, Equipment & Supplies	CU + 2	GC34090	
Logs, Fire Equipment/Gear	CU + 2	GC34090	
<b>REPORTS</b>			
Incident	CL + 3	GC34090 CCP338 *	Dispatch and daily logs *CCP 340.5
Field, Non-fire and Logs	CU + 2	GC34090	
Fire, Non-arson and Logs	CU + 2	GC34090	

**PUBLIC SAFETY (CONTINUED)**

Record Series	Retention	Citation	Descriptor
Investigations, Evidence Arson	CL + 3	PC 801; UFC 104.32	Structure
Weed Abatement	CL + 2	GC34090	Reports, assessments, resolutions, documentation
<b>HAZARDOUS MATERIALS</b>			
Hazardous Waste Disposal	CU + 10	CAL OSHA; 40 CFR 122.21	Documentation re handling and disposal of hazardous waste
Permits, Hazardous Materials Storage	CU + 2	GC34090	Departments consistently recommend permanent retention of environmentally sensitive materials.
Programs, Household Hazardous Waste	S + 2	GC34090	
Training Materials	S + 2	Cal Code *	Standards and Administration *Reg. 3204(d), et seq.
Underground Storage Tank Compliance Maintenance & Operation.	P CU + 2	GC34090a GC34090	Documents re: storage Location, installation, removal, remediation
<b>LAW ENFORCEMENT ADMINISTRATION</b>			
Accounting/Cash Reconciliation	CU + 2	GC34090	
Alarm Records	CU + 2	GC34090	
Claim Files	CL + 6	PC 832.5	Claim copy, correspondence, photographs, supporting documents relative to incidents involving the Police Department filed by citizens
Department Manual	S		Changes to manual are recorded in the General Orders (permanent)
Equipment Communication	T + 2	GC34090	Retained until termination of equipment use; Manuals, instructions, procedures
Inventory	S + 2	GC34090	Listing of equipment assigned to division, to whom it is assigned
Reports Activity	CU + 2	GC34090	Weekly/monthly/quarterly/ annual activity/statistical reports by division. Retain only one form for retention period
Chemical Emissions Survey	CU + 2	GC34090	
Response Files	CU + 2	GC34090	Surveys, responses, correspondence with other agencies requesting statistical data
<b>INVESTIGATIONS</b>			
Administrative/Internal	CL + 5	PC 832.5 EVC 1045 GC 12946 PC 801.5; 803(c) VC 2547	Initiated by citizens complaints or internally initiated; includes complaint, reports, findings

**PUBLIC SAFETY (CONTINUED)**

Record Series	Retention	Citation	Descriptor
Asset Forfeiture	CL + 2	GC34090	
Investigations/ Proceedings Case File			
Notifications	CU + 2	GC34090	To legal property owner prior to case filing that property is subject to asset forfeiture proceedings. If case is filed, notification becomes part of forfeiture case file.
Case Books, Investigative	CL + 2	GC34090	Retained by division until a case is suspended/closed; transfer to Records Division to be filed with associated Daily Report (DR) file
Case Files Homicide  Investigator's File	P	PC 799	
Narcotics (No arrest, Narcotics Cases)	CL + 2	GC34090	Retained by division until no longer useful for investigative purposes
Officer Involved Shootings	CL + 25	GC34090	
Court Daily Schedule	CU + 1	GC34090.7	Printouts of daily court scheduling
Sign-In Logs	CU + 2	GC34090	Logs officers' names, time in/out for court appearances
Tracking System Records	CU + 2	GC34090	Database records subpoena number, officer name, case number, defendant name, district attorney name, court information disposition
Evidence, Disposition Forms			Attach to duplicate Property Report, file w/DR in Records Division
Fingerprint Applicants Files	T + 2	GC34090	Paperwork authorizing fingerprinting and background checks for city employment applicants and business license applicants
Inked/Palm Cards	AC + 20		Persons booked into detention facility; (Copies distributed to county, state, federal agencies)
Records Latents		Approp. PC Section	1) Retain for applicable case statute of limitation; 2) or until evidence in case is destroyed; Hard copy and digitized
Suspect, Adult/Juvenile	CL	Law Enforcement Management Guide by POST	Adults/juveniles suspected of a crime, taken for comparison. Destroy after original purpose achieved
Guns, Dealers Record of Sale	CU + 6	PC 12070	Applicants, Monthly Gun Audits, Applications Denied, Stolen (DOJ File)
Informant Files	T + 10		Legal notifications, identification information, payment information, activities information

**PUBLIC SAFETY (CONTINUED)**

Record Series	Retention	Citation	Descriptor
Record Series	Retention	Citation	Descriptor
<b>Jail</b>	<b>CU + 6</b>	<b>GC34090</b>	<b>Daily report of staffing, bookings/releases, transfers, transportation</b>
<b>Daily Logs</b>			
<b>Inmate Record</b>			<b>Dependent on facility's classification; see Laws and Guidelines for Local Detention Facilities by Board of Corrections (State of California)</b>
<b>Inspection Files</b>	<b>CL + 6</b>		<b>Inspections by various agencies</b>
<b>Surveys</b>	<b>CL + 2</b>	<b>GC34090</b>	<b>Prepared quarterly, forwarded to State Board of Corrections</b>
<b>Licenses</b>	<b>CU + 2</b>	<b>GC34090</b>	
<b>Bicycle</b>			
<b>Bingo, Mace</b>	<b>CU + 2</b>	<b>GC34090</b>	
<b>Business</b>	<b>T + 1</b>	<b>GC34090</b>	
<b>License Review Board</b>			
<b>Administrative Files</b>			
<b>Duplicate (Pink),</b>	<b>CU + 2</b>	<b>GC34090</b>	<b>Original to licensee, Blue duplicate to DOJ; Pink duplicate retained by agency; renewals issued annually by local agency</b>
<b>Secondhand</b>			
<b>Dealer,</b>			
<b>Pawn Brokers</b>			
<b>Logs</b>	<b>S</b>		
<b>Auto Theft</b>			
<b>Case</b>	<b>CU + 1</b>		
<b>Assignment</b>			
<b>Daily</b>	<b>CU + 2</b>	<b>GC34090</b>	
<b>Activity</b>			
<b>Officer</b>	<b>CU + 2</b>	<b>GC34090</b>	<b>Daily activity of incidents not reported by use of official report</b>
<b>Report</b>	<b>CU + 2</b>	<b>GC34090</b>	<b>Report numbers, type, names, dates retained for research value</b>
<b>Summary</b>			
<b>Investigative</b>	<b>CL + 10</b>	<b>GC34090</b>	<b>Retained by division until cases are suspended and closed</b>
<b>(Pre-Arrest)</b>			
<b>Juvenile</b>	<b>CU + 2</b>	<b>GC34090</b>	<b>Logs document juvenile processing per CYA</b>
<b>Detention</b>			
<b>Property</b>	<b>CU + 2</b>	<b>GC34090</b>	<b>Logs items coming into and going out of property room</b>
<b>Control</b>			
<b>Rap Sheet</b>	<b>CL + 2</b>	<b>GC34090</b>	<b>Requests for criminal history</b>
<b>Subpoena</b>	<b>CU + 2</b>	<b>GC34090</b>	<b>Subpoenas received/served daily</b>
<b>Pawn Slips/Tickets</b>	<b>CU + 3</b>	<b>B &amp; P 21628</b>	
<b>Photographs</b>			<b>Crime Scene, Registrant/Applicant, Photo file, Accident. Retain according to practical and functional association.</b>
<b>Daily Report</b>	<b>T</b>	<b>GC34090</b>	<b>Assigned DR number, retained as form of evidence, destroyed at same time evidence for associated case is destroyed</b>
<b>(Negatives)</b>			
<b>Inmates</b>	<b>CU + 20</b>		<b>By Prisoner number</b>
<b>(Negatives)</b>			

