

**CITY OF MONTEREY
RECORDS RETENTION/DISPOSITION SCHEDULE**

			RETENTION PERIODS			FORMAT	VITAL	DoR	REMARKS	CITATION
			ACTIVE	INACTIVE	TOTAL					
		COPIES or DUPLICATES of documents for which a department is not the office of record.	C	--	C	--	--		It is the policy of the City of Monterey that copies distributed to various departments for informational purposes and drafts, notes, or interagency or intra-agency memoranda that are not retained by the public agency in the ordinary course of business may be destroyed by the departments when they are no longer useful for reference.	GC 6254(a) (drafts); GC 34090.7 (copies)
100	GENERAL ADMINISTRATION									
101	OFFICE MANAGEMENT & REFERENCE									
101	-01	General Information	2	--	2	HC	--	Various		GC 34090
101	-02	Correspondence - Chronological Files	C	2	C+2	HC	--	Various	Originating Department (e.g. CC FYI read info, City Manager's calendars)	GC 34090
101	-03	Citywide Policies/Procedures	C	2	C+2	E	--	Various	Note: This does not include area specific policies and procedures. For those see the appropriate function (e.g. 200, 600, 800, etc). Includes reference materials: such as Help aids, Tutorials, and Software and Hardware Training Manuals	GC 34090
101	-04	Consultants	3	--	3	HC	--	Various	Excluding consultant contracts	GC 34090
101	-05	Staff Meeting Notes	C	--	C	HC	--	Various	Inter-agency memoranda not retained in the ordinary course of business	GC 6254(a)
101	-06	Work Plans	C	2	C+2	HC	--	Various		GC 34090
101	-07	In-House Committees	C	3	C+3	HC	--	Various	May be kept for research/historic purposes - e.g. MI3	GC 34090
101	-08	Departmental Analysis & Reports	5	--	5	HC	--	Various	e.g. reorganization and transformation info, department and division mission statements, visions, drivers, initiatives, etc.	GC 34090
101	-09	Press Releases and Social Media	C	2	C+2	E	--	Various	Media releases, posts to official social media accounts (Facebook, Twitter, Instagram, YouTube, Pinterest, Flickr, NextDoor, etc.)	GC 34090
101	-10	General Subject Files	C	2	C+2	HC	--	Various	Internal working files	GC 34090(d)
101	-11	Customer Response Management	2	--	2	E HC	--	Various	Correspondence, audio recordings, and staff memos regarding suggestions, complaints, and feedback from community (includes "Monterey Suggest"; formerly known as "Goldenrods")	GC 34090
101	-12	Professional Associations	2	--	2	HC	--	Various	(I.e. IIMC, CCAC, ICMA)	GC 34090
101	-13	Community Organizations	2	3	5	HC	--	Various	(i.e.. Business Associations)	GC 34090
101	-14	Community Promotions	2	3	5	HC	--	Various	(I.e. Communications & Outreach info, surveys, City Focus, Community Connections)	GC 34090
101	-15	Publications from Outside Agencies	C	--	C	HC	--	Various	Not in City's control (not a public record)	GC 34090
102	RESERVED									
103	FORMS & PUBLICATIONS MANAGEMENT									
103	-01	General Information	2	--	2	HC	--	Various		GC 34090
103	-02	Blank Forms	C	2	C+2	E HC	--	Various	Templates/forms are considered preliminary drafts exempt from disclosure	GC 6254(a)
103	-03	Mailing Labels	C	--	C	E	--	Various		GC 34090
103	-04	Document Templates	C	--	C+2	E	--	Various	Templates are considered preliminary drafts exempt from disclosure	GC 6254(a)
104	RECORDS MANAGEMENT									
104	-01	General Information	2	--	2	HC	--	Various	Damaged records assessment reports, Records disaster recovery worksheets (for records that are recoverable)	GC 34090
104	-02	Certificates of Destruction	2	P	P	HC	yes	Various	Authorization to destroy obsolete records, Authorization to destroy unrecoverable damaged records	GC 34090.5
104	-03	Retention Schedules	C	4	C+4	E HC	yes	IR		GC 34090; CCP 343
104	-04	Records Management Policies/Procedures	C	--	C	E HC	yes	IR	Keep until superseded.	GC 34090

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104	-05	Municipal Unified Functional Filing System Index	C	--	C	E	yes	IR		GC 34090
104	-06	Inventory, Records	C	2	C+2	E	yes	Various	Inventory of inactive records holdings & location	GC 34090
104	-07	Public Records Request	C	2	C+2	HC	--	CA		GC 34090
105 INFORMATION SYSTEMS										
105	-01	General Information	2	--	2	E HC	--	IR		GC 34090
105	-02	Internet, World Wide Web	C	2	C+2	E	--	CM	Management/Policies & supporting documentation	GC 34090
105	-03	Inventory, Information Systems	C	2	C+2	E D HC	yes	IR	Hardware/Software Inventory logs; systems manuals	GC 34090
105	-04	Program Files and Directories	C	--	C	E	yes	Various	Backup tapes - not a record	GC 34090.7
105	-05	Network Information Systems (LAN/WAN)	C	4	C+4	E HC	yes	IR	Configuration maps & plans	GC 34090; CCP 337.2; CCP 343
105	-06	Intraweb	C	2	C+2	E	--	CM	Internal communications, management/policies & supporting documentation	GC 34090
105	-07	Software Program Management	C	2	C+2	E HC	--	IR		GC 34090
105	-08	Application Integrations	C	2	C+2	E HC	--	IR		GC 34090
105	-09	Technology - Monterey Information Innovation & Integration	C	2	C+2	E HC	--	IR		GC 34090
105	-10	Business Process Workflows	C	2	C+2	E HC	--	IR		GC 34090
105	-11	City Software Design Documents	C	2	C+2	E HC	--	IR	Includes functional specifications, technical specifications, and user acceptance docs - kept until software is no longer in use	GC 34090
106 PRINTING & POSTAGE										
106	-01	General Information	2	--	2	HC	--	Various		GC 34090
106	-02	Printing/Reproduction	C	2	C+2	HC	--	Various		GC 34090
106	-03	Postal/Mailing	C	2	C+2	HC	--	IR		GC 34090
107 TELECOMMUNICATIONS										
107	-01	General Information	C	2	C+2	E HC	--	Various	These are not broadcasted files; these are City documents relative to these subjects	GC 34090
107	-02	Cable Television	C	2	C+2	E HC	--	Various	These are not broadcasted files; these are City documents relative to these subjects	GC 34090
107	-03	Telephone Carriers, Antennae and Telephone Services	C	2	C+2	E HC	--	Various	These are not broadcasted files; these are City documents relative to these subjects	GC 34090
107	-04	Public Education and Government Cable Television	C	2	C+2	E HC	--	Various	These are not broadcasted files; these are City documents relative to these subjects	GC 34090
107	-05	Institutional Network Services	C	2	C+2	E HC	--	Various	These are not broadcasted files; these are City documents relative to these subjects	GC 34090
107	-06	Media Information	C	2	C+2	E HC	--	Various	Media contact information	GC 34090
107	-07	Emergency Communications Systems	C	2	C+2	E HC	--	Various	(e.g. Narrowbanding equipment)	GC 34090
200 COMMUNITY DEVELOPMENT										
201 DEVELOPMENT ADMINISTRATION										
201	-01	General Information	2	--	2	HC	--	PW		GC 34090
201	-02	Development Bonds	C	10	C+10	HC	yes	FF	Housing; industrial development GC43901 requires that you list publications requirements before destroying. All destruction must be approved by City Attorney. A development bond is what a developer posts to insure that required public improvements (roads, curbs, gutters, sidewalks, schools, etc) are built. BONDS INSURING REAL PROPERTY MUST BE RETAINED PERMANENTLY.	GC 34090; GC 43900; CCP 337.5;
201	-03	Security Bonds	C	2	C+2	HC	yes	FF	Documentation created/received in connection with performance of work/services for parcel maps & subdivision work	GC 34090; GC 43900; CCP 337.5

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201	-04	Reserved								
201	-05	Reserved								
201	-06	Development Conditions & Development Agreement Supporting Materials	C	P	P	E	yes	PW	Mitigation measures; filed with case files. Supporting documents for development agreement filed here; sign development agreement filed under 704.	GC 65868.5; CCP 337.15
201	-07	Reserved								
201	-08	Development Standards	C	P	P	HC	--	PW	Landscape medians, parkway landscape development	GC 34090(a)
201	-09	Community Development Block Grants (CDBG)	Au	4	Au+4	E	yes	PW	Applications, reports, supporting documents; actual grant contract filed under 704	24 CFR 570.502(a)(7), 2 CFR 200.333; OMB cir A-102, A-110, A-28
201	-10	Land Uses, Nonconforming	2	P	P	HC	yes	PW		GC 34090(a)
201	-11	Maps & Plats	2	P	P	E	yes	Various	Engineering & field notes & profiles; cross-section of roads, streets, right of way maps, bridges; annexations, deannexation parks, tracts, block, storm drains maps, water easement maps, etc.	H&S 19850; GC 34090(a)
201	-12	Plans - Regulatory	C	P	P	E	yes	PW	Master Plans, General Plans & Elements to General Plan, Area Plans, Local Coastal Plans, Land Use Plans, Zoning Ordinance, Zoning Maps, Zoning Text Amendments, Plans, Drawings, Exhibits, and Photos	GC 34090(a); GC 65106; GC 50110; H&S 19850
201	-13	General Plan Amendments	C	3	C+3	D E HC	yes	PW	Includes approved and denied	GC 34090(a); GC 65106; GC 50110
201	-14	Development Impact Fees	C	P	P	D	yes	PW		GC 34090(a); CCP 337.15
201	-15	Studies, Special Projects & Areas	C	2	C+2	HC	--	Various	Engineering joint powers, noise, traffic impact studies, circulation, archeological artifacts	GC 34090(a)
201	-16	Americans with Disabilities Act (ADA) Action (moved from 202)	C	2	C+2	HC D	--	Various		GC 34090
202		BUILDING								
202	-01	General Information	2	--	2	HC	--	PW		
202	-02	Building Permits and Plans	5	P	P	E D HC M	yes	PW	Issued and final permits, plans and associated documents.	GC 34090(a); H&S 19850
202	-03	UnReinforced Masonry (URM) Plans	5	P	P	D HC	yes	PW	URM certificates, terminations, and associated files	GC 34090
202	-04	Projects in Plan Check	C	2	C+2	D HC	--	PW	Destroy when Plan Check expires	GC 34090
202	-05	Projects in Plan Check DRO	1	1	2	D HC	--	PW	Destroy when issued	GC 34090
202	-06	Projects in Plan Check SC	1	1	2	D HC	--	PW	Destroy when issued	GC 34090
202	-07	Reserved								
202	-08	Code Books	C	P	P	HC	yes	PW	National Electrical Code, Uniform Building, Fire, Mechanical, Plumbing & Supplements - Keep until superseded	GC 34090(e)
202	-09	Reserved								
202	-10	Reserved								
202	-11	Contractors	C	--	C	D	yes	PW	Current list-contractor database is contained within Permits Plus software	GC 34090
202	-12	Structural Calculations	C	--	C	HC	--	PW	Destroyed when permit is finalized	H&S 19850
202	-13	Reserved								
202	-14	RPI	C	P	P	HC D	yes	PW	Residential property inspections. Destroy paper after scanning	GC 34090.5; H&S 19850
202	-15	Inspection Logs	C	2	C+2	HC	yes	PW	Daily inspections	GC 34090
202	-16	Complaint File	C	7	C+7	D E	--	PW	Confidential complaints	42 USC 1983
202	-17	Building Inspection Services to Outside Agencies	C	10	C+10	D	--	PW	Agenda reports for these services; actual legal agreements are in 704	GC 34090
202	-18	Reserved								