**PUBLIC SAFETY (CONTINUED)**

Record Series	Retention	Citation	Descriptor
Registration Files, Arson, Sex and Narcotics	Life of registrant within juris- diction		Fingerprint Card, photo, information also forwarded to DOJ
Arrest/Conviction H&S Section 11357 (b), (c), (d), (e) or H&S Section 11360 (b) violations (Occurring after January 1, 1996)	2 (Man- datory destruc- tion from date of convic-tion or date of arrest with no convic- tion)	H&S 11361.5	Applicable to convictions occurring after January 1, 1996 or arrests not followed by a conviction occurring after January 1, 1996; Exception: H&S 11357(e), the record shall be retained until a juvenile offender attains the age of 18 years, then destroyed pursuant to 11361.5
Arrest/Conviction H&S Section 11357(b), (c), (d), (e) or H&S Section 11360 (b) violations (Occurring before January 1, 1996)	Man-datory Destruc- tion (Upon notice from Depart- ment of Justice)	H&S 11361.5 (c)	Applicable to convictions occurring prior to January 1, 1996 or arrests not followed by a conviction occurring prior to January 1, 1996 for violations of H&S Code 11357, 11364, 11365 and 11550
Crime Felonv Crimes With Or Without Arrests	See descriptor	PC 800 PC 801	Prosecution for an offense punishable by imprisonment in state prison for eight years or more must commence within 6 years after offense commission. Commencement of prosecution defined in PC 804. Exception: See PC 803 - Tolling/Extension of time periods; Appeals process and "Three Strikes" also considerations in assigning retention.
Misdemeanor/ Infractions	CL + 2	GC34090	No arrests, identifiable property or missing persons (See: Note 1)
Supplemental Felonv Capital Crimes, Crimes Punishable by Death, Life Imprisonment	P	PC 799	No statutory limitation for prosecution. Includes Murder, kidnapping for ransom, treason, procuring execution by perjury, train wrecking, assault with a deadly weapon by a life-term prisoner, bombing resulting in death or bodily injury, making defective war materials that cause death
Destruction Guns	P		
Narcotics	P		
Disposition of Arrest/Court Action			Retention determined by action taken; i.e., recordable arrest or detention (released no arrest)
False Alarm (Duplicate)	CU + 2	GC34090	
Non-Criminal Occurrences	CU + 2	GC34090	Injured or sick persons; missing persons where person has been returned; traffic collision reports not used as the basis for criminal charges

**PUBLIC SAFETY (CONTINUED)**

Record Series	Retention	Citation	Descriptor
Property Original	Until case is adjudicated/disposition determined		Copy retained in records case file; Refer to Managing Property in Law Enforcement Agencies (By POST)
Range Inventory	S + 2	GC34090	Quarterly reports of inventories of weapons and ammunition held by Department Range
Reports	CU + 2	GC34090	Arrest & Citation Register; Arson Offenses; Crimes Against Senior Citizens; Death in Custody; Domestic Violence; FBI Include Return A/Supp; Hate Crime Incidents; Homicide Reports, Supp.; Officers Killed or Assaulted; Original to FBI - DOJ; Uniform Crime Reports
Statistical (Crime Analysis)	CU + 2	GC34090	Internally generated information using activity logs, citizen calls, current and past crime statistic reports, finance dept expenditure and budget records; citations, crime reports, accident reports, permits, receipts. Reports created for variety of purposes including increases/decreases in criminal activity; officer workload, deployment, time usage
Statistical (UCR), Uniform Crime Reports Mandatory to DOJ (LEIC); FBI Include Return A/Supplement; Supplementary Homicide Report; Law Enforcement Officers Killed or Assaulted; Monthly Return of Arson Offenses Know to Law Enforcement; Number of Violent Crimes Committed Against Senior Citizens; Monthly Report of Domestic violence Related Calls for Assistance; Monthly Arrest and Citation Register; Monthly Hate Crimes Incidents; Death In Custody Reporting.	CU + 2	GC34090	Originals sent to FBI, DOJ
Research Project Files	CL + 2	GC34090	May include request forms, background materials, staff reports, final project reports and supporting data

**PUBLIC SAFETY (CONTINUED)**

Record Series	Retention	Citation	Descriptor
Sealed Adult Found Factually Innocent	Manda-tory Destruc-tion Upon and Pursu- ant to Court Order	PC 851.8	General provision: Upon petition, records of agency must be sealed and destroyed in accordance with the provisions set by court record; exceptions.
Juvenile	Manda-tory Destruc-tion upon and pursu- ant to court order	WIC 826 (a) & (b) WIC 781 (a)	Upon petition, local laws enforcement records within WIC 826(b) may be destroyed as ordered by the court, if related probation and juvenile court records have been destroyed by the probation officer. Records involving arrests, detention and/or petitioning juvenile before juvenile court
Subpoenas (Duplicate)	CU + 2	GC34090	
Tapes Audio, Telephone and Radio Communications	CU + 180 days	GC34090.6	Exception: Recordings used as evidence in a criminal prosecution or claim filed or litigation or potential claims and litigation shall be preserved for 100 days after conclusion of the court action
Surveillance/Se curity Video (Jail)	CU + 13 mos.	GC34090.6	
Use of Force Supervisory Review Files	CU + 2	GC34090	Includes review forms, arrest report copies, logs
Warrants Felony	Recall after 10 years. Excep-tion: Murder/ Escape		Recommended by the California Law Enforcement Warrant Officer's Association
Misdemeanor Criminal	Recall after 5 years		Recommended by the California Law Enforcement Warrant Officer's Association
Served	CU		Includes Warrant Service Information Card, alpha index card
Unserved (Local)	Until served, recalled or purged		
<b>PATROL</b>			
Cards Dispatch	CU + 2	GC34090	
Field Interview	CL + 2	GC34090	
Citations 11357(e), Juvenile	CL + 2	11361.5 H&S	
11357b H&S, 11357c H&S, 11360b H&S Violations	CL + 2	11361.5 H&S*	*CA Admin Code, Chapter 1, Title II, Sec. 708
Cite and Release	CL + 2	GC34090	

**PUBLIC SAFETY (CONTINUED)**

Record Series	Retention	Citation	Descriptor
California Vehicle Code Infractions (Duplicates)	CU + 90 days	GC34090	Original is forwarded to court.
Parking/Traffic, Duplicates	CU + 2	GC34090.7	Originals are forwarded to court after agency processing; includes citations electronically created
Transmittals	CU + 2	GC34090	Listing of citations forwarded to court, filed for reference
Equipment Radio Logs (Communication)	CU + 2	GC34090	Documents problems, malfunctions, resolution to provide equipment performance history
General Orders	P		
Patrol Requests (Correspondence)	CU + 2	GC34090	From citizens for patrol presence
Radar Calibration Records	T + 2	GC34090	Documentation of Radar instruments retained during use/ownership
Reports Accident	CL + 2	GC34090	Non-Jury
Traffic Collision Fatalities	P		
Vehicle Assignment Reports	S		Record of assignments
Down Reports	CU + 1		Printouts reporting which vehicles are down for repair, maintenance, etc.
Repossession/Private Impounds	CU + 2	GC34090	
Service Schedules	S	GC34090	
Vests, Bulletproof Letters	CU + 2	GC34090	Authorization to purchase
Warrants Parking	Recall after 1 year		Recommended by the California Law Enforcement Warrant Officer's Association
Traffic	Recall after 5 years		Recommended by the California Law Enforcement Warrant Officer's Association
Weapons, Database	P		Departmentally-owned weapons, personal weapons, alternate weapons, secondary handguns; produces inventory reports
<b>SERVICES</b>			
Chemicals/Film Inventories	S		
Equipment Inventory/Sign-out Lab	T		
Operations Files - Photo Lab	T		Retain until equipment no longer owned/used by department; Manuals, instructions, procedures for use/operations of photographic equipment

**PUBLIC SAFETY (CONTINUED)**

Record Series	Retention	Citation	Descriptor
Grievance Files	CL + 2	GC34090	Grievance filed by employees, supporting documentation
Investigations, Background	CL + 2	GC34090	Non hired
Background Hired	P		Include original reports re: PC 832.5 investigations
Parades & Special Events File	CL + 2	GC34090	Reports, memos, correspondence, scripts, supplier information, assignments, deployments, supporting documentation
Permits Alcoholic Beverage Control License	L + 2	GC34090	Approval process
Concealed Weapons	CL + 2	GC34090	
Photographs Personnel	S + 2	GC34090	
Negative Log	CU + 2	GC34090	
Negatives, Misc.	CU + 2	GC34090	Not case-related (Public relations, promotions, events, ceremonies, staff photos)
Press Releases	CU + 2	GC34090	
Press, Video Programs (Community Relations)	CU + 2	GC34090	Collection of videos of programs and events; outside press coverage of department
Property Files	CU + 2	GC34090	Original reports and supplemental documentation (Lost, Found, Safekeeping)
Property, Pawn Broker/Secondhand	CU + 2	GC34090	Sales, slips. Dealer required to file duplicate with agency
Reports Dealer of Gun Sales, Duplicate	CU + 6 mos.	GC34090.7	Original maintained by DOJ. Dealer required to file duplicate with agency
Restraining Orders, Emergency Protective Orders, Temporary Restraining Orders, Legal Stipulations, Orders After Hearing	CU (See descriptor)		Destroy after law enforcement actions described in PC 273.5, 273.6, 646.9, 12028.5, 13700 and Family Code Sections 6380-6383 are fulfilled and effective date of restraining order has expired.
Rosters (Divisional)	S + 2	GC34090	Personnel assigned to division.
Schedules Daily	CU + 2	GC34090	Schedules of Officers on duty
Watch Assignment/ Timekeeping Records	CU + 2	GC34090	
Speaker Requests	CU + 2	GC34090	Community and business requests for public appearances, speakers
Tests, Densitometer Results (Photo Lab)	T + 2	GC34090	Daily tests of development chemicals/processes for quality control.