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203	PLANNING									
203	-01	General Information	2	--	2	HC	--	PW		GC 34090
203	-02	Case / Project Files	C	P	P	D E HC	yes	PW	Planning & Zoning. Pertains to real property. May include blueprints, drawings, maps, plans, reports, correspondence, uses, variances, studies, appeals, compliance certificates. Includes rezoning of properties, historic preservation address files, mobile food vending for specific locations and permits only, and planning alcohol permits / uses and redevelopment / urban renewal projects, parking adjustments, lot line adjustments, preliminary, tentative and final maps; subdivision agreements filed under 704.	GC 34090(a); GC 4003; GC 4004; H&S 19850
203	-03	Sample materials submitted with projects for approval	C	2	C+2	S	--	PW	Roof, glass, paint, etc. samples - keep as long as project is in approval process plus 2 years. Original is then scanned or photograph, original destroyed, and photo or scan filed in project file.	GC 34090
203	-04	Reserved								
203	-05	Reserved								
203	-06	Reserved								
203	-07	Broad policies or topics not tied to specific address	C	P	P	D E HC	yes	PW	May include blueprints, drawings, correspondence, reports or studies, and staff reports. (I.e. awnings, mansionization, lighting), water allocation charts	GC 34090; H&S 19850
204	ENVIRONMENTAL QUALITY									
204	-01	General Information	2	--	2	HC	--	PW		GC 34090
204	-02	Air Quality (AQMD)	C	7	C+7	HC	--	PW	Participants, voucher logs, total daily mileage survey (TDM), commute alternative	CCP 338(k); GC 34090
204	-03	Asbestos	C	P	P	HC	--	PW	Abatement projects, public buildings	GC 34090(a)
204	-04	California Environmental Quality Act (CEQA)	C	P	P	D E HC	yes	Various	Exemptions, Draft & Final EIRs, mitigation monitoring, negative declaration, notices of completion and determination, comments, statements of overriding consideration	GC 34090(a); CEQA Guidelines
204	-05	Congestion Management	C	2	C+2	HC	--	PW	Ride sharing, trip reduction	GC 34090(d)
204	-06	National Environmental Policy Act (NEPA)	C	2	C+2	D E HC	--	PW	Correspondence, consultants, issues, conservation (e.g. oil leases on outer continental shelf)	GC 34090(d)
204	-07	Soil	C	2	C+2	HC	--	PW	Analysis, construction recommendations	GC 34090(d)
204	-08	Soil Reports (Final)	C	P	P	E	yes	PW	Final reports	GC 34090(d); CCP 338.1
204	-09	Review of EIRs not under City Jurisdiction	C	2	C+2	HC	--	PW	City Review and comments on projects by other jurisdictions - exemptions, EIRs, mitigation monitoring, negative declaration, notices of completion and determination, comments, statements of overriding consideration	GC 34090(d)
204	-10	Traffic Impacts	C	P	P	D E HC	--	PW		GC 34090(d)
204	-11	Green House Gas Emissions	C	P	P	D E HC	--	PW	Climate Action Plan	GC 34090(d)
205	REGIONAL PLANNING									
205	-01	General Information	2	--	2	HC	--	PW		GC 34090
205	-02	County General Plan	C	--	C	HC	--	PW	Monterey is not the Agency of record	GC 34090
205	-03	General Plans Other Cities	C	--	C	HC	--	PW	Monterey is not the Agency of record	GC 34090
205	-04	LAFCO	2	--	2	HC	--	PW	General Information	GC 34090
206	PROPERTY									
206	-01	General Information	2	--	2	HC	--	PW		GC 34090
206	-02	Abandonment	2	P	P	D E HC	yes	PW	Buildings, Condemnation, Demolition	GC 34090(a)

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206	-03	Acquisition / Disposition of Property	C	P	P	E HC	yes	PW	Supporting documents of sale, purchase, or exchange. Leases of City property and related documents filed under the appropriate series in 704	GC 34090(a); GC 6254; CCP 337.2
206	-04	Annexations / Deannexations	2	P	P	E HC	yes	PW	Reports, public notices	GC 34090(a)
206	-05	Appraisals	C	2	C+2	HC	yes	PW	Exempt from disclosure until final acquisition obtained	GC 34090; GC 6254(h)
206	-06	Property taxes	C	2	C+2	HC	--	Various		GC 34090
206	-07	Maps, City Boundary	C	P	P	E HC	yes	PW	Recorded maps, surveys, monuments, includes neighborhood association boundaries	GC 34090(d)
206	-08	Lot Splits and Lot Mergers	C	P	P	E HC	yes	PW		GC 34090
206	-09	Relocation Files	C	2	C+2	HC	--	PW		GC 34090
207		HOUSING								
207	-01	General Information	2	--	2	HC	--	PW		GC 34090
207	-02	Reserved								
207	-03	Programs	C	5	C+5	E HC	yes	PW	Includes housing authority strategy, housing bond advisory, HOME, In-lieu housing mitigation, low/moderate housing, housing assistance, etc.	24 CFR 570.502(a)(7), 2 CFR 200.333; OMB cir. A-110
207	-04	Homelessness	C	2	C+2	E HC	--	Various		GC 34090
208		ECONOMIC DEVELOPMENT								
208	-01	General Information	2	--	2	HC	--	PW	Includes correspondence	GC 34090
208	-02	Reserved								
208	-03	Economic Development Strategies & Business Recruitment	2	5	7	HC	--	PW		GC 34090
209		HISTORIC PRESERVATION PROGRAM								
209	-01	General Information	2	--	2	HC	--	PW		GC 34090
209	-02	Historic Surveys	2	3	5	HC	--	PW	Historic Preservation Grants, Actual grant contract filed under 704	GC 34090
209	-03	Archives	2	P	P	HC	--	PW		GC 34090
209	-04	Historic Master Plan	C	P	P	E HC	yes	PW		GC 34090
209	-05	Historic Property Tax Incentive Program - Mills Act	2	P	P	HC	--	PW	Staff reports on Mills Act Program. Actual agreements are in 704-05 and project files in 203-02	GC 34090
209	-06	Historic Adobes and Other Historic Buildings	2	P	P	E HC	--	PW		GC 34090
209	-07	Historic Preservation Districts	C	P	P	E HC	--	PW	NHL	GC 34090
209	-08	National Register	C	P	P	E HC	--	PW		GC 34090
209	-09	Historic Remains	C	P	P	E HC	--	PW		GC 34090
300		COMMUNITY SERVICE PROGRAMS								
301		RECREATION ADMINISTRATION								
301	-01	General Information	2	--	2	HC	--	CS		GC 34090
301	-02	Facility Rental Information	C	2	C+2	HC	--	CS		GC 34090
301	-03	Other Programs	2	3	5	HC	--	CS	Programs that are not youth, senior or child care programs	GC 34090
302		EVENT/STREET CLOSURE								
302	-01	General Information	2	--	2	HC	--	Various		GC 34090
302	-02	December Celebrations and First Night	2	--	2	HC	--	Various		GC 34090
302	-03	Farmers' Market	2	--	2	HC	--	Various		GC 34090
302	-04	Car Events (Cherry's Jubilee, Auctions, etc.)	2	--	2	HC	--	Various		GC 34090
302	-05	Independence Day	2	--	2	HC	--	Various	4th of July	GC 34090
302	-06	Other Events	2	--	2	HC	--	Various	Big Sur Half-Marathon, Fair Ground Events, & Others	GC 34090
303		YOUTH SERVICES								
303	-01	General Information	2	--	2	HC	--	CS		GC 34090
303	-02	Programs	2	3	5	E HC	--	Various	Includes library youth service programs	GC 34090
303	-03	Youth Centers	2	--	2	HC		CS	Monterey Youth Center, Casanova Oak Knoll, Hilltop Center	GC 34090

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304	SENIOR SERVICES									
304	-01	General Information	2	--	2	HC	--	CS		GC 34090
304	-02	Programs	2	3	5	E HC	--	Various	Taxi Scrip	GC 34090
304	-03	Senior Center	2	--	2	HC	--	CS		GC 34090
305	SERVICES FOR CHILDREN									
305	-01	General Information	2	--	2	HC	--	CS		GC 34090
305	-02	Programs	2	3	5	E HC	--	CS		GC 34090
305	-03	Child Care Center	2	--	2	HC	--	CS		GC 34090
306	LIBRARY SERVICES									
306	-01	General Information	2	--	2	HC	--	LB		GC 34090
306	-02	California History Room	C	2	C+2	D E HC	--	LB		GC 34090
306	-03	Reader Services	C	2	C+2	D E HC	--	LB	Library circulation records identifying borrowers are confidential under the California Public Records Act	GC 34090; GC 6254(j)
306	-04	Reference Services	C	2	C+2	D E HC	--	LB		GC 34090
306	-05	Special Services	C	2	C+2	D E HC	--	LB		GC 34090
306	-06	Support Services	C	2	C+2	D E HC	--	LB		GC 34090
307	TOURISM AND MARKETING									
307	-01	General Information	C	2	C+2	HC	--	CS		GC 34090
307	-02	Visitor Accommodation Facilities (VAF)	C	2	C+2	E HC	--	CS		GC 34090
307	-03	Tourism	C	2	C+2	E HC	--	CS		GC 34090
307	-04	Marketing	C	2	C+2	E HC	--	Various		GC 34090
308	MUSEUM SERVICES									
308	-01	General Information	C	2	C+2	HC	--	LB		GC 34090
308	-02	Museum Programs	C	2	C+2	E HC	--	LB		GC 34090
308	-03	History Programs	C	2	C+2	E HC	--	LB		GC 34090
308	-04	Art Programs	C	2	C+2	E HC	--	LB		GC 34090
308	-05	Other Programs	C	2	C+2	HC	--	LB		GC 34090
309	SPORT CENTER									
309	-01	General Information	2	--	2	HC	--	CS		GC 34090
309	-02	Programs	2	3	5	E HC	--	CS		GC 34090
309	-03	Sport Center	2	--	2	E HC	--	CS		GC 34090
309	-04	Physical Therapy Practice Records	C	6	C+6	HC	--	CS	Exempt from disclosure under the California Public Records Act	GC 34090; GC 6254(c); H&S 1797.98(e); H&S 11191; H&S 123145; Medicare Title XVIII; Medicaid Title XIX; MCH Title V; 42 USC 210 et seq.
400	FINANCIAL AND FISCAL									
401	ACCOUNTS PAYABLE									
401	-01	A-P General Information	2	--	2	HC E	--	FF		GC 34090
401	-02	Invoice Packet	Au	7	Au+7	E HC	yes	FF		GC 34090
401	-03	Check Register	Au	5	Au+5	D HC	yes	FF		GC 34090; 26 CFR 16001-1
401	-04	1099's	Au	5	Au+5	D HC	yes	FF	1099s and associated W-9s	GC 34090; 29 USC 436; 29 CFR 516.5-516.6; 26 CFR 31.6001.1-4; IRS Reg 31.6001-1(e)(2); R&T 19530
402	PAYROLL									
402	-01	Payroll General Information	2	--	2	HC	--	FF		GC 34090
402	-02	Payroll Register	1	P	P	D	yes	FF		GC 34090; GC 37207