**PUBLIC SAFETY (CONTINUED)**

Record Series	Retention	Citation	Descriptor
Training Bulletins	P		
Event Files	CU + 2	GC34090	Correspondence, brochures, promotional materials, info on speakers, guests, supporting documents
Lesson Plans, Range	CL + 15		Scope, content, time period of courses
Personnel (by name)	T + 7	GC34090	Paperwork documenting officers' internal and external training
Schedules, Range	CU + 2	GC34090	Daily, weekly, monthly schedules of training events at range
Volunteer Card Files	T + 2	GC34090	Volunteers' identification, contact information

**Note 1: The destruction of felony, misdemeanor and infraction Crime/Supplemental Reports is permitted providing:**

1. They do not relate to an unadjudicated arrest except for H&S 11357 or H&S 11360 violations;
2. They do not relate to unserved warrants;
3. They do not involve identifiable items which have not been recovered;
4. They do not relate to PC 290, PC 457.1, or H&S 11590 registrants;
5. They do not relate to violations listed in PC Sections 799 and 800;
6. The cases are not presently involved in either a civil or criminal litigation.

**PUBLIC WORKS**

Record Series	Retention	Citation	Descriptor
<b>PARKS</b>			
Agendas, Board	CU + 2	GC34090	
Grants ( <i>refer to Admin.</i> )			
Inventory, Equipment	AU + 2	GC34090	Warranties, purchase orders
Landscape	CU + 2	GC34090	Drawings, contracts, complaints, specifications, photos, reports
Maintenance/ Operations	C + 2	GC34090	Includes work orders, inspection, repairs, cleaning, reports, complaints
Maps	P	GC34090	Irrigation, plot plans
Minutes, Board	P	GC34090	
Photographs	S + 2	GC34090	
Plans, Proposed	CU + 2	GC34090	Future plans, new sites, expansions
Policies and Procedures	S + 2	GC34090	Includes rules and regulations
Railroad Right-of-way	CL + 3	36 CFR 64.11	Land acquisitions, correspondence, improvements, statutory records
Reports			
Accident	CL + 2	GC34090	Patrons, employees
Others	CL + 2	GC34090	
Studies	CL + 2	GC34090	Future sites, expansions
Resolutions, Board	P	GC34090	
Schedules, Class & Events	CU + 2	GC34090	Enrollment, liability releases, evaluations, attendance, flyers
<b>SANITATION/ SOLID WASTE/ WASTEWATER</b>			
Collections/Landfill	CU + 2	GC34090	Daily records, usage
Facilities	CU + 2	GC34090	Correspondence, maps, patron list
History, Sanitation	P	GC34090	Where City-owned
Incineration Plants, Sludge	CU + 2	40 CFR 61.54	Sludge, sampling, charging rate to measure mercury content
Incinerator Operations, Treatment Plant	CU + 2	40 CFR 60.153	Gas flow through wet scrubbing, oxygen content of exhaust gas, sludge rate, temperatures, fuel flow, total solids and volatile solids
Maintenance and Operations	CU + 2	GC34090	Includes work orders, inspection, repairs, cleaning, reports, complaints
Maps, Septic Tank	P	GC34090	Location maps
Rates	CU + 2	GC34090	
Recycling Programs	S + 2	GC34090	
Regulations	S + 2	GC34090	Includes legislation
Reports			
Studies	CL + 2	GC34090	
Tonnage	CU + 2	GC34090	

**PUBLIC WORKS (CONTINUES)**

Record Series	Retention	Citation	Descriptor
<b>STREETS/ALLEYS</b>			
Abandonment/ Vacations	P	GC34090	
Closures	P	GC34090	
Easements, Dedications, Rights-of- Way	P	GC34090	
Field Books	P	GC34090	
Grants (see <i>Admin.</i> )			
Intersection Records	CU + 2	GC34090	Includes correspondence, volume counts, accident history
Inventory, Traffic Control Device	S + 2	GC34090	Signs, lights
Landscaping	CU + 2	GC34090	Plants, tree maintenance, work orders
Lighting	CU + 2	GC34090	Maintenance, work orders
Maintenance/ Operations	CU + 2	GC34090	Includes work orders, inspection, repairs, cleaning, reports, complaints, signals, striping
Maps	P	GC34090	Fire hydrants, lighting districts, wheel chair ramps, storm drains, streets, sidewalks, sewers
Master Plans	CU + 2	GC34090	Copies
Parking			
Lots	CU + 2	GC34090	
Regulations	S + 2	GC34090	
Reports/Studies	CL + 2	GC34090	
Permits			
Encroachment	P	GC34090	
Improvement	CL + 2	GC34090	May include curbs, sidewalks; Applications for excavation, fill, alterations
Oversize Load	CL + 2	GC34090	
Parking	CL + 2	GC34090	Residential
Paving	CL + 2	GC34090	
Use (Temporary)	CU + 2	GC34090	Includes Special Events
Photographs	S + 2	GC34090	Includes aerials
Plans, Capital Improvement, Projects	P	GC34090	Streets, curbs, gutters, sidewalks, storm drains
Policies and Procedures	S + 2	GC34090	Includes rules, regulations, standards
Naming and numbering	P	GC34090	

**PUBLIC WORKS (CONTINUES)**

Record Series	Retention	Citation	Descriptor
Speed Limits	S + 2	GC34090	
<b>Programs</b>			
Federal Aid Urban	CL +	23 CFR 633 (a) & (c)	
Traffic Safety	S + 2	GC34090	Drivers Education, Pedestrian Safety, Bicycle Lanes
<b>Reports</b>			
Bridges & Overpasses	L	GC34090	Life of structure
Inspection	CU + 2	GC34090	Includes intersection, sidewalks. Bridges and Overpasses, keep life of structure
Studies	CL + 2	GC34090	Traffic volume, accident history, requests, statistics, drawings supporting traffic devices
Traffic Count	CL + 2	GC34090	Evaluation of traffic volume
Vehicle Accident	CL + 2	GC34090	
Routes, School Bus & Truck	S + 2	GC34090	Truck routes, access ramps, rest areas
Signage	L + 2	GC34090	Log books, index register cards, inventory lists, records of traffic signs
Traffic Signals	L		Logs, drawings, wiring diagrams, codes, circuit numbers, installation records, testing and maintenance.
Weigh Scales	S + 2	GC34090	
<b>UTILITIES</b>			
Facilities	T + 2	GC34090	If city owned
Gas & Electric Rates	S + 2	GC34090	
Underground	P	GC34090	GC4003, GC4004; H&S 19850
<b>WATER</b>			
Billing/Customer Records	CU + 2	GC34090	Billings, correspondence, complaints
Connection Records	P	GC34090	Maps, water line connections
<b>Flood Control</b>			
Drainage Facilities	P	GC34090	Includes dams, lakes, basins, creeks
Flood Zones	P	GC34090	Includes flood maps
Insurance Programs	S + 2	GC34090	Includes copies of policies, rules, programs

**PUBLIC WORKS (CONTINUES)**

Record Series	Retention	Citation	Descriptor
Policies/ Procedures	S + 2	GC34090	Rules and Regulations
Reports/ Studies	CL + 2	GC34090	
Grants (see <i>Admin.</i> )			
Inventory, Equipment	CU + 2	GC34090	
Locations	P	GC34090	Mains, valves, hydrants, wells
Maintenance and Operations	CU + 2	GC34090	Includes work orders, inspection, repairs, cleaning, reports, complaints
Service	CU + 2	GC34090	Includes work orders, entry cards, manholes, service to property owners
Well & Pumping	CU + 2	GC34090	Times operational, power used and quantity
Maps	P	GC34090	Line location; easements
Master Plans	CU + 2	GC34090	Copies
Meter Operations	CU + 2	GC34090	Reader reports, orders, tests Maintenance Reports
Permits			
National Pollutant Discharge Elimination System NPDES)	P	40 CFR 122.28	Municipalities of 100,000/more, compliance with Clean Water Act re: pollutants
Others	CU + 2	GC34090	May depend on terms of state or federal agency
Policies and Procedures	S + 2	GC34090	Includes rules and regulations
Rates	S + 2	GC34090	
Reclamation	CU + 5	40 CFR 122.41	Daily operations including sewage flow, grit removal, chlorine usage, lab analysis results, etc.
Reports			
Conservation	CU + 2	GC34090	
Consumption	CU + 2	GC34090	
Corrosion Control	CU + 12	40 CFR 141.91	Compliance documentation
Discharge Monitoring	CU + 5	40 CFR 122.41	Average amount of pollution discharged into waters of municipality.
Drinking Water Corrections	CU + 10	40 CFR 141.33	
Hydrograph	P	GC34090	Daily flow of streams
Lead Service Line	CU + 12	40 CFR 141.91	Compliance documentation