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402	-03	Employee Time Sheets	Au	6	Au+6	D E	yes	Various	Signed by employee	GC 34090; 29 CFR 516.2; 20 CFR 516.6(1); IRS Reg 31.6001-1(3)(z); R&T 19530; LC 1174(d)
402	-04	Other Payroll-Related Documents	Au	6	Au+6	D HC	yes	FF	Includes W-2 Forms, W-4 Forms, leave balance sheets, etc.	GC 34090; 29 CFR 516.2; CAC 22-1085-2
402	-05	Salary Records	2	P	P	E	--	FF	Salary schedules	GC 34090; 29 CFR 516.2; CAC 22-1085-2
403		ACCOUNTING								
403	-01	General Information	2	--	2	HC	--	FF		GC 34090
403	-02	General Ledger	2	P	P	D HC	yes	FF		GC 34090; CCP 337
403	-03	Report to EDD on Independent Contractors	C	4	C+4	E HC	--	FF	EDD Form 542	GC 34090; CCP 337
403	-04	Journal Entries and Backup	Au	7	Au+7	HC	yes	FF	Account postings with supporting documents	GC 34090; CCP 337
403	-05	Audit Reports and Backup	C	P	P	HC	--	Various	Treasurer's Reports, Annual Financial reports	GC 34090
403	-06	State Controller's and Other Required Reports	2	P	P	HC	yes	FF	Controller may destroy after five years	GC 34090
404		FIXED ASSETS								
404	-01	General Information	2	--	2	HC	--	FF		GC 34090
404	-02	Inventory	Au	7	Au+7	D	yes	FF	Reflects purchase date, cost, account number	GC 34090; 26 CFR 301 65-1(f)
404	-03	Surplus Property Disposal	Au	5	Au+5	D	--	FF		GC 34090; CCP 337
404	-04	Vehicle Ownership & Title	C	C	C	HC	yes	FF		GC 34090(a); VC 9900 et seq
405		PURCHASING								
405	-01	Purchasing General Information	2	--	--	HC	--	FF		GC 34090
405	-02	Vendor Register, Cal Cards Acknowledgment Forms	C	P	P	D HC	yes	FF	Alpha list of vendors, including PO's, invoices, account number, check date and amount for year. Cal Card cardholder acknowledgment forms	GC 34090
405	-03	Purchase Orders and Requisitions	Au	5	Au+5	D HC	yes	FF	Original Documents	GC 34090; CCP 337
405	-04	Bids, RFP's, RFQ's	Au	5	Au+5	E HC	yes	Various	Requests for Proposals regarding goods & services, plus winning bid staff reports	GC 34090; GC 25105-1; CCP 337
405	-05	Not Awarded Vendor Packets	Au	2	Au+2	HC	yes	Various	Bid quotes summaries are stored under this series number with the failed bid packets. Sole Source Justification Form, Piggyback Request Form	GC 34090; GC 34090(d); GC 25105-1; CCP 337
406		BUDGETING								
406	-01	General Information	2	--	2	HC	--	FF	Division Draft Budgets submitted to Budget Committee, Gann Initiatives	GC 34090
406	-02	Adopted Budget	C	P	P	D E HC	yes	FF	Adopted budget, council priorities, items included in adopted budget, cultural funds	GC 34090
406	-03	Budget as Presented to Council	10	--	10	E HC	--	IR	Consolidated Draft budget, council priorities, CIP, NIP, Cultural funds, and any other items included in draft budget	GC 34090
406	-04	Budget Adjustments	Au	5	Au+5	HC	yes	FF	Account transfers, appropriation and transfer of funds, and creation, modification, or accounting funds, Midyear review reports	GC 34090
406	-05	Redevelopment Agency Budgets	C	P	P	D E HC	yes	FF	(Redevelopment Agencies were dissolved per state law in 2012.) Includes annual audit & bond issues and draft RDA budget staff reports and items (budget items included Executive Summary and Action Plan, Consolidated Plan, and Consolidated Annual Performance and Evaluation Report (CAPER))	GC 34090; GC 40802; GC 53901; GC 43900 et seq.
406	-06	Joint Powers Authority Budgets	C	P	P	D E HC	yes	FF	Includes annual audit & bond issues and draft JPA budget staff reports and items	GC 34090; GC 40802; GC 53901; GC 43900 et seq.

**CITY OF MONTEREY
RECORDS RETENTION/DISPOSITION SCHEDULE**

			RETENTION PERIODS			FORMAT	VITAL	DoR	REMARKS	CITATION
			ACTIVE	INACTIVE	TOTAL					
406	-07	Community Services District Budgets	C	P	P	D E HC	yes	FF	Account transfers, appropriation and transfer of funds, and creation, modification, or accounting funds, Midyear review reports	GC 34090; GC 40802; GC 53901; GC 43900 et seq.
407		REVENUE								
407	-01	Revenue General Information	2	--	2	HC	--	FF		GC 34090
407	-02	Reserved								
407	-03	Bank Reconciliations	Au	5	Au+5	HC	yes	FF	Statements, summaries for receipts, disbursements & reconciliations	GC 34090; 26 CFR 16001-1
407	-04	Billing Information	Au	5	Au+5	D HC	yes	FF	Invoices, Accounts Receivable, taxes (e.g. TOT and sales tax revenues, etc.) HazMat, false alarms, SB198, strike teams. This series includes cash register receipt tapes & credit card receipt copies	GC 34090; CCP 338
407	-05	Business License and Other Customer Files	C	5	C+5	D HC	yes	FF	TOT customers, etc. Paid and Reports	GC 34090; CCP 337
407	-06	Fee Schedules	C	5	C+5	E	--	FF		GC 34090
407	-07	Investment Records	C	P	P	D HC	yes	FF	Summary of transactions, inventory & earnings report	GC 34090; GC 53607; CCP 337
407	-08	Assessment Districts	C	P	P	D HC	yes	FF	Transcript binder, collection information, account statements, administration, bond, coupons, certifying compliance with state law re: assessments, and CC staff reports on this topic.	GC 34090
407	-09	Bond Transcript Binder	C	P	P	HC	yes	FF		GC 34090; CCP 337.5
407	-10	Revenue Bonds and other Bond Information	C	10	C+10	HC	yes	FF	Vital during life of debt. Account statements, Administration, Bond and coupons. A revenue bond is a bond issued by the City for a specific public works project and supported by revenues from that project.	GC 34090; GC 53921; CCP 337.5
407	-11	Deposits, Receipts	Au	5	Au+ 5	D HC	yes	Various	Current documents are vital records	GC 34090; CCP 337
407	-12	Dog License Permits	Au	5	Au+ 5	D HC	yes	FF	Dog tags	GC 34090; CCP 337
408		RISK MANAGEMENT								
408	-01	General Information	2	--	2	HC	--	FF		GC 34090
408	-02	Damage to City Property - City Assets	C	7	C+7	HC	--	FF	Reports and related records	GC 25105.5
408	-03	Bonds, Insurance	2	P	P	HC	yes	FF	Bonds & insurance policies insuring city property and other assets	CCP 337.2; CCP 343; GC 6499.03
408	-04	Claims, Damage	C	10	C+10	HC	yes	FF	Paid/Denied, CC claim staff reports	GC 34090; GC 25105.5
408	-05	Third Party Incident / Accident Reports	C	7	C+7	HC	--	FF	Theft, property damage or similar occurrence (not fire/law enforcement)	29 CFR 1904.2; 29 CFR 1904.6; GC 25105.5
408	-06	ACCEL Joint Powers Agreement Insurance	C	P	P	HC	yes	FF	Authority California Cities Excess Liability Insurance; All Joint Powers agreements filed in 704	GC 34090
408	-07	Insurance Certificates for permanently held legal agreements	C	P	P	HC	yes	FF	Insurance certificates filed separately from legal agreements filed under 704 series that have a permanent retention period. This excludes series 704-05, 704-06, 704-11, 704-14, and 704-15 legal agreements. See 408-13.	GC 34090
408	-08	Insurance Policies	C	P	P	HC	yes	FF	May include liability, property Certificates of Participation	GC 34090
408	-09	Insurance, Workers Compensation	C	P	P	HC	yes	FF	Indemnity; Originals with Administrator	GC 6410; 29 CFR 1910.20
408	-10	Photographs, Negatives, Film	C	2	C+2	E HC	--	FF		GC 34090
408	-11	Risk Management Reports	C	5	C+5	E HC	yes	FF	Federal OSHA forms, loss analysis report, safety reports, actuarial studies	29 CFR 1904.4; 29 CFR 1904.7; GC 34090
408	-12	Warranties	C	2	C+2	HC	--	Various	This includes any warranties issued to the City to cover services, purchases, and or work performed for the City (e.g. roof warranty, appliance warranties)	GC 34090; CCP 1790

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RECORDS RETENTION/DISPOSITION SCHEDULE**

			RETENTION PERIODS			FORMAT	VITAL	DoR	REMARKS	CITATION
			ACTIVE	INACTIVE	TOTAL					
408	-13	Insurance Certificates for legal agreements that do not have a permanent retention period	C	5 P	C+5 P	E HC	--	FF	Insurance certificates filed separately from legal agreements filed under 704 that do not have a permanent retention period. This includes series 704-05, 704-06, 704-11, 704-14, and 704-15 legal agreements. Retention period for insurance certificates coincides with retention for 704 legal agreements.	GC 34090; GC 4004; CCP 337.2; CCP 343
409	GRANTS - DONATIONS									
409	-01	General Information	2	--	2	HC	--	FF		GC 34090
409	-02	Federal and State Grants and Assistance	C	5	C+5	D	--	FF	Refer to grant application close-out procedure; Various depts initiate grants; Finance is lead dept for finalizing grants; File grant contracts under 704 series; Records for grants with Prop. 1B funding must be retained for 35 years.	GC 34090; OES Grant Mgmt. Memo 2011-09
409	-03	Donations	2	3	5	D	--	Various		GC 34090
409	-04	Request for Grant or Start Up Funds from City	2	3	5	HC	--	Various	Requests during budget are filed under 406-03	GC 34090
409	-05	Grants from other sources	2	3	5	HC	--	Various	Requests during budget are filed under 406-03	GC 34090
500	PERSONNEL									
501	PERSONNEL DATA									
501	-01	Personnel General Information	2	--	2	HC	--	HR + Various	Reference checks from other agencies	GC 34090
501	-02	Active Employees (Non-Sworn)	C	10	C+10	HC	yes	HR + Various	May include application, release authorizations, certifications, reassignments, outside employment, disciplinary actions, terminations, evaluations	29 CFR 516.6; 29 CFR 1627.3; 29 CFR 1602 et seq.; 29 CFR 1607.4; GC 6254(c); GC 12946; GC 34090
501	-03	Active Employees (Sworn)	C	10	C+10	HC	yes	PD	Police & Fire employees. May include release authorizations, certifications, applications, reassignments; outside employment, disciplinary actions, evaluations	29 CFR 516.6; 29 CFR 1607.4; 29 CFR 1602.30; 29 CFR 1602.31; 29 CFR 1627.3; GC 3300 et seq.; PC 832.5(b)
501	-04	Contractual Employees	C	10	C+10	HC	yes	HR	Copy of contract and may include application, release authorizations, certifications, reassignments, outside employment, disciplinary actions, terminations, evaluations	29 CFR 516.6; 29 CFR 1627.3; 29 CFR 1602.30; 29 CFR 1602.31; GC 6254(c); GC 12946; GC 34090; CCP 337; CCP 343
501	-05	Temporary Services	C	6	C+6	HC	yes	Various	On-Call Staff, Outside Temporary Services, HR PTS Employee Personnel Files	GC 12946; GC 34090; 29 CFR 1627.3; Lab Rel Sec 1174
501	-06	Volunteers	C	3	C+3	HC	yes	Various	Disaster Service Worker Volunteer Forms, found in Disaster Service Worker Volunteer Program Guidance dated April 6, 2001	DSWVP Guidelines; Cal. Code of Regs., Title 19, §2570-2573.3
501	-07	Investigations, Discipline Background Information & Grievances	C	P	C+P	HC	--	HR		29 CFR 1627.3; 29 CFR 1607.4; 29 CFR 516.6 et seq; CCR Sec 1174; GC 12946; GC 3300; EEOC - Federal Regs.; PC 832.5(b)
501	-08	City Employee Oaths of Office	C	2	C+2	HC		Various		GC 34090
501	-09	Public Safety Personnel General Information	2	--	2	HC	--	FD		GC 3300; GC 34090
501	-10	Public Safety Personnel Annual Physical Program	C	30	C+30	HC	--	FD		29 CFR 1910.1020
501	-11	Public Safety Personnel Exposure Sampling	C	30	C+30	HC	--	FD	Sampling results, collection methodology, background	29 CFR 1910.1020