**PUBLIC WORKS (CONTINUES)**

<b>Record Series</b>	<b>Retention</b>	<b>Citation</b>	<b>Descriptor</b>
Public Education	CU + 12	40 CFR 141.91	Compliance documentation
Quality Parameters	CU + 12	40 CFR 141.91	Compliance documentation
Sanitary Surveys	CU + 10	40 CFR 141.33	Statistics, reports, correspondence
Source Water	CU + 12	40 CFR 141.91	Compliance documentation, e.g. lead & copper
State Certification	CU + 12	40 CFR 141.91	Compliance documentation
Variations, Water System	CU + 5	40 CFR 141.33	
Well Level	CU + 2	GC34090	
Sources	CU + 2	GC34090	May include wells, rivers, lakes, districts
Surveyor Field Notes	P	GC34090	Notes preparatory to maps of water installations
Surveys, Water System Sanitary	CU + 10	40 CFR 141.33	Statistics, reports, correspondence
Tests			
Bacteriological Analysis	CU + 5	40 CFR 141.33	Compliance records include location, date, method and results; corrections, analysis of bacterial content
Chemical Analysis	CU + 10	40 CFR 141.33	Compliance records include location, date, method used and results; corrections, analysis of chemical content
Quality	CU + 12	40 CFR 141.91	Compliance documentation including sampling data, analysis, reports, surveys, documents, evaluation, schedules, valves, etc.
Valve Main Records	P	GC34090	
Violations, Drinking Water	CU + 3	40 CFR 141.33	Retention applies to each violation

**TRANSPORTATION**

Record Series	Retention	Citation	Descriptor
<b>ADMINISTRATION</b>			
Agreements	T + 4	CCP 337	Including concessionaire, slip rental, facility storage
Applications Aircraft Storage Parking Slip Rentals	T + 2	GC34090	Payment invoices, inventory listings, billing correspondence and other related documents
Special Events	CU + 2	GC34090	Permits, correspondence, related documents re use of rights of way
Fueling	AU + 3	CCP 337	Meter readings, fuel consumption reports, invoices, receipts and records pertaining to refueling operations
Hazardous Waste Disposal	CU + 10	CAL OSHA; 40 CFR 122.21	Documentation re: the handling and disposal of hazardous waste
Inventory, Equipment Parts & Supplies	L + 2		Includes vehicles, aircraft, vessels and related documents re repairs
Inventory, Vehicle Ownership and Title	L + 2		Owners manual, warranty documents, Department of Motor Vehicle title and registration, and related documents
Licenses, Permits	CU + 2		Forms, related documentation re: licenses and permits required by federal and state agencies
Maintenance/ Operations	L + 2	GC34090	Related to requests for service and work orders for fuel, vehicle and equipment maintenance and repairs
Report, Accident (Copies)	CU + 2	GC34090	Memos and working documents
Vehicle Assignment	CU + 2	GC34090	Log books, request forms, lists
<b>AIRPORT</b>			
Airport Certification	P	14 CFR 139.207b & 171.13- 171.213	Federal Aviation Administration (FAA) required manuals
Airport Noise Monitoring and Complaint	CU + 10		Correspondence, studies, memos, reports, log books, documents related to assessment of noise levels at airports and resolution of complaints
Inspection, Runway	CU + 10		Maintenance including Inspection reports, work orders and related records
Inspection, Safety Self	CU + 2	CFR 139.327	Safety inspection and related document include reviews and analysis of all aspects of airport operation
Maintenance, FAA	P	14 CFR 171.13 - 171.213	Forms and reports required by FAA including Forms FAA-198, -418, -6030-1, -6790-4

**TRANSPORTATION (CONTINUED)**

<b>Record Series</b>	<b>Retention</b>	<b>Citation</b>	<b>Descriptor</b>
<b>Reports</b>			
<b>Accident and Incident (Aircraft)</b>	<b>CL + 8</b>		<b>Accidents, injuries, property damages, general conditions re pilot and aircraft</b>
<b>Airport Operational (Regulatory)</b>	<b>P</b>		<b>Annual and special reports to federal and state regulatory agencies.</b>
<b>Airport Operational (Administrative)</b>	<b>CU + 2</b>		<b>Logs, statistical summaries; administrative records</b>
<b>NOTAM (Notice to Airmen)</b>	<b>CU + 3</b>		<b>Reports re: conditions affecting airport maintenance/operations</b>
<b>GROUND TRANSPORTATION</b>			
<b>Auto for Hire</b>	<b>T + 4</b>	<b>GC34090</b>	<b>License, permits for Taxicabs, shuttles, etc</b>
<b>HARBOR</b>			
<b>Registers, Transient Vessel Reservation</b>	<b>AU + 3</b>		<b>Reservation applications, receipts, and index registers relating to boats in transit, temporarily moored</b>
<b>Slip Rental Index</b>	<b>CU + 5</b>		<b>Annual and periodic reports of slip renters</b>
<b>Slip Rental Permits</b>	<b>CL + 2</b>		<b>Applications, statement of rental conditions, vessel inspection check sheets, copy of DMV registration, boat owner information, and other documents re: dock slip spaces</b>
<b>Slip Rental Waiting List</b>	<b>CU + 2</b>		

# **LOCAL GOVERNMENT** **RECORDS RETENTION** **GUIDELINES**

**County Records**  
**June 2002**  
**California State Archives**

The document entitled “Local Government Records Retention Guidelines, County Records” at one time appeared on this website as Attachment D to [Local Government Records Management Guidelines](#). Upon learning that Gladwell Governmental Services, Inc. asserts a copyright to the document’s content, the Secretary of State has permanently removed the document from this website. If you received from our office, or utilized, downloaded or reproduced from this website any portion of Attachment D, we ask that you contact the business that asserts a copyright to this material, Gladwell Governmental Services, Inc. Gladwell Governmental Services, Inc. can be contacted through its attorney, Kevin D. Hughes, Esq., Tisdale & Nicholson, LLP, 2029 Century Park East, Suite 900, Los Angeles, CA, 90067; telephone (310) 286-1260; fax (310) 286-2351; e-mail: [KHughes@T-NLaw.com](mailto:KHughes@T-NLaw.com).



RESOLUTION NO. 07-22

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COTATI APPROVING THE DESTRUCTION OF CERTAIN POLICE DEPARTMENT RECORDS, DOCUMENTS, AND PAPERS, PURSUANT TO SECTIONS 34090 AND 34090.6 OF THE GOVERNMENT CODE OF THE STATE OF CALIFORNIA**

WHEREAS, Section 34090 of the Government Code provides that certain records may be destroyed by the head of the City department with the approval of the legislative body by resolution and consent of the City Attorney; and

WHEREAS, the Chief of the Cotati Police Department has submitted a request for authority to destroy obsolete records that are associated with the Sonoma County Records Management and Computer Aided Dispatch Systems and;

WHEREAS, the City Attorney has approved revision to the Police Department's Records Retention Schedule attached hereto and incorporated herein by reference as Exhibit "A";

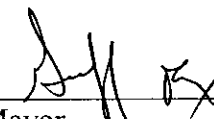
NOW, THEREFORE, BE IT RESOLVED that Exhibit "A", the attached Police Department's Record Retention Schedule, is hereby adopted to serve as a guide in the operation of the Purging System. The Chief of Police shall retain the records listed therein for the period of time indicated; and

BE IT FURTHER RESOLVED that the records described in said Record Retention Schedule are not required to be retained after the expiration of the indicated retention; and

BE IT FURTHER RESOLVED the Chief of Police is hereby authorized from time to time to dispose of certain police records after the expiration of the total retention, as set forth in the Records Retention Schedule.