**CITY OF MONTEREY
RECORDS RETENTION/DISPOSITION SCHEDULE**

			RETENTION PERIODS			FORMAT	VITAL	DoR	REMARKS	CITATION
			ACTIVE	INACTIVE	TOTAL					
501	-12	Public Safety Personnel Exposure Reports	C	30	C+30	HC	--	FD	Laboratory reports and worksheets	29 CFR 1910.1020
501	-13	Public Safety Personnel Random Drug Testing	C	2	C+2	HC	yes	Various	Includes Fire, Police Plans Public Works personnel and any other personnel with class B licenses - 5 years for alcohol test results of 0.02 or greater - 2 years for records of negative or cancelled drug tests, or alcohol test results of less than 0.02.	FMLA 1993 US OSHA; 29 CFR 1602.20; 29 CFR 1602.32; 49 CFR 40.333; GC 3300
502	PERSONNEL MANAGEMENT									
502	-01	Personnel Management General Information	2	--	2	HC	--	HR		
502	-02	Job Descriptions	C	2	C+2	HC	yes	HR	Current documents are vital records	GC 34090
502	-03	Position Classifications	C	2	C+2	HC	--	HR	Includes classification & wage rates, staff reports on control list, classification studies and surveys, and reclassification	GC 12946; GC 34090; 29 CFR 516.6(2); 29 CFR 1602; 29 CFR 1607
502	-04	Unemployment Claims	C	4	C+4	HC	--	HR		GC 34090
502	-05	Reserved								
502	-06	Bond, Personnel Fidelity	C	2	C+2	HC	yes	FF	Employee fidelity bonds	GC 34090
502	-07	Employee Handbooks and Policies	C	2	C+2	HC	yes	HR	General Employee information, including benefit plans	GC 34090; GC 12946
502	-08	Employee Programs	C	2	C+2	HC	--	HR	Includes commendations, awards, and recognitions	GC 34090; GC 12946
502	-09	Federal I-9 Forms	C	C + 3 or 1	C+3 or 1	HC	yes	HR	In accordance with Section 101, Control of Unlawful Employment of Aliens, (b)(3)(B)(i) and (ii) I-9s are retained for three years after the date of such hiring, or (ii) one year after the individual's employment is terminated, whichever is later	Immigration Reform/ Control Act 1986 Pub. L 99-603
502	-10	Motor Vehicle (DMV) Records	C	7	C+7	HC	--	FF		GC 12946; 8 USC 1324 (a)
502	-11	Position Recruitment	C	3	C+3	HC	--	Various	Applications and resumes for those not hired, lists/logs, indices, ethnicity disclosures, examination materials & answer sheets, job bulletins, eligibility, release of Information forms for recruitments, electronic database (See 501-02 and 501-03 for applications and resumes of hired employees)	GC 12946; GC 6250 et seq; 29 CFR 1602 et seq; 29 CFR 1607; 29 CFR 1627.3
502	-12	Vehicle Mileage Reimbursement Rates	C	2	C+2	HC	--	FF	Annual mileage reimbursement rates as announced by Finance (do not file A/P mileage vouchers here)	GC 34090
502	-13	Equal Opportunity / Affirmative Action	C	2	C+2	HC	--	HR	Affirmative Action or Equal Opportunity staff reports	GC 34090
502	-14	Volunteer Programs, Guidelines, and Activities	C	2	C+2	HC	--	Various		GC 34090
503	SAFETY									
503	-01	General Information	2	--	2	HC	--	HR		GC 34090
503	-02	Plan Document	C	6	C+6	HC	yes	HR		GC 34090
503	-03	OSHA	C	7	C+7	HC	--	HR		29 CFR 1904.2; 29 CFR 1966.6
503	-04	Safety Policies and Procedures	C	2	C+2	HC	--	HR		GC 34090
503	-05	Safety Audit	C	7	C+7	HC	--	HR		GC 34090
503	-06	Reserved								
503	-07	Publications and law updates	C	--	C	HC	--	HR		GC 34090
504	BENEFITS									
504	-01	General Information	2	--	2	HC	--	HR	Historical benefit information (includes Council benefits)	GC 34090
504	-02	Plan Documents	C	6	C+6	HC	yes	HR	e.g. Dependent Care Program	GC 34090
504	-03	Active Employee Benefit Files	C	10	C+10	HC	yes	HR	May include enrollment forms, emergency notification forms, etc.	29 CFR 1627.3; 29 CFR 1602.30.32
504	-04	Separated Employees	0	10	10	HC	--	HR	May include enrollment forms, emergency notification forms, etc.	29 CFR 1627.3; 29 CFR 1602.30.32

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			RETENTION PERIODS			FORMAT	VITAL	DoR	REMARKS	CITATION
			ACTIVE	INACTIVE	TOTAL					
504	-05	COBRA files	C	10	C+10	HC	yes	HR	May include enrollment forms, COBRA letters, etc.	29 CFR 1627.3; 29 CFR 1602.30,32
504	-06	Retirement	C	P	P	HC	yes	HR	PERS, Social Security, Medicare & Benefit documents	29 CFR 1627.3(2); GC 12946, 34090; GC 7501 et seq.
504	-07	Vendor/Administrator Reports and Correspondence	C	2	C+ 2	HC				GC 34090
504	-08	Orientation Packets	C	C	C	HC				GC 34090
504	-09	Forms and Handouts	C	--	C	HC	--	HR		GC 34090
504	-10	Reserved								
504	-11	Employee Medical Information	C	10	C+10	HC	yes	HR	May include Family leave, certifications, tests, pre-employment physical, non-industrial disability	FMLA 1993 US OSHA; 29 CFR 1602.20; 29 CFR 1602.32
504	-12	Publications and law updates	C	--	C	HC	--			GC 34090
504	-13	Deferred Compensation Plan	C	P	P	HC	yes	HR	Includes plan information	29 CFR 1627.3(2); GC 12946; GC 34090
505	WORKERS COMPENSATION									
505	-01	General Information	2	--	2	HC	--	HR		GC 34090
505	-02	Employee Files	C	P	P	HC	yes	HR	Claim files, reports, incidents (working files), originals filed with Administrator, Workers' Comp settlements	CCR 14311; CCR 15400.2; LC 110-139.6; 8 CFR 15400.2
505	-03	Forms and Handouts	C	2	C+2	HC	--	HR		GC 34090
505	-04	Designation of Personal Physician Forms	C	P	P	HC	yes	HR		CCR 14311; CCR 15400.2; LC 110-139.6; 8 CFR 15400.2
505	-05	Budget	C	2	C+2	HC	--	HR	Working Files	GC 34090
505	-06	Reports	2	P	P	HC	--	HR	includes utilization and state reporting	CCR 14311; CCR 15400.2; LC 110-139.6
505	-07	Administrator Correspondence	2	3	5	HC	--	HR		GC 34090
505	-08	Ergonomic Evaluations and Job Analysis	C	7	C+7	HC	--	HR		GC 34090
505	-09	Publications and Law Updates	2	--	2	HC	--	HR		GC 34090
506	EDUCATION AND TRAINING									
506	-01	General Information	2	--	2	HC	--	HR Various		GC 34090
506	-02	Training Records - Non Safety Employees	C	7	C+7	HC	--	Various	Employee forms, volunteer program training, class training materials, internships	GC 6250 et seq
506	-03	Tuition Reimbursement Program	C	7	C+7	HC	--	HR	CEIP	GC 6250 et seq
506	-04	Attendance Records - Public Safety Employees	C	5	C+5	E HC		Various	computerized - Firehouse, MS Access, and Police records	GC 34090
506	-05	Public Safety Company Performance Standards	C	2	C+2	HC	--	Various		8 CCR 3204(d)
506	-06	Public Safety Training hours	T	10	T+10	E HC		Various	electronic in Firehouse + outside certificates	GC 34090
507	LABOR RELATIONS									
507	-01	General Information	2	--	2	HC	--	HR	Policies and procedures (e.g. memos on comp time, supplemental pay, allowances)	GC 34090
507	-02	Negotiations General Employees of Monterey (GEM)	C	P	P	HC	yes	HR	Draft MOUs, correspondence, official meeting notes and notebooks (individual notes should be destroyed after 2 years)	29 USC Sec 211 (c); 29 CFR 516

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			RETENTION PERIODS			FORMAT	VITAL	DoR	REMARKS	CITATION
			ACTIVE	INACTIVE	TOTAL					
507	-03	Negotiations - Management Employees Association (MEA)	C	P	P	HC	yes	HR	Draft MOUs, correspondence, official meeting notes and notebooks (individual notes should be destroyed after 2 years)	29 USC Sec 211 (c); 29 CFR 516
507	-04	Negotiations - Monterey Firefighters' Association (MFFA)	C	P	P	HC	yes	HR	Draft MOUs, correspondence, official meeting notes and notebooks (individual notes should be destroyed after 2 years)	29 USC Sec 211 (c); 29 CFR 516
507	-05	Negotiations - Fire Chief Officers' Association (MFCOA)	C	P	P	HC	yes	HR	Draft MOUs, correspondence, official meeting notes and notebooks (individual notes should be destroyed after 2 years)	29 USC Sec 211 (c); 29 CFR 516
507	-06	Negotiations - Monterey Police Officers' Association (MPA)	C	P	P	HC	yes	HR	Draft MOUs, correspondence, official meeting notes and notebooks (individual notes should be destroyed after 2 years)	29 USC Sec 211 (c); 29 CFR 516
507	-07	Negotiations - Police Lieutenant's Management Association (PLMA)	C	P	P	HC	yes	HR	Draft MOUs, correspondence, official meeting notes and notebooks (individual notes should be destroyed after 2 years)	29 USC Sec 211 (c); 29 CFR 516
507	-08	Unrepresented Employees	C	P	P	HC	yes	HR	Deputy Police Chief, City Manager, Assistant Fire Chief, and Part Time Employees resolutions and other unrepresented employees	GC 34090; 29 USC Sec 211(c)
507	-09	Negotiations - Monterey Executive Management Employee Association	C	P	P	HC	yes	HR	Assistant City Manager; Community Services/Library Director; Fire Chief; Police Chief; Information Resources Director/City Clerk; Deputy City Manager Plans and Public Works; Finance Director	GC 34090; 29 USC Sec 211(c)
600	PUBLIC SAFETY									
601	FIRE SAFETY ADMINISTRATION									
601	-01	General Information	2	--	2	HC	--	FD		GC 34090
601	-02	Fire Code & Manuals	C	3	C+3	D	yes	FD	Include OPS manuals	GC 34090; CCP 340.5
601	-03	General Orders, Policies/Procedures	C	2	C+2	D	yes	FD		GC 34090
601	-04	Mutual Aid, Automatic Aid, Strategic Plans & Studies	C	2	C+2	HC	yes	FD PD		GC 34090
601	-05	Fire Services to Other Agencies	C	10	C+10	HC E	yes	FD	Fire protective services (for fee), emergency medical services	GC 34090
602	FIRE PREVENTION/PUBLIC EDUCATION									
602	-01	General Information	2	--	2	HC	--	FD		GC 34090
602	-02	CPR Program	C	2	C+2	E HC	--	FD		GC 34090
602	-03	Reserved								
602	-04	Inspections, Fire Prevention	C	3	C+3	E HC	yes	FD	Alarm / sprinkler systems, prevention efforts	UFC 103.3.4
602	-05	Investigations, Evidence Arson	C	P	P	D HC	yes	FD	Support prosecution resulting in homicide	PC 799
602	-06	Investigations, Evidence Arson	C	6	C+6	D HC	yes	FD	Great bodily harm, inhabited structure or property	PC 800
602	-07	Community Emergency Response Team (CERT)	C	2	C+2	D HC	yes	FD		GC 34090
602	-08	Permits, Uniform Fire Code	C	2	C+2	D HC	yes	FD		GC 34090
602	-09	Plans Fire Alarm & Sprinkler	C	P	P	E HC	yes	FD	Retain plans during the life of the building, for not less than two years	GC 34090
602	-10	Property Files	2	P	P	HC	yes	FD		GC 34090
602	-11	Public Education Program	C	2	C+2	HC	--	FD		GC 34090
602	-12	Water Systems Improvement Fund	C	2	C+2	HC	--	FD		GC 34090

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RECORDS RETENTION/DISPOSITION SCHEDULE**

			RETENTION PERIODS			FORMAT	VITAL	DoR	REMARKS	CITATION
			ACTIVE	INACTIVE	TOTAL					
603		RESERVED								
604		FIRE OPERATIONS								
604	-01	General Information	2	--	2	HC	--	FD	GC 34090	
604	-02	Apparatus/Vehicle	C	2	C+2	D	--	FD	Repair and Maintenance GC 34090; CCP 340.5; 8 CCR 3203(b)(1)	
604	-03	Confined Space Permits	C	P	P	HC	--	FD	GC 34090	
604	-04	Donated Vehicles	2	8	10	HC	--	FD	GC 34090	
604	-05	Field Reports, non-fire & logs	C	2	C+2	D	--	FD	computerized - firehouse GC 34090	
604	-06	Field Reports, non-arson & logs	C	2	C+2	D	--	FD	computerized - firehouse GC 34090	
604	-07	Fumigation Permits	C	2	C+2	HC	--	FD	GC 34090	
604	-08	Incident Reports	C	3	C+3	D HC	--	FD	Dispatch and daily logs - computerized - firehouse GC 34090; CCP 338	
604	-09	Inventory, equipment & supplies	C	2	C+2	E	--	FD	GC 34090	
604	-10	Investigations, Evidence Arson	C	3	C+3	D	--	FD	Structure PC 801	
604	-11	Journals, Fire Station	C	2	C+2	E HC	yes	FD	Activities, personnel, engine company GC 34090	
604	-12	Logs for fire equipment & gear	C	2	C+2	E HC	--	FD	GC 34090	
604	-13	Weed Abatement	C	2	C+2	HC	--	FD	Reports, assessments, documentation GC 34090	
604	-14	Work Program Files	C	2	C+2	E HC	yes	FD	GC 34090	
604	-15	Emergency Medical Services Forms	C	7	C+7	HC	--	FD	Monterey County Form EMS/126 - City copy GC 34090; H&S 1797.98(e); H&S 11191; H&S 123145; Medicare Title XVIII; Medicaid Title XIX; MCH Title V	
605		RESERVED								
606		HAZARDOUS MATERIALS								
606	-01	General Information	2	--	2	HC	--	FD	GC 34090	
606	-02	Hazardous Waste Disposal	C	10	C+10	HC	--	FD	Documentation regarding handling and disposal of hazardous waste CAL OSHA; 40 CFR 122.21(p)	
606	-03	Permits, Hazardous Materials Storage	C	P	P	HC	yes	FD	Two years retention required statutorily, permanent recommended GC 34090	
606	-04	Programs, Household Hazardous Waste	C	2	C+2	HC	--	FD	GC 34090	
606	-05	Training Materials	C	2	C+2	E HC	--	FD	Standards & Administration. However, if employees are exposed to hazardous materials during training, CAL Code Reg 3204(d) et seq. also applies and documents must be kept for thirty years GC 34090	
606	-06	Underground Storage Tank Compliance	C	P	P	HC	yes	FD	Storage location, installation, removal, remediation, maintenance & operations GC 34090	
607		LAW ENFORCEMENT ADMINISTRATION								
607	-01	General Information	C	--	C	--	--	PD	GC 34090	
607	-02	Reserved								
607	-03	Alcoholic Beverage Control	C	2	C+2	HC	--	PD	Police actions -- this is not for Planning Dept. alcohol permit actions. Records are current for as long as establishment is in business. GC 34090	
607	-04	Administrative/Internal Investigations	C	5	C+5	HC	--	PD	Fleet safety, pursuit files, intake and complaint investigations, use of force files. PC 832.5(b); EVID 1045	
607	-05	Reserved								
607	-06	Equipment Manuals	C	--	C	E HC	--	PD	Manuals, instructions -- save until end of equipment's use GC 34090	
607	-07	Equipment Inventory	C	10	C+10	HC	--	PD	Listing of equipment assigned to division employees GC 34090	
607	-08	Non-Crime Reports	C	2	C+2	D	--	PD	Monthly, quarterly, annual activity statistical reports. Also surveys, responses, etc. GC 34090	

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			RETENTION PERIODS			FORMAT	VITAL	DoR	REMARKS	CITATION
			ACTIVE	INACTIVE	TOTAL					
607	-09	Department Manuals, Law Enforcement Policies, Programs, and Procedures	P	P	P	E	--	PD	Directives, department policies, training bulletins, rules and regulations.	GC 34090
607	-10	Reserved								
607	-11	Enforcement of State Laws	C	2	C+2	HC	--	PD	Includes modification to MCC for vehicle code	GC 34090
608 POLICE INVESTIGATIONS										
608	-01	General Investigation Files	P	P	P	D	--	PD	Investigation files, asset forfeiture, disposition of arrest/court action, property/evidence files.	GC 34090
608	-02	Reserved								
608	-03	Homicide Investigator's Case Files	P	P	P	D	--	PD	Includes cold case, solved, and unsolved homicides.	PC 799
608	-04	Officer Involved Shootings	P	P	P	HC	--	PD	Officer involved shootings and in-custody deaths.	GC 34090
608	-05	Reserved								
608	-06	Reserved								
608	-07	Informant File	C	2	C+2	HC	--	PD	Legal notifications, identification information, payment information, activities information	GC 34090
608	-08	Reserved								
608	-09	Reserved								
608	-10	Reserved								
608	-11	Reserved								
608	-12	Reserved								
608	-13	Reserved								
608	-14	Reserved								
608	-15	Reserved								
608	-16	Reserved								
608	-17	Audio, Telephone and Radio Communications	C	180 days	C+180 days	D	--	ISD	Exception: shall be preserved for 100 days after conclusion of the court case. Requires City Attorney's office review. MPD does not store telephone audio or radio communications. County Comm Center stores radio communications and ISD stores the remainder.	GC 34090.6
608	-18	Reserved								
608	-19	Reserved								
608	-20	Reserved								
608	-21	Criminal Investigation Files - Unsolved	C	--	C	E HC	--	PD	Unsolved investigation files. Destroy when cases reach statute of limitations.	GC 34090
608	-22	Criminal Investigation Files - Solved Pending Appeal	C	--	C	E HC	--	PD	Solved investigation files pending appeal. Destroy when appeals are exhausted and reach statute of limitations.	GC 34090
609 PATROL										
609	-01	General Patrol	C	2	C+2	HC	--	PD	Parking traffic tickets, radio communications logs, patrol requests and correspondence, radar calibration records, patrol schedules, daily shift reports, supervisors' reports.	GC 34090
609	-02	Weapons and Range Inventories	P	P	P	E HC		PD		GC 34090
609	-03	Traffic Collision Fatalities	P	P	P	D	--	PD		GC 34090
610 POLICE SERVICES										
610	-01	General Services	C	2	C+2	E HC	--	PD	Background investigations, concealed weapons files, press releases, daily schedules, alarm cards and alarm permits, alarm files, case books, routine log files, second hand dealers and pawn slips, subpoena files, field interview cards, cite and release records, repossession and private impounds.	GC 34090

**CITY OF MONTEREY
RECORDS RETENTION/DISPOSITION SCHEDULE**

			RETENTION PERIODS			FORMAT	VITAL	DoR	REMARKS	CITATION	
			ACTIVE	INACTIVE	TOTAL						<i>See legend on last page</i>
610	-02	Restraining Orders	C	--	C	HC	--	PD	Includes emergency protective orders, temporary restraining orders, legal stipulations, orders after hearing, etc. Destroy after law enforcement actions described in PC 12028.5 are fulfilled and restraining orders are expired for no fewer than two years.	PC 273.5; PC 273.6; PC 646.9; PC 12028.5; PC 13700; FC 6380-6383	
610	-03	Digital Dictation	C	--	C	E	--	PD	Officer case dictation	GC 34090	
610	-04	Permits	C	2	C+2	E HC	--	PD	Taxi, massage, film permits	GC 34090	
610	-05	Property and Evidence Files	C	2	C+2	E HC	--	PD	Retention as defined by criminal case prosecution and following property and evidence destruction regulations.	GC 34090	
610	-06	Hard Copy Inked Palm Cards	P	P	P	HC	--	PD		PC 11120-11127	
610	-07	Jail Records	C	5	C+5	E HC	--	PD	Daily logs and inmate records	GC 34090	
610	-08	Registration Files	P	P	P	E HC	--	PD	Arson, sex, and narcotic registration files	GC 68152(c)(2)	
610	-09	Police Reports / Disposition Arrest / Court Action	P	P	P	E HC	--	PD	Police reports, court actions, accident reports	GC 34090	
610	-10	Sealed Records - Adult	C	3	C+3	E HC	--	PD		GC 34090	
610	-11	Sealed Records - Juvenile	C	5	C+5	E HC	--	PD	Upon petition local law enforcement records within WIC 826(b) may be destroyed as ordered by the court.	WIC 826(a)&(b); WIC 781(a); WIC 781.5; H&S 11361.5	
610	-12	Video - Uneventful / Non-evidentiary / Routine	C	60 days	C+60 days	E	--	PD	Uneventful jail, parking lot, lobby, in-car and body camera video that is not defined as "eventful" (defined in 610-13)	PC 832.18	
610	-13	Video - Eventful / Evidentiary	C	2	C+2	E	--	PD	Eventful recordings to include: 1. Part of a criminal investigation to be retained for a period as outlined for any evidence in that criminal investigation. 2. Administrative/internal investigations to include a complaint and retained for a period as defined by complaint. 3. Use of force.	PC 832.18	
610	-14	Warrants	C	2	C+2	E	--	PD	Felony and misdemeanor criminal warrants, served and unserved. Current period ends when warrant is served/executed.	GC 34090	
611		LOCAL & NATIONAL EMERGENCIES / DISASTERS									
611	-01	General Information	C	2	C+2	HC	--	Various		GC 34090	
611	-02	National Emergencies and Disasters	C	2	C+2	HC	--	Various	Katrina / Waveland & Bay St. Louis Relationship	GC 34090	
611	-03	Local Emergencies and Disasters	C	2	C+2	HC	--	Various		GC 34090	
611	-04	Emergency / Disaster Planning	C	2	C+2	E HC	--	Various	Emergency Preparedness plan, emergency communication, earthquake awareness, emergency management exercises and training	GC 34090	
611	-05	Emergency Operations Center	C	2	C+2	E HC	--	Various		GC 34090	
700		LEGISLATIVE AND LEGAL									
701		LEGISLATIVE							Use 701 series for City Council and for all City boards, committees, and commissions as well		
701	-01	General Information		2	--	2	HC	--	Various	Follow up letters on meeting items; history of CMO, CAO, CC staff, Council; work programs assigned to BCC and annual BCC reports; Council Comments items, and proofs of publication for non-public hearing items.	GC 34090
701	-02	Agendas	C	2	C+2	HC	--	Various	Agendas and special meeting notices, including proof of posting and CC action summaries	GC 34090	