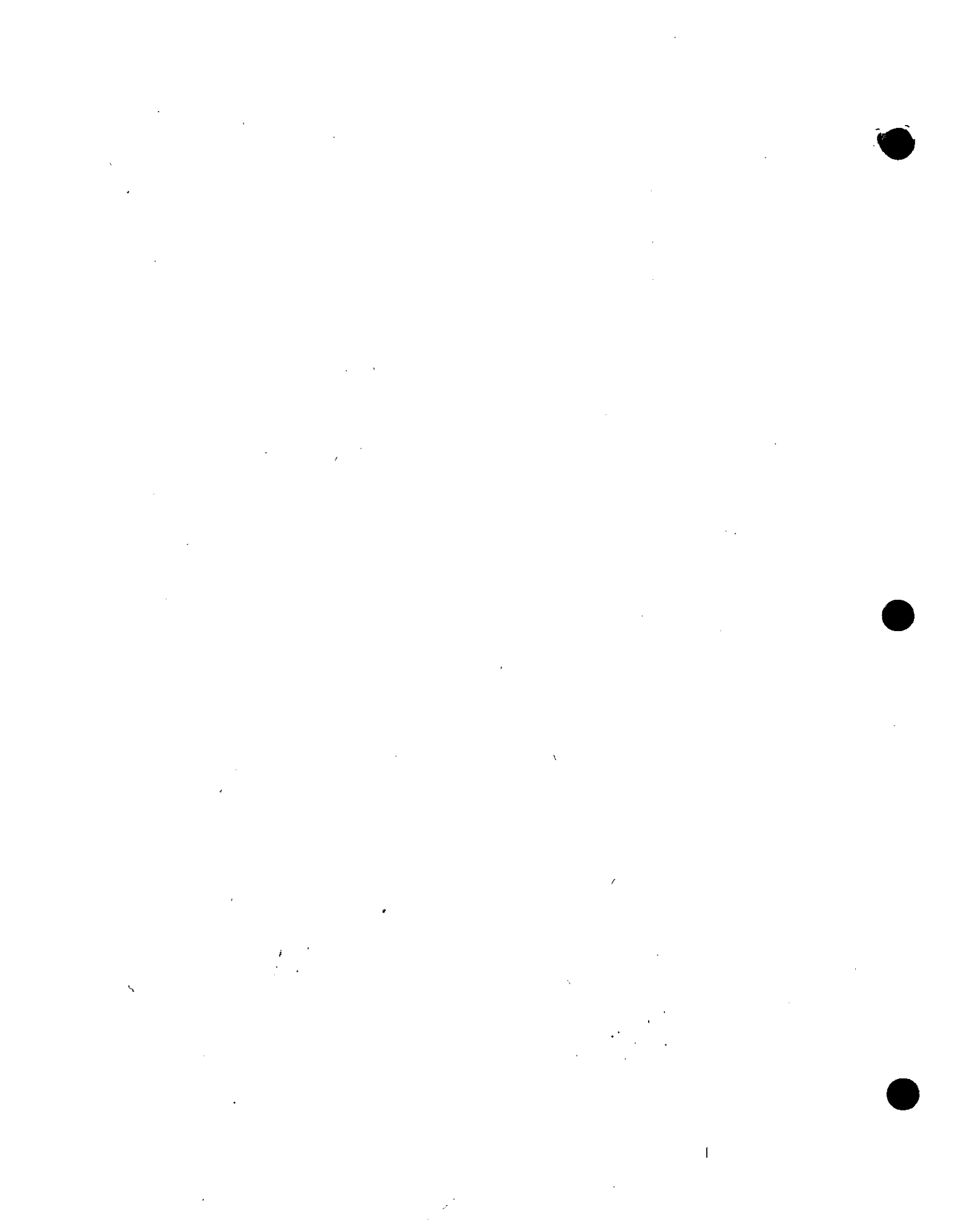
IT IS HEREBY CERTIFIED that the foregoing resolution was duly and regularly adopted by the City Council of the City of Cotati, Sonoma County, California, at a meeting hereof, held on April 25, 2007 by the following vote to wit:

FOX	<u>Yes</u>
GILARDI	<u>Yes</u>
GUARDINO	<u>Yes</u>
MINNIS	<u>Yes</u>
ORCHARD	<u>Yes</u>

  
\_\_\_\_\_  
Mayor

Attest:

  
\_\_\_\_\_  
Acting City Clerk



COTATI POLICE DEPARTMENT PURGE CRITERIA

Exhibit A

RECORD TITLE OR DESCRIPTION	COMMENTS	STATUTE REFERENCE	SYSTEM CUSTODIAN	Group Recommendation	Central Site Notes
<b>ARRESTS</b>					
Reports involving felony arrests for:			ILEADS		
Offenses punishable by death;			ILEADS	Indefinitely	NA
Offenses punishable by life imprisonment;			ILEADS	Indefinitely	NA
Embezzlement of public funds		799 P.C.	ILEADS	Indefinitely	NA
	Provided case does not relate to unserved warrants, identifiable items have all been recovered, and there is no pending litigation. Any report falling under 799 P.C. (no limit for commencement) or 800 P.C. (crime punishable by 8 years or more in prison).				
Reports involving arrests for all other felonies		799 P.C.	ILEADS	10 yrs	Must be done manually. Central Site can provide reporting for candidate records.
	If there is an active warrant associated with this case, D.A. needs to be advised. Dismissal of case from D.A., dismissal of warrant needs to be complete. Any unrecovered property needs to be removed from CLETS, any evidence needs to be disposed of.				
Reports involving arrests for misdemeanors		802 P.C.	ILEADS	5 yrs	Must be done manually. Central Site can provide reporting for candidate records.
Assct seizures			ILEADS	10 yrs	

COTATI POLICE DEPARTMENT RECORDS PURGE CRITERIA

Exhibit A

RECORD TITLE OR DESCRIPTION	COMMENTS	STATUTE REFERENCE	SYSTEM CUSTODIAN	Group Recommendation	Central Site Notes
11357(b) arrests	11357(e) destroy when offender turns 18.	11361.5 H&S	ILEADS	2 yrs	Removal of Arrest record and related Involvement records can be scripted based on date of Arrest, Offender DOB and Charge type
					Removal of Incident record and related Involvement records can be scripted based on date of Incident and Offense type on records with no related Supp or Attachments. Otherwise these will need to be done manually. Central Site can provide reporting to identify Incident record deletion candidates.
<i>REPORTS</i>					
Misdemeanor crime reports			ILEADS	5 yrs	
Felony crime reports			ILEADS	10 yrs	
Homicides;			ILEADS	Indefinitely	NA
Suicides;			ILEADS	Indefinitely	
Traffic fatalities;			ILEADS	10 yrs	
Natural causes;			ILEADS	2 ys	
Attempted suicides/5150;			ILEADS	5 yrs	

COTATI POLICE DEPARTMENT PURGE CRITERIA

Exhibit A

RECORD TITLE OR DESCRIPTION	COMMENTS	STATUTE REFERENCE	SYSTEM CUSTODIAN	Group Recommendation	Central Site Notes
HazMats (complaint/no complaint);			ILEADS	5 yrs	
Missing persons (outstanding);			ILEADS	Indefinitely	NA
Child abuse;			ILEADS	Indefinitely	NA
Reports with Information Report as only charge			ILEADS	5 yrs	
871 W&I escapees			ILEADS	5 yrs	
Domestic Violence			ILEADS	10 yrs	
Non-Fatal traffic reports --			ILEADS		
Includes counter reports, 20002 reports			ILEADS	5 yrs	
PDO Accident Reports			ILEADS	5 yrs	
City ordinance violations;		799 P.C.	ILEADS	2 yrs	
Reports of lost and found property	Provided such items are lawfully disposed of.	34090 G.C.	ILEADS	2 yrs	Must be done manually. Central Site can provide reporting for candidate records.
Factually innocent reports	Upon determination by Police Department or judicial determination of factual innocence; records sealed for period of 3 years from date of arrest and then destroyed.	851.8 P.C.	ILEADS	3 yrs from date of expungement	Must be done manually. Central Site can provide reporting for candidate records.
Scaled juvenile records		781(a) W&I	ILEADS	5 yrs from date of sealing	
Abandoned/Stored/Impounded/towed vehicle reports			ILEADS	5 yrs	This can be scripted based on Impound date.