**CITY OF MONTEREY
RECORDS RETENTION/DISPOSITION SCHEDULE**

			RETENTION PERIODS			FORMAT	VITAL	DoR	REMARKS	CITATION
			ACTIVE	INACTIVE	TOTAL					
701	-03	Agenda Reports	C	10	C+10	E	yes	Various	Agenda reports (master subject files) created and submitted for Council/board/commission packets to include all exhibits and attachments therein. Hard copy staff reports and supporting materials are filed by subject series (e.g. 203-03). This series number defines retention period of staff reports regardless of where they are filed. With Electronic Content Management System (ECMS) these will be scanned and hard copy discarded unless the series number requires permanent retention.	GC 34090
701	-04	Appointments	C	5	C+5	HC	--	IR	CC appointments to outside agencies and subcommittees (excludes CC appt to BCC - see 701-06) and BCC appointments to BCC subcommittees	GC 34090
701	-05	Applications to Boards, Commissions, & Committees	2	--	2	HC	--	IR	Not Selected (includes letters to unsuccessful candidates and pending interview applications)	GC 34090
701	-06	Applications to Boards, Commissions, & Committees	C	5	C+5	HC	--	IR	Selected (includes appointment staff reports, appointment letters, oaths of office, awards, performance and attendance reports, any other info on selected BCC members, or generic info on the BCC.)	GC 34090; GC 40801
701	-07	Formation of legislative bodies and procedures	P	P	P	HC	yes	IR	Articles of Incorporation, powers of RDA, JPA, creation or abolition of Council Subcommittees	GC 34090; CCP 337.2
701	-08	Legal Advertising	C	10	C+10	HC	--	IR	Includes public notices and proofs of publication for public hearings	CCP 343; CCP 349 et seq; GC 911.2; GC 34090
701	-09	Minutes	10	P	P	HC E	yes	Various	Official minutes and hearing proceedings of governing body or board, commission or committee. Includes annotated agendas for those boards that use annotated agendas as the official proceedings of meeting.	GC 34090(d); GC 36814; GC 40801
701	-10	Charter and Municipal Code	C	P	P	HC E	yes	IR	Supplements included	GC 34090
701	-11	Ordinances	P	P	P	HC E	yes	IR	Signed ordinance, ord staff report, proof of publication, notice	GC 34090(d); GC 40806
701	-12	Petitions	2	--	2	HC	--	IR	Submitted to legislative bodies	GC 50115; GC 6253
701	-13	Resolutions	P	P	P	HC E	yes	Various	Legislative actions	GC 34090(d); GC 40806
701	-14	Audio Recording of Public Meetings	C	90 days	C+90 days	E	--	Various	Used for minute preparation	GC 34090.7
701	-15	Policies	C	P	P	HC	--	Various	BCC Handbook, policies as approved at CC meeting, vision statements	GC 34090
701	-16	Public Comments from Meetings	C	2	C+2	HC	--	Various		GC 34090.7
701	-17	Awards and Proclamations	C	2	C+2	HC	--	Various	Awards to non-city staff or given to City as a whole (not Personnel Service awards or Personnel recognition)	GC 34090
701	-18	Agenda Packets	C	10	C+10	E HC	--	Various	Collection of collated staff reports received, created, and submitted for a specific Council / BCC meeting date	GC 34090
701	-19	Brown Act	C	2	C+2	HC	yes	CA		GC 34090
701	-20	Video recordings of public meetings	C	10	C+10	E HC	--	LB		GC 34090
702		ELECTION								
702	-01	General Information	2	--	2	HC	--	IR	CC member biographies, photos, Candidate Binder of Information Requests, Correspondence	GC 34090
702	-02	Calendar	C	2	C+2	E	--	IR		GC 34090
702	-03	Canvass and Ballot	2	P	P	HC	--	IR	Permanent for historic value (includes official voter guides, and combined list of candidates)	EC 17302
702	-04	Reserved								
702	-05	Charter Amendments/Measures	2	P	P	HC	yes	IR	Permanent for historic value	GC 34458-60; GC 34090

**CITY OF MONTEREY
RECORDS RETENTION/DISPOSITION SCHEDULE**

			RETENTION PERIODS			FORMAT	VITAL	DoR	REMARKS	CITATION
			ACTIVE	INACTIVE	TOTAL					
702	-06	Lobbyist Registration	C	P	P	HC	--	IR	Statements	GC 34090
702	-07	Maps, Precincts/Voter Information	C	4	C+4	HC	--	IR		GC 34090; EC 17501; EC 17301
702	-08	Nomination Papers-Successful	C	4	T+4	HC	--	IR	Must be held for four years after expiration of term. Candidate statements to be retained permanently.	GC 81009; EC 17100
702	-09	Nomination papers - Unsuccessful	C	2		HC	--	IR	Candidate statements E+5, Nomination papers E+4	GC 81009(b); EC 17100
702	-10	Notifications and Publications	C	4	C+4	HC	--	IR	Voter information flyers, candidates guides with blank forms, and proof of publication or posting	GC 34090
702	-11	Oaths of Office	C	6	T+6	HC	--	IR	Elected Officials	GC 34090; 29 USC 1113
702	-12	Petitions	0.75	--	0.75	HC	--	IR	From date of filing or election: initiative, referendum, recall, Charter Amendments. Signatures are Confidential	EC 17200; EC 17400
703	CITY ATTORNEY									
703	-01	General Information	2	--	2	HC	--	CA		GC 34090
703	-02	City Attorney Case Index	C	--	C	E HC	--	CA	Including notations on activities related to case	GC 6254
703	-03	Case Records (Significant)	C	P	P	HC	--	CA IR	Significant cases which have importance or set legal precedence, summons and subpoenas, executed settlement agreements	GC 6254
703	-04	Case Records	C	7	C+7	HC	yes	CA	Includes logs, complaints, police reports, court orders, motions, notes, briefs, closing (minors retain 3 years after attaining 18), administrative records	42 USC s1983
703	-05	Opinions	10	--	10	E HC	--	CA	Confidential	GC 34090; GC 6254
703	-06	Closed Sessions	C	10	C+10	HC	--	CA IR	Confidential Matters under litigation	GC 34090
703	-07	Appeals of Administrative Citations	C	3	C+3	HC	--	CA		GC 34090; GC 583.320(a)(3)
704	LEGAL DOCUMENTS									
704	-01	General Information	2	--	2	HC	--	Various		GC 34090
704	-02	Conveyances from or to the City (Deeds etc.)	C	P	P	HC E	yes	IR	Includes Deeds, Grant Deeds, Deeds of Trust and Assignment of Rents, Quitclaim Deeds, Deed Restrictions, Subordination Agreement with Deeds, Promissory notes secured by property, Substitution of Trustee, Trust Transfer Deeds, Installment Note, Easements, Full or Partial (re)conveyances, Covenant of Easement, Public Access Easements, Grant of Storm Drain Easements, Sanitary Sewer Connection Permit Agreements (Check originals for historic value), Covenant Restrictions on Property, Notices of Default	GC 34090(a); 24CFR 570.502(b)(3); OMB Circ. A-110
704	-03	Joint Powers Authority	C	P	P	HC E	yes	IR	Any JPAs the City has signed	GC 34090
704	-04	Liens	C	P	P	HC E	yes	FF	Claim of Lien	GC 34090

**CITY OF MONTEREY
RECORDS RETENTION/DISPOSITION SCHEDULE**

			RETENTION PERIODS			FORMAT	VITAL	DoR	REMARKS	CITATION
			ACTIVE	INACTIVE	TOTAL					
704	-05	Contracts and Agreements - Excluding CIP, NIP, PMSA Construction contracts, and Leases for City Property	C	5	C+5	HC E	yes	IR CS LB	Includes leases by City of outside equipment, agreements or contracts for services and supplies, Mills Act Agreements, software, licenses for City to enter private property, grant contracts, Inclusionary Housing agreements, Down Payment Assistance, volunteer agreements, and CIP, NIP, and PMSA design and professional services contracts. All legal agreements filed with City Clerk except certain contracts that utilize pre-approved templates and are retained in the department of record, including but not limited to: • Conference Center facility rental agreements and Monterey Meeting Connection function agendas - Filed with Conference Center • Volunteer agreements - Filed with Library or Community Services as appropriate • Library patron agreements (for laptop use, parental consent for library card, payment arrangements, etc.) - Filed with Library • Harbor patron agreements (licenses, berth rentals, etc.) - Filed with Harbor	CCP 337.2; CCP 343
704	-06	CIP, NIP, and PMSA Construction Contracts	C	10	C+10	HC E	yes	IR	Includes construction contract, accepted proposal, affidavit of non-collusion, insurance certificates, performance bond, labor and material bond, bid bond, notice of completion, plans and specifications, and other documents as incorporated into the agreement. This includes construction projects done on NPS or P.O.M, etc. See 807-03 and 808-02 for more on plans and specifications.	GC 34090; CCP 337.2; CCP 343
704	-07	Wharf Concessionaire Lease Agreements	C	P	P	HC E	yes	IR	Includes lease and all support documentation (e.g. staff reports or related approvals, conditions of approval)	GC 34090
704	-08	Foreclosures	C	P	P	HC E	yes	FF		GC 34090
704	-09	Recreation Trail and Tidelands Leases	C	P	P	HC E	yes	IR	Includes lease and all support documentation (e.g. staff reports or related approvals, conditions of approval), estoppel certificates	GC 34090
704	-10	City Property Leases and Licenses (excludes Recreation Trail, Tidelands, and Wharf Leases)	C	P	P	HC E	yes	IR	Includes lease and all support documentation (e.g. staff reports or related approvals, conditions of approval), estoppel certificates, and other agreements for the use of City property (e.g. license agreements, permits, and facility use agreements)	GC 34090
704	-11	Lease by City of Private Property	C	5	C+5	HC E	yes	IR	Includes lease and all support documentation (e.g. staff reports or related approvals, conditions of approval), estoppel certificates	GC 34090
704	-12	Development Agreements	2	P	P	HC E	yes	IR		CCP 337; GC 34090
704	-13	Subdivision Agreements	C	P	P	D E HC	yes	IR		GC 34090
704	-14	Releases	C	2	C+2	HC	--	IR	Image/sound recording/video recording release, or other release where City receives a liability release, hold harmless release, or other form of benefit. The release should include an expiration date.	GC 34090
704	-15	Authorizations	C	2	C+2	HC	yes	IR	Authorized Exception Forms	GC 34090
704	-16	Loans	C	P	P	HC E	yes	IR		GC 34090(a)
704	-17	Employee Bargaining Unit MOUs	C	P	P	HC E	yes	IR	Includes side letters and any other amendments to employee bargaining unit MOUs	GC 34090; 29 USC Sec 211(c)
705	CODE COMPLIANCE									