COTATI POLICE DEPARTMENT PURGE CRITERIA

Exhibit A

RECORD TITLE OR DESCRIPTION	COMMENTS	STATUTE REFERENCE	SYSTEM CUSTODIAN	Group Recommendation	Central Site Notes
Citations			ILEADS	2 yrs	Removal of Citation record and related Involvements can be scripted based on Citation date.
Arson registrants - Adults	Registration is required Indefinitely or until a certificate of rehab is obtained per Chapter 3.5, Section 4852.01 of Title 6 of Part 3.	457.1 P.C.	ILEADS	Indefinitely	Must be done manually. Central Site can provide reporting for candidate records.
Arson registrants - Juveniles	Registration is required for 10 years, until reach age of 25 or until record is sealed per 871(a) W.C.	457.1 P.C.	ILEADS	10 yrs	Must be done manually. Central Site can provide reporting for candidate records.
Narcotic registrants	Section 11590 H&S does not have a limit to registration requirement.	11590 H&S	ILEADS	5 yrs	Must be done manually. Central Site can provide reporting for candidate records.
Records Management System			ILEADS	Kept until master record is purged	
Expired permits (CCW) (from date of expiration)			ILEADS	2 yrs	This can be scripted based on Expire date.
Sex registrants - All		290 P.C.	ILEADS	2 yrs	Must be done manually. Central Site can provide reporting for candidate records.
			ILEADS	Adults Indefinitely / Juveniles Indefinitely unless sealed per 871(a) W/C	

COTATI POLICE DEPARTMENTS PURGE CRITERIA

Exhibit A

RECORD TITLE OR DESCRIPTION	COMMENTS	STATUTE REFERENCE	SYSTEM CUSTODIAN	Group Recommendation	Central Site Notes
Bicycle Registration			ILEADS	10 yrs	This can be scripted based on Registration date.
Rotational tow log	Records of towed vehicles are retained in CLETS 30 days.		CAD	90 days	
Calls for Service (ILEADS)			ILEADS	3 yrs	Removal of CFS record and related Involvements can be scripted based on Reported date.
Calls for Service (Dispatch)			CAD	3 yrs	CAD - May be scripted based on Event date
CLETS Log			CAD	3 yrs	CAD - May be scripted based on date
APB (Daily Bulletin - Be on the lookout)			CAD	15 days	CAD - May be scripted based on date and keywords
Field Contacts			ILEADS	10 yrs	
Tracker Records			CAD	1 yr	
Terminal to Terminal Messaging			CAD	1 yr	
Officers Activity Log			CAD	3 yrs	

COTATI POLICE DEPARTMENT PURGE CRITERIA

Exhibit A

RECORD TITLE OR DESCRIPTION	COMMENTS	STATUTE REFERENC E	SYSTEM CUSTODIAN	Group Recommendation	Central Site Notes
-----------------------------	----------	--------------------------	---------------------	-------------------------	--------------------



## **Joint Meeting of City Council and Redevelopment Agency Board of Directors Agenda Consent Calendar**

**Subject:** Receive and File Warrants and Audited Claims for October 24th, 2008 –  
November 12th, 2008

**Date:** November 25, 2008

**Written by:** Jone Hayes, Director of Administrative Services

---

### **Recommendation**

It is recommended that the City Council receive and file the warrants and audited claims (the A/P Check Registers) as submitted.

---

### **Background**

Warrants (checks) are created by City Staff in compliance with the following Municipal Code Sections:

**2.12.160 Expenditure control--Purchasing.**

It shall be the duty of the city manager to see that no expenditures shall be submitted or recommended to the city council except on approval of the city manager or his authorized representative. The city manager, or his authorized representative, shall be responsible for the purchase of all supplies for all the departments or divisions of the city. (Ord. 97 §7.9, 1968).

**3.36.010 Expenditures--Compliance required.**

All expenditures of city funds in connection with purchases must be made strictly in accordance with the duly adopted budget, and in order that budgetary control may be effectively exercised, the procedures in this chapter shall be followed. (Ord. 575 §1(part), 1992).

### **Analysis/Discussion**

Warrants and Audited Claims listings (now identified as the A/P Check Registers) list all warrants issued for the period indicated. Per Council action on July 11, 2007 all warrants are released as they are created.

All expenditures of City funds in connection with wages and benefits and purchases of services or materials are strictly in accordance with the duly adopted budget and / or Council actions

amending the adopted budget. Expenditures have been approved for payment by either the City Manager or by Department Heads.

**Financial Considerations**

The following are the totals for the Warrants and Audited Claims (the A/P Check Registers) issued for the period of October 24th 2008 – November 12th, 2008:

Nov 12, 2008	\$ 337.33
Nov 12, 2008	<u>190,112.93</u>
	\$ 190,450.26

**Environmental Issues**

None.

Attachments:

1. Check Registers dated 11/12

REFUNDS CHECK REGISTER

11/12/2008 3:25 PM  
 PACKET: 00254 US - Refund  
 VENDOR SET: 01 City of Cotati  
 BANK: AP AP - CASH CLEARING (POOL)

VENDOR	I. D.	NAME	CHECK TYPE	DATE	DISCOUNT	CHECK AMOUNT	CHECK NO#	CHECK AMOUNT
1	I-000200810280141	GONZALEZ, ANJELICA GONZALEZ, ANJELICA	R	11/12/2008		88.06	056849	88.06
1	I-000200810280142	HUGHES, TIM HUGHES, TIM	R	11/12/2008		24.40	056850	24.40
1	I-000200810280143	NUNNINK, MELANIE NUNNINK, MELANIE	R	11/12/2008		100.22	056851	100.22
1	I-000200810280144	SAKATA, RYAN SAKATA, RYAN	R	11/12/2008		32.82	056852	32.82
1	I-000200810280145	AGNEW, MAUREEN AGNEW, MAUREEN	R	11/12/2008		91.83	056853	91.83

* * B A N K T O T A L S * *		NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	5	0.00	337.33	337.33	
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00	
PRE-WRITE CHECKS:	0	0.00	0.00	0.00	
DRAFTS:	0	0.00	0.00	0.00	
VOID CHECKS:	0	0.00	0.00	0.00	
NON CHECKS:	0	0.00	0.00	0.00	
CORRECTIONS:	0	0.00	0.00	0.00	
<b>BANK TOTALS:</b>	<b>5</b>	<b>0.00</b>	<b>337.33</b>	<b>337.33</b>	<b>337.33</b>

PACKET: 00257 Regular Payments  
 VENDOR SET: 01  
 BANK : AP AP - CASH CLEARING (POOL)

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
ADV05	ADVANCED APPRAISAL INTERNATIONAL, INC. I-10022008	780 W. COTATI	R	11/12/2008		3,500.00CR	056854	3,500.00
AFL01	AFLAC I-471399	P6156 EMP PREMIUMS 10/16-10/31	R	11/12/2008		708.71CR	056855	708.71
AME04	AMERICAN MESSAGING I-M7261760IJ I-M7261760IK	10/1 - 10/31/08 11/1 - 11/30/08	R	11/12/2008		7.23CR 23.40CR	056856 056856	30.63
ATT08	AT&T / MCI I-T8683207 I-T8684368	707-793-8562-690 C60-739-3086-555	R	11/12/2008		15.80CR 2,065.27CR	056857 056857	2,081.07
ATT10	AT&T I-303570	0650617150598 9/22 - 10/21/08	R	11/12/2008		40.86CR	056858	40.86
BLA04	BLAIRWORKS I-2393 I-2439	WEBSITE HOSTING AUG - OCT 2008 WEBSITE HOSTING - NOV 2008	R	11/12/2008		90.00CR 30.00CR	056859 056859	120.00
BLU01	BLUE CROSS OF CALIF. I-116411F	1231HA 11/1 - 12/1/08	R	11/12/2008		22,378.80CR	056860	22,378.80
BRE01	BRELJE & RACE, INC. I-47867	SAMPLES - SEPT 2008	R	11/12/2008		661.30CR	056861	661.30
BRE02	PETER BRELJAND I-111008 I-111008A	AIKIDO INSTRUCTOR - OCT 2008 AIKIDO INSTRUCTOR - NOV 2008	R	11/12/2008		162.50CR 130.00CR	056862 056862	292.50
BWS01	B.W.S. DISTRIBUTORS, INC. I-97308421 I-97308450 I-97308601	MRKNG PNT/TAPE - DEMO GARDEN MRKNG PNT/TAPE - DEMO GARDEN PW SUPPLIES - GLOVES/BATTERIES	R	11/12/2008		49.90CR 144.50CR 43.90CR	056863 056863 056863	238.30
BYR01	TIM BYRD I-111008	KICKBOXING INSTRUCTOR - FALL	R	11/12/2008		48.75CR	056864	48.75
CIT05	CITY OF ROHNERT PARK I-20339	ANIMAL SVCS - NOV 2008	R	11/12/2008		1,414.39CR	056865	1,414.39

PACKET: 00257 Regular Payments

VENDOR SET: 01

BANK : AP AP - CASH CLEARING (POOL)

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
CIT11	CITY OF COTATI							
	I-110308	05-0120-00 8/13 - 10/12/08	R	11/12/2008		60.18CR	056866	
	I-110308A	06-0720-00 8/13 - 10/12/08	R	11/12/2008		320.36CR	056866	
	I-110308B	07-3170-00 8/13 - 10/12/08	R	11/12/2008		41.62CR	056866	
	I-110308C	07-4380-00 8/13 - 10/12/08	R	11/12/2008		131.46CR	056866	
	I-110308D	07-4540-00 8/13 - 10/12/08	R	11/12/2008		52.26CR	056866	
	I-110308E	08-2900-00 8/13 - 10/12/08	R	11/12/2008		503.29CR	056866	
	I-110308F	08-3340-00 8/13 - 10/12/08	R	11/12/2008		402.97CR	056866	
	I-110308G	09-0010-00 8/13 - 10/12/08	R	11/12/2008		63.43CR	056866	
	I-110308H	09-1650-00 8/13 - 10/12/08	R	11/12/2008		52.87CR	056866	
	I-110308I	09-2840-00 8/13 - 10/12/08	R	11/12/2008		85.84CR	056866	1,714.28
COM08	THE COMMUNITY VOICE							
	I-8621	PUBLIC HEARING - 6819 REDWOOD	R	11/12/2008		104.00CR	056867	
	I-8622	PUBLIC HEARING - 8025 GRAV HWY	R	11/12/2008		104.00CR	056867	
	I-8623	PUBLIC HEARING - 526 PORTAL ST	R	11/12/2008		97.50CR	056867	305.50
CON10	CONOCOPHILLIPS FLEET							
	I-870135035810	FUEL CHGS - OCT 2008	R	11/12/2008		3,411.90CR	056868	3,411.90
COT02	COTATI OAKS TRUE VALUE HARDWARE PW SUPPLIES							
	I-102508		R	11/12/2008		186.19CR	056869	186.19
CUL01	CULLIGAN							
	I-102108	#98186 HI-CAP RENTAL	R	11/12/2008		37.36CR	056870	37.36
DAI01	DAILY JOURNAL CORPORATION FINANCIAL TRANSACTION REPORT							
	I-A1448245-1		R	11/12/2008		175.80CR	056871	175.80
DAW01	GAY DAWSON							
	I-111008	YOGA INSTRUCTOR - SEPT 2008	R	11/12/2008		265.20CR	056872	265.20
DEV03	DEVOTO PLUMBING, INC. 40 KINGSTON/52 CREEK CT RETRO							
	I-6781 / 6782		R	11/12/2008		630.00CR	056873	630.00
EME02	EMERISA GARDENS I-SI-27614							
		PLANTS - DEMO GARDEN	R	11/12/2008		754.19CR	056874	754.19
EMP03	EMPLOYMENT DEVELOPMENT DEPARTMENT 932-0425-3 WOODS / BELL							
	I-110708		R	11/12/2008		7,939.97CR	056875	7,939.97
GAL03	WANDA GALE I-110508							
		REFUND DEPOSIT ACCOUNT	R	11/12/2008		437.39CR	056876	437.39

PACKET: 00257 Regular Payments  
 VENDOR SET: 01  
 BANK : AP AP - CASH CLEARING (POOL)

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
GRA01	GRAINGER, INC. I-9757925442	PW SUPPLIES - STREETLIGHTS	R	11/12/2008		417.96CR	056877	417.96
HOR02	HORIZON/AUTOMATIC RAIN I-10565589-00 I-10565589-01	BEND-A-BOARD - DEMO GARDEN EPIC BOARD - DEMO GARDEN	R	11/12/2008		354.22CR 2,629.02CR	056878 056878	2,983.24
IKO01	IKON OFFICE SOLUTIONS I-77567960 I-77576690	332003-CM003 CITY HALL - NOV 332003-1017585ML PD - OCT 2008	R	11/12/2008		751.47CR 441.78CR	056879 056879	1,193.25
IND03	INDEPENDENT ELECTRIC I-60336066-01 I-60337131-01	PW SUPPLIES - LA PLAZA PARK PW SUPPLIES - PARKS	R	11/12/2008		528.49CR 67.88CR	056880 056880	596.37
INF01	INFOSTOR, INC. I-78928 I-78929	RECORD STORAGE - NOV 2008 PERSONNEL RECORD STORAGE-NOV	R	11/12/2008		362.23CR 130.80CR	056881 056881	493.03
INF02	INFOSEND, INC. I-34093	STATEMENT PRINTING - OCT 2008	R	11/12/2008		436.77CR	056882	436.77
INT14	INTERACTIVE COMPUTER DESIGNS INC. I-70733	INSITE FEES - OCT 2008	R	11/12/2008		117.00CR	056883	117.00
JAN02	JANI-KING OF CALIF. INC. - SFR/OAK I-11080328	JANITORIAL SVC - NOV 2008	R	11/12/2008		2,708.51CR	056884	2,708.51
LEX03	LEXISNEXIS / MATTHEW BENDER I-76432475 I-76457311	WEBSITE ANN'L STORAGE MUNI CODE SUPPLEMENT	R	11/12/2008		495.00CR 274.74CR	056885 056885	769.74
MCE01	ERIC MCELHANEY I-102208	MILEAGE REIMB - 9/29 - 10/3/08	R	11/12/2008		87.75CR	056886	87.75
MCL01	MCLEA'S TIRE & AUTOMOTIVE I-6013092 I-6013179 I-6013352 I-6013588 I-6013622	TIRES (8) - PD #8 - FLAT REPAIR FLAT REPAIR - 1997 GMC #19 - LUBE/OIL/FILTER #17 - L.O.F./AIR FILTER/FLUSH	R	11/12/2008		893.28CR 24.83CR 24.83CR 42.54CR 149.60CR	056887 056887 056887 056887 056887	1,135.08

PACKET: 00257 Regular Payments  
 VENDOR SET: 01  
 BANK : AP AP - CASH CLEARING (POOL)

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
MIC05	MICHAEL'S HARLEY DAVIDSON I-96506145	PURSUIT KNOB/SWITCH - HARLEY	R	11/12/2008		195.86CR	056888	195.86
MOB01	MOBILE VISION, INC. I-130629	ADAPTER CABLE - PD	R	11/12/2008		127.22CR	056889	127.22
MOS02	MOSTLY NATIVES NURSERY I-25516	PLANTS - DEMO GARDEN	R	11/12/2008		1,331.62CR	056890	1,331.62
NOO01	NOODLE, INC. I-299	PHONE LINE INSTALL - ENG	R	11/12/2008		190.00CR	056891	190.00
OAS01	OASIS PRODUCTS, INC. I-8432	BAGS / LINERS - DOG PARKS	R	11/12/2008		338.40CR	056892	338.40
OFF09	OFFICE DEPOT I-44785879-001 I-448207540-001 I-448746354-001 I-448746626-001 I-449534164-001	OFFICE SUPPLIES OFFICE SUPPLIES - PD BACK-ORDERED OFFICE SUPPLIES OFFICE SUPPLIES - PD OFFICE SUPPLIES	R	11/12/2008		547.09CR 48.46CR 4.14CR 72.02CR 122.31CR	056893 056893 056893 056893 056893	794.02
PAC07	PACIFIC HEATING & AIR I-6237	CONDITIONING FAN MOTOR REPL - CITY HALL	R	11/12/2008		955.00CR	056894	955.00
PAL03	TERRI PALLADINO I-102708	RETRO CREDIT - 8385 LAKEWOOD	R	11/12/2008		300.00CR	056895	300.00
PEL01	VALOILETI PELETI I-111008 I-111008A	HULA INSTRUCTOR - SEPT (2) HULA INSTRUCTOR - NOV 2008	R	11/12/2008 11/12/2008		45.50CR 182.00CR	056896 056896	227.50
PEO02	CARRIE PEOPLES I-111208	REIMB PD KITCHEN SUPPLIES	R	11/12/2008		232.17CR	056897	232.17
PGE01	PG&E I-102308	6345507202-3 OCT + TRUE UP	R	11/12/2008		30,878.56CR	056898	30,878.56
PHI02	THE PHILLIPS GROUP I-8625	BLDG INSPECTIONS - 10/15/08	R	11/12/2008		127.50CR	056899	127.50
POR03	TOM PORTER I-111008	KARATE INSTRUCTOR - NOV 2008	R	11/12/2008		97.50CR	056900	97.50

PACKET: 00257 Regular Payments

VENDOR SET: 01

BANK : AP AP - CASH CLEARING (POOL)