**CITY OF MONTEREY
RECORDS RETENTION/DISPOSITION SCHEDULE**

			RETENTION PERIODS			FORMAT	VITAL	DoR	REMARKS	CITATION
			ACTIVE	INACTIVE	TOTAL					
705	-01	General Information	2	--	2	HC	--	PW		GC 34090
705	-02	Case Files	C	7	C+7	D	--	PW	may include inspections, photos, drawings, correspondence, public nuisance, rubbish abatement, vehicle abatement, watercraft abatement, citations, sidewalk / hazard abatement, etc.	GC 34090(d)
705	-03	Graffiti	2	--	2	--	--	PW		GC 34090(d)
705	-04	Reports to State and Federal Government	P	P	P	D	--	PW	Storm water violations	GC 34090(a)
706	AGENCIES & JURISDICTIONS									
706	-01	General Information	2	--	2	HC	--	Various		GC 34090
706	-02	Federal Agencies	C	--	2	HC	--	Various	Destroy when no longer relevant.(Agencies subordinate to the Federal Government - i.e. USAID (Dubrovnik), BRAC, US Census, USPS)	GC 34090
706	-03	State Agencies	C	--	2	HC	--	Various	Destroy when no longer relevant.(Agencies subordinate to the State government - i.e. Coastal Commission, MRSWMP, Monterey State Parks)	GC 34090
706	-04	Regional Agencies	C	--	2	HC	--	Various	Destroy when no longer relevant.(A regional agency is one where several local agencies have come together, signed an agreement, and the board has representatives from those agencies - i.e. FORA, AMBAG, MRWPCA, MST, MPAD, and Watermaster Board)	GC 34090
706	-05	County Agencies	C	--	2	HC	--	Various	Destroy when no longer relevant.(A county agency is one subordinate to the County Board of Supervisors not every entity with "County" in its name - i.e. Health Dept, Jacks Peak Park, Board of Supervisors, Overall Economic Development Commission)	GC 34090
706	-06	Military	C	10	C+10	HC	--	Various	NPS, DLI, Coast Guard,	GC 34090
706	-07	Educational	C	5	C+5	HC	--	Various	MPC, MIIS, CSUMB, MPUSD	GC 34090
706	-08	Local Agencies	C	--	2	HC	--	Various	Destroy when no longer relevant. (A local agency is a municipal entity close to us that is not a County or a regional agency - i.e. MPRPD, Cities of Del Rey Oaks, Sand City, PG, and LAFCO, MRWMA, MPWMD)	GC 34090
706	-09	Community Services District	C	--	2	HC	--	Various	Destroy when no longer relevant - For CC staff reports see 701-03 - e.g. OVP CSD	GC 34090
706	-10	Sister Cities	C	--	2	HC	--	Various	Destroy when no longer relevant - For CC staff reports see 701-03.	GC 34090
706	-11	Grand Jury Reports	2	8	10	HC	--	CM	Includes responses	GC 34090
707	FAIR POLITICAL PRACTICES COMMISSION									
707	-01	General Information	2	--	2	HC	--	IR	Code of conflict staff reports	GC 34090
707	-02	Forms	C	--	C	HC	--	IR		GC 34090
707	-03	Manuals and Publications	C	--	C	HC	--	IR		GC 34090
707	-04	Administration	C	--	C	HC	--	IR	FPPC Opinions	GC 34090
707	-05	Ethics Education	C	5	C+5	HC	--	IR	Ethics training certificates and staff reports	GC 53235.2(b)
707	-06	Campaign Disclosure, Elected	P	--	P	D E HC	--	IR	This include incumbent, retired and out of office elected officials 410s, 420s, 460s, 470s, 490s, and 501s - originals scanned replacing paper files	GC 81009(b),(g)
707	-07	Campaign Disclosure, Not Elected	C	5	5	HC	--	IR	410s, 420s, 460s, 470s, 490s, and 501s	GC 81009(b)
707	-08	Campaign Disclosure, other Committees	C	7	C+7	HC	--	IR	410s, 420s, 460s, 470s, 490s, and 501s	GC 81009
707	-09	Reserved								
707	-10	Reserved								
707	-11	Statement of Economic Interest (Form 700) - Elected	C	7	C+7	HC	--	IR		GC 81009(e)

**CITY OF MONTEREY
RECORDS RETENTION/DISPOSITION SCHEDULE**

			RETENTION PERIODS			FORMAT	VITAL	DoR	REMARKS	CITATION
			ACTIVE	INACTIVE	TOTAL					
707	-12	Statement of Economic Interest (Form 700) - Unelected Candidates for Council	C	7	C+7	HC	--	IR		GC 81009(e)
707	-13	Statement of Economic Interest (Form 700) Designated Employees and Board and Commission Members	C	7	C+7	HC	--	IR	Board and Commission members, designated employee and consultant 700s and CC staff reports on code of conflict	GC 81009(e)
707	-14	Agency's Public Official Appointments (Form 806)	C	2	C+2	HC	--	IR	Paper record of form posted on city website, inactivated when replaced	GC 34090
707	-15	Gift to Agency Report (Form 801)	C	2	C+2	HC	--	IR	Paper record of form posted on city website, inactivated when replaced	GC 34090
800		PUBLIC WORKS								
801		ENGINEERING								
801	-01	General Information	2	--	2	HC	--	PW		GC 34090
801	-02	Reserved								
801	-03	Construction Tracking	C	10	C+10	--	yes	PW	Construction Management held C + 10 years after notice of completion filed.	CCP 337.15
801	-04	Engineering Design, Drawings, Traffic Control Plans	C	P	P	HC E	--	PW	Includes street design (e.g. Signs, striping)	GC 34090(a)
801	-05	Flood Control	C	2	C+2	--	--	PW	Storm Drains	GC 34090(d)
801	-06	Special Districts	C	P	P	--	--	PW	Supporting documents re improvement, lighting, underground utility; bonds, taxes & construction (I.e. OHH GHAD, OVP when done)	GC 34090(a)
802		SANITATION - SOLID WASTE - WASTEWATER - RECYCLING						PW		
802	-01	General Information	2	--	2	HC	--	PW		GC 34090
802	-02	Collections/Landfill	C	2	C+2	HC	--	PW	Daily records, usage, grease traps	GC 34090
802	-03	History, Sanitation	2	P	P	HC	--	PW	Where City-owned	GC 34090
802	-04	Maintenance and Operations	C	2	C+2	HC	--	PW	Includes work orders, inspections, repairs, reports, backflow, includes recycling inspections & audits	GC 34090
802	-05	Maps, Septic Tank	C	P	P	HC	yes	PW	Location maps	GC 34090
802	-06	Rates and Services	C	2	C+2	HC	--	PW		GC 34090
802	-07	Recycling Programs	C	2	C+2	HC	--	PW		GC 34090
802	-08	Regulations	C	2	C+2	HC	--	PW	Includes legislation on these topics	GC 34090
802	-09	Sewer Pumping Stations	C	2	C+2	HC	--	PW		GC 34090
802	-10	Studies and tonnage Reports	C	2	C+2	HC	--	PW		GC 34090
802	-11	Sewer and Sewage	C	2	C+2	HC	--	PW	sewer connections, sewer condition assessment surveys	GC 34090
802	-12	Green Programs	C	2	C+2	HC	--	PW	Sustainability, climate change	GC 34090
802	-13	Sewer Condition Assessment Surveys / Videos	C	2	C+2	HC	--	PW		GC 34090
803		STREETS - TRAFFIC						PW		
803	-01	General Information	2	--	2	HC	--	PW	Traffic ordinances relative to streets (e.g. weight maximum)	GC 34090
803	-02	Abandonment/Vacations	2	P	P	HC	--	PW	Supporting documentation and includes temporary construction easements	GC 34090(a)
803	-03	Street Openings and Closures	2	P	P	HC	--	PW		GC 34090
803	-04	Easements, Dedications, Rights of Way, and Other Access Agreements	2	P	P	HC	--	PW	Supporting documentation, includes emergency access and alternate access routes	GC 34090
803	-05	Field Books	2	P	P	HC	--	PW		GC 34090
803	-06	Intersection Records	C	2	C+2	HC	--	PW	Includes correspondence, volume counts, accidents	GC 34090
803	-07	Inventory, Traffic Control Device	C	2	C+2	D HC	--	PW	Signs, lights, add or remove stop signs	GC 34090
803	-08	Landscaping	C	2	C+2	D HC	--	PW	Plants, tree maintenance, work orders	GC 34090
803	-09	Lighting	C	2	C+2	D	--	PW	Maintenance, work orders	GC 34090