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
PRE03	PRESS DEMOCRAT I-2337388	RECREATION INTERN AD	R	11/12/2008		461.80CR	056901	461.80
PRE06	PRECISION WIRELESS SERVICE							
	I-18678	RADIO SVC - PD	R	11/12/2008		220.00CR	056902	220.00
	I-18680	RADIO SVC - PD	R	11/12/2008		110.00CR	056902	110.00
	I-18696	RADIO SVC - PD	R	11/12/2008		652.36CR	056902	982.36
RED05	REDWOOD COAST PETROLEUM I-8098600	DIESEL-PD/CITY HALL GENERATORS	R	11/12/2008		576.27CR	056903	576.27
RED09	REDWOOD LOCK & KEY I-85351	PANIC BAR SVC - PD	R	11/12/2008		130.00CR	056904	130.00
REM01	R.E.M.I.F I-110308	LTD/LIFE/DENTAL/VISION/EAP	R	11/12/2008		6,480.03CR	056905	6,480.03
ROE01	CHUCK ROETTER I-110708	HALLOWEEN SUPPLIES	R	11/12/2008		33.38CR	056906	33.38
ROY02	ROYAL COACH CAR WASH I-110408	PD/CM CARWASH - OCT 2008	R	11/12/2008		57.50CR	056907	57.50
SRN13	SANTA ROSA JUNIOR COLLEGE I-09-00291	RANGE TRAINING JULY - SEPT	R	11/12/2008		396.62CR	056908	396.62
SEB03	SEBASTOPOL BEARING & HYDRAULIC CO, INC. I-299631	HOSE - VAC TRUCK	R	11/12/2008		289.18CR	056909	289.18
SEN03	SENSUS TECHNOLOGIES C-ZA99000464 I-ZA90009508	TAX CREDIT ON SOFTWARE SUPPORT SOFTWARE SUPPORT 12/08-12/09	R	11/12/2008		51.15	056910	51.15
			R	11/12/2008		1,422.30CR	056910	1,371.15
SHA01	SHAMROCK MATERIALS INC. I-695353	DEMO GARDEN SUPPLIES	R	11/12/2008		30.98CR	056911	30.98
SON01	SONOMA COUNTY COMMUNITY I-110408	2009 HOMELESS COUNT	R	11/12/2008		336.00CR	056912	336.00
SON11	SONOMA CO. SHERIFF'S DEPT I-5925	BOOKING FEES JULY - SEPT 2008	R	11/12/2008		1,021.20CR	056913	1,021.20

PACKET: 00257 Regular Payments  
 VENDOR SET: 01  
 BANK : AP AP - CASH CLEARING (POOL)

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
SON19	SONOMA CTY SUPERIOR COURT I-102008	PARKING VIOLATIONS - SEPT 2008	R	11/12/2008		125.00CR	056914	125.00
SON31	SONOMA COUNTY PUBLIC SAFETY CONSORTIUM I-09-01	CAD/RMS O&S (50%)/REPL (100%)	R	11/12/2008		64,198.34CR	056915	64,198.34
TRU01	TRUGREEN LANDCARE I-6319940	LANDSCAPE SVCS - NOV 2008	R	11/12/2008		9,677.92CR	056916	9,677.92
UMD01	UNDERGROUND SERVICE ALERT I-8010008	UTILITY MARKING FAXES	R	11/12/2008		153.00CR	056917	153.00
UNI03	UNION BANK OF CALIFORNIA I-102408	ADMIN LTD OBLIG BOND 2001-SSBP	R	11/12/2008		2,540.00CR	056918	2,540.00
WAL04	DENNIS WALLACH I-102508 I-111208	UNREIMBURSED MEDICAL EYE GLASS REPL - CASE #08-1069	R	11/12/2008		981.04CR 339.95CR	056919	1,320.99
WAT05	WATERSHED INC. I-45490	JACKET - LYSSAND	R	11/12/2008		335.22CR	056920	335.22
WHI04	WHITLOCK & WEINBERGER INC I-10524	HWY 101 IMP 3/29 - 4/25/08	R	11/12/2008		456.75CR	056921	456.75
WIL08	ARLENE J. WILLITS I-COT 08	CM PERFORMANCE EVALUATION	R	11/12/2008		2,500.00CR	056922	2,500.00
WOO03	BRIANNA WOODARD I-110408	REIMB HALLOWEEN SUPPLIES	R	11/12/2008		38.35CR	056923	38.35
YOU03	YOUR COMPUTER HEROES, LLC I-2008053	NETWORK SUPPORT - OCT 2008	R	11/12/2008		2,493.75CR	056924	2,493.75

* * T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	71	0.00	190,112.93	190,112.93
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
VOID CHECKS:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
REGISTER TOTALS:	71	0.00	190,112.93	190,112.93

TOTAL ERRORS: 0



## **Joint Meeting of City Council and Redevelopment Agency Board of Directors Consent Calendar**

**Subject:** Adoption of a Resolution Approving Amendment No. 1 to the City Manager Employment Agreement

**Date:** November 25, 2008

**Written By:** Jone Hayes, Director of Administrative Services

---

### **Recommendation**

It is recommended that the Council move to approve a Resolution Approving Amendment No. 1 to the City Manager Employment Agreement between the City of Cotati and Dianne Thompson.

---

### **Analysis/Discussion**

The attached amended employment agreement between Dianne M. Thompson and the City incorporates the following three changes to the existing agreement:

- Annual evaluation period is changed from September to April
- Addition of forty hours of administrative leave. Leave may not be cashed out.
- Auto allowance is terminated. Corresponding \$300 per month is transferred to Base Salary

### **Financial Considerations**

Additional expenditure of \$864 will be absorbed in the FY 08-09 Adopted Budget and allocated to funds using the standard City Manager payroll allocation.

Attachments:

1. Proposed Resolution with exhibit A (Amended Agreement)



**RESOLUTION NO. \_\_\_\_ and CRA \_\_\_\_**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COTATI  
APPROVING AMENDMENT NO. 1 TO EMPLOYMENT AGREEMENT  
WITH DIANNE THOMPSON FOR CITY MANAGER SERVICES, AND  
AUTHORIZING THE MAYOR TO EXECUTE SAME**

**WHEREAS**, on October 10, 2007, the City Council adopted Resolutions No. 07-78 and CRA-198 approving the City Manager Employment Agreement (“Employment Agreement”) between the City of Cotati and Dianne M. Thompson and;

**WHEREAS**, the City Council desires to amend the Employment Agreement.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Cotati does hereby determine and find it is the desire for the City of Cotati and Dianne Thompson to amend the City Manager Employment Agreement between the City of Cotati and Dianne M. Thompson concerning compensation, benefits, terms and conditions of Dianne Thompson’s employment as City Manager.

**BE IT FURTHER RESOLVED** that the attached Amendment No. 1 to City Manager Employment Agreement between the City of Cotati and Dianne M. Thompson is approved and the Mayor is authorized and directed to execute same on behalf of the City.

**IT IS HEREBY CERTIFIED** that the foregoing resolution was duly introduced and legally adopted at a regular meeting of the City Council of the City of Cotati held on the 25th day of November, 2008 by the following vote, to wit:

GILARDI  
GUARDINO  
MINNIS  
ORCHARD

Approved: \_\_\_\_\_  
Pat Gilardi, Mayor

Attest: \_\_\_\_\_  
Tamara Taylor, Deputy City Clerk

Approved as to form:

\_\_\_\_\_  
Rich Rudnansky, City Attorney



**AMENDMENT TO EMPLOYMENT AGREEMENT**

**Between**  
**CITY OF COTATI AND**  
**DIANNE M. THOMPSON**

This Amendment to the Employment Agreement is made effective as of November 25, 2008, by and between the CITY OF COTATI (herein "City"), and DIANNE M. THOMPSON (herein "City Manager") at Cotati, California, with reference to the following facts:

RECITALS

A. WHEREAS, City and the City Manager entered into an Employment Agreement on October 10, 2007 ("Original Agreement"); and

B. WHEREAS, City wishes to continue to retain the services of the City Manager and the City Manager wishes to continue to provide said services; and

E. WHEREAS, City and City Manager now desire to amend the Original Agreement.

NOW THEREFORE, City and City Manager agree as follows:

1. **Section 3. COMMITMENTS AND UNDERSTANDINGS**

D. Mutual Commitments

1) Performance Evaluation is hereby amended to read as follows:

a) Annual performance evaluations are an important way for the City Council and City Manager to ensure effective communications about expectations and performance. Annual performance evaluations shall be based upon the goals/objectives/work plan ("Work Plan") as established between the City Council and the City Manager on or about April of each year this Agreement is in effect and as may be modified through interim review of the Work Plan.

2. **Section 4. COMPENSATION**

A. Compensation & Required Employer Costs

1) Base Salary is amended to read as follows:

a) City Manager's annual salary for the position of City Manager shall be set at One hundred forty-one thousand one hundred dollars (\$140,100.00). Said salary shall not be automatically or periodically increased by the change in the CPI.

B. Basic Benefits is amended to read as follows:

1) Automobile is amended to read as follows:

The City Manager's duties require that the City Manager shall have the exclusive and unrestricted use at all times during employment of an

automobile provided by the City.

2) Administrative Leave is amended to add the following:

City Manager will also receive forty hours of Administrative Leave each fiscal year which may not be “cashed out” in accordance with the City Personnel Rules, Section 10.3.4.

2. In all other regards, the Original Agreement shall continue in full force and effect.

The parties hereto have executed this Amendment to Employment Agreement on the dates specified immediately adjacent to their respective signatures.

City:

CITY OF COTATI, a Municipal Corporation

BY: \_\_\_\_\_  
Pat Gilardi, Mayor

DATE: \_\_\_\_\_

Employee:

\_\_\_\_\_  
Dianne M. Thompson

DATE: \_\_\_\_\_

Approved as to Form:

\_\_\_\_\_  
City Attorney