**CITY OF MONTEREY
RECORDS RETENTION/DISPOSITION SCHEDULE**

			RETENTION PERIODS			FORMAT	VITAL	DoR	REMARKS	CITATION
			ACTIVE	INACTIVE	TOTAL					
803	-10	Maintenance/Operations	C	2	C+2	D	--	PW	Work orders, inspection, repairs, cleaning, reports, striping, etc	GC 34090
803	-11	Traffic Operations	C	P	P	HC	--	PW	Fire hydrants, lighting districts, wheel chair ramps, storm drains, streets, sidewalks	GC 34090
803	-12	Traffic Studies	C	10	C+10	D HC	--	PW	Includes analyses and surveys that are studies	GC 34090
803	-13	Encroachment Permits	C	P	P	D E HC	yes	IR Various	Encroachment permits, street opening permits, driveway permits	GC 34090(a); H&S 19850
803	-14	Other Permits	C	2	C+2	D HC	--	PW	Improvement, oversize load, parking, paving, temporary street banners	GC 34090
803	-15	Street Naming and Numbering	2	P	P	D	yes	PW		GC 34090; GC 34090(a)
803	-16	Speed Limits	C	2	C+2	E HC	--	PW	Engineering & Traffic Surveys	GC 34090
803	-17	Traffic Safety	C	2	C+2	E HC	--	PW	Drivers Education, pedestrian safety, crosswalks, bicycle lanes, traffic calming, safe routes to school, school circulation	GC 34090
803	-18	Bridges & Overpasses	C	2	C+2	E HC	--	PW	Life of structure	GC 34090
803	-19	Inspection	C	2	C+2	D HC	--	PW	Includes intersection, sidewalks, bridges and overpasses - keep for the life of structure	GC 34090
803	-20	Traffic Count - Traffic Data	C	7	7	E HC	--	PW	Evaluation of traffic volume, Counts for ADT/Segments, turning movements, bike and pedestrian, LOS Calcs, queuing, speed data, collision data, historical trends, origin destination	GC 34090
803	-21	Collision Data	C	2	C+2	D	--	PW	Collision database and related information	GC 34090
803	-22	Truck Routes & Oversized Vehicles	C	2	C+2	HC	--	PW		GC 34090
803	-23	Traffic Signs	C	2	C+2	E HC	--	PW	Log books, index register cards, inventory	GC 34090
803	-24	Traffic Signals	C	2	C+2	D HC	yes	PW	Logs, drawings, wiring diagrams, codes, circuits, installation records, testing & maintenance, traffic signal system, fiber optic comms, timing plans, special event timing, signals, lighted crosswalk warning, flashing beacons, dynamic message signs, signals for other jurisdictions	GC 34090
803	-25	Traffic Stripes and Markings	C	2	C+2	D HC	yes	PW		GC 34090
803	-26	Temporary Traffic Control	C	2	C+2	D HC	yes	PW		GC 34090
803	-27	Traffic Calming	C	2	C+2	D HC	yes	PW		GC 34090
804	UTILITIES									
804	-01	General Information	2	--	2	HC	--	PW		GC 34090
804	-02	Facilities	C	2	C+2	HC E	--	PW	If City owned	GC 34090
804	-03	Gas & Electric Rates	C	2	C+2	HC	--	FF		GC 34090
804	-04	Underground	2	P	P	HC	yes	PW		GC 34090; GC 4003; GC 4004; H&S 19850
804	-05	Water Utilities	2	P	P	HC	yes	PW	California-American, Desalination plants	GC 34090
805	MAPPING									
805	-01	General Information	2	--	2	HC	--	PW		GC 34090
805	-02	GIS System	C		C	D	--	PW		GC 34090
805	-03	Aerial Photos	C	10	C+10	D E HC	--	PW	Kept in flat files.	GC 34090
806	WATER/STORM DRAINAGE/FLOOD CONTROL									
806	-01	General Information	2	--	2	HC	--	PW		GC 34090
806	-02	Flood Control	C	P	P	HC	yes	PW	Drainage, flood zones, dams, lakes, creeks	GC 34090
806	-03	Flood Control Insurance Programs, Policies, Reports	C	2	C+2	HC	--	PW	Includes policies, rules, programs	GC 34090
806	-04	Drainage Maps	C	P	P	HC	yes	PW	Line location, easements	GC 34090

**CITY OF MONTEREY
RECORDS RETENTION/DISPOSITION SCHEDULE**

			RETENTION PERIODS			FORMAT	VITAL	DoR	REMARKS	CITATION
			ACTIVE	INACTIVE	TOTAL					
806	-05	Drainage Complaints	2	--	2	E HC	--	PW		GC 34090
806	-06	Inventory, Equipment	C	2	C+2	E HC	yes	PW		GC 34090
806	-07	Locations	C	P	P	E HC	yes	PW	Mains, valves, hydrants, wells	GC 34090
806	-08	Maintenance & Operations	C	2	C+2	D	--	PW	Work orders, inspection, repairs, cleaning, reports	GC 34090
806	-09	Well & Pumping	C	2	C+2	E HC	--	PW	Times operational, power used	GC 34090
806	-10	Water Master Plans	C	2	C+2	HC	--	PW		GC 34090
806	-11	Permits: NPDES	C	P	P	HC	yes	PW	National Pollutant Discharge Elimination System (Stormwater permits)	40 CFR 122.28
806	-12	Permits: California Regional Water Quality Control Board	C	P	P	HC	yes	PW	Bilge water discharges, Areas of Special Biological Significance (ASBS)	GC 34090
806	-13	Policies & Procedures	C	2	C+2	HC	--	PW		GC 34090
806	-14	Rates	C	2	C+2	HC	--	PW		GC 34090
806	-15	Reclamation	C	5	C+5	E HC	--	PW	Daily operations	40 CFR 122.41
806	-16	Conservation & Consumption Reports	C	2	C+2	HC	--	PW		GC 34090
806	-17	Corrosion Control	C	12	C+12	HC	--	PW	Compliance documentation	40 CFR 141.91
806	-18	Discharge Monitoring	C	5	C+5	E HC	--	PW	Average amount of pollution discharged into water	40 CFR 122.41
806	-19	Hydrograph	C	P	P	HC	yes	PW	Daily flow of streams	GC 34090
806	-20	Lead Service Lines	C	12	C+12	HC	yes	PW	Compliance documentation	40 CFR 141.91
806	-21	Public Education	C	12	C+12	HC	--	PW	Compliance documentation	40 CFR 141.91
806	-22	Quality Parameters	C	12	C+12	HC	--	PW	Compliance documentation	40 CFR 141.91
806	-23	Sanitary Surveys	C	10	C+10	HC	--	PW	Compliance documentation	40 CFR 141.91
806	-24	Source Water	C	12	C+12	HC	--	PW	Compliance documentation	40 CFR 141.91
806	-25	State Certification	C	12	C+12	HC	--	PW	Compliance documentation	40 CFR 141.91
806	-26	Variances, Water System	C	5	C+5	HC	--	PW		40 CFR 141.33
806	-27	Well Level	C	2	C+2	HC	--	PW		GC 34090
806	-28	Surveyor Field Notes	C	P	P	HC	--	PW	Notes preparatory to maps of water installation	GC 34090
806	-29	Surveys, Water Systems Sanitary	C	10	C+10	HC	--	PW	Statistics, reports, correspondence	40 CFR 141.33
806	-30	Bacteriological Analysis	C	5	C+5	HC	--	PW	Compliance records include location, date, method and results; corrections, analysis of bacterial content	40 CFR 141.33
806	-31	Chemical analysis	C	10	C+10	HC	--	PW	Compliance records include location, date, method and results; corrections, analysis of chemical content	40 CFR 141.33
806	-32	Quality	C	12	C+12	HC	--	PW	Compliance Documentation including sampling data, analysis, reports, surveys, evaluation, schedules, etc.	40 CFR 141.91
806	-33	Valve Main Records	2	P	P	HC	yes	PW		GC 34090
806	-34	Violations, Drinking Water	C	3	C+3	HC	--	PW	Retention applies to each violation	40 CFR 141.33
807		CAPITAL IMPROVEMENT AND PMSA FILES								
807	-01	General Information	2	--	2	HC	--	PW		GC 34090
807	-02	Capital Improvement and PMSA Projects	C	10	C+10	HC	--	PW	Construction / Project related documents	CCP 337.15; GC 34090
807	-03	CIP & PMSA Construction Design Plans and Specifications	C	P	P	E HC	yes	PW		GC 34090; H&S 19850
808		NEIGHBORHOOD IMPROVEMENT PROGRAM (NIP) FILES								
808	-01	General Information	2	--	2	HC	--	PW		GC 34090
808	-02	NIP Projects	C	10	C+10	HC	--	PW	Construction / Project related documents	CCP 337.15
808	-03	NIP Construction Design Plans and Specifications	C	P	P	E HC	yes	PW		GC 34090; H&S 19850; CCP 337.15
809		PARKS								
809	-01	General Information	C	2	C+2	HC	--	PW		GC 34090
809	-02	Inventory, Equipment	Au	2	Au+2	E	--	PW	Warranties	GC 34090
809	-03	Maintenance/Operations	C	2	C+2	D	--	PW	Work orders, inspection, repairs, schedules	GC 34090
809	-04	Reports & Studies	C	2	C+2	HC	--	PW	Accidents, Expansion studies, future sites	GC 34090

**CITY OF MONTEREY
RECORDS RETENTION/DISPOSITION SCHEDULE**

			RETENTION PERIODS			FORMAT	VITAL	DoR	REMARKS	CITATION
			ACTIVE	INACTIVE	TOTAL					
809	-05	Parks Policies, Programs & Procedures	C	2	C+2	E	--	PW	Park rules and regulations and programs and any appeals to the same (e.g. RV Storage)	GC 34090
809	-06	Pest Control	C	2	C+2	HC	yes	PW	Regulations, recommendations, MSDS sheets, monthly use reports, labels	GC 34090(d)
809	-07	Districts, Agencies, Organizations	C	2	C+2	HC	--	PW	Correspondence, membership information	GC 34090
809	-08	Parks, Playgrounds, Plazas & Beaches	C	3	C+3	E	--	PW	Site files, inspection records, repairs	GC 34090
809	-09	Plans	C	2	C+2	HC	--	PW	Plans, new sites, expansions	GC 34090
809	-10	Recreational Trail	C	2	C+2	HC	--	PW		GC 34090
810		FORESTRY								
810	-01	General Information	C	2	C+2	HC	--	PW		GC 34090
810	-02	Tree Removal Permits	2	3	5	E HC	--	PW	Permits & related correspondence, regulations. This includes request drafted by CDD for tree removals.	GC 34090(a); H&S 19850
810	-03	Greenbelts -Tree Maintenance	C	3	C+3	E HC	--	PW	Maintenance, Management plan	GC 34090
810	-04	Programs, Studies, and Reference Materials	C	2	C+2	HC	--	PW	Studies related to tree health, diseases	GC 34090
811		CEMETERY								
811	-01	General Information	C	2	C+2	HC	--	PW		GC 34090
811	-02	Purchasing of lots & niches	2	P	P	D HC	yes	PW	Receipt Records for purchase of lots/niches	GC 34090
811	-03	Crematorium	C	5	C+5	HC	--	PW	Lease records	GC 34090
811	-04	Cemetery Deeds	C	P	P	HC	yes	IR		GC 34090(a)
812		CITY-OWNED VEHICLES								
812	-01	General Information	2	--	2	HC	--	PW		GC 34090
812	-02	Inventory, Equipment, Parts & Supplies	C	2	C+2	D E HC	yes	PW	Staff reports to purchase vehicles	GC 34090
812	-03	Owner's Manual and Vehicle Information	C	C	C	HC	yes	PW		GC 34090
812	-04	Licenses, Permits	C	2	C+2	HC	yes	FF	Forms, related documents regarding licenses and permits required by federal and state agencies	GC 34090
812	-05	Maintenance Operations	C	2	C+2	D HC	--	PW	Related requests for service and work orders	GC 34090
812	-06	Fueling	Au	3	Au+3	D HC	--	PW	Meter readings, fuel consumption reports, invoices receipts	CCP 337
812	-07	Accident Reports	3	--	3	HC	--	PW	Memos and working documents	GC 34090
812	-08	Vehicle Assignment	C	2	C+2	HC	--	PW	Log books, request forms	GC 34090
813		REGIONAL TRANSPORTATION PLANNING								
813	-01	General Information	2	--	2	HC	--	PW		GC 34090
813	-02	Monterey Salinas Transit	C	2	C+2	HC	--	PW	Includes WAVE service	GC 34090
813	-03	Transportation Agency of Monterey County (TAMC)	C	2	C+2	HC	--	PW	TAMC, Disadvantage Business Enterprise (DBE)	GC 34090
813	-04	Taxi Service / Franchise Information	C	10	C+10	HC	--	PD		GC 34090
813	-05	Other Jurisdictions	C	2	C+2	HC	--	PW		GC 34090
813	-06	Rail and Railroad Services	C	2	C+2	HC	--	PW		GC 34090
813	-07	Association of Monterey Bay Area Governments (AMBAG)	C	2	C+2	HC	--	PW	Non transportation planning AMBAG files go under 706-04.	GC 34090
813	-08	California Department of Transportation (CalTrans)	C	2	C+2	HC	--	PW	Non transportation planning CalTrans files go under 706-03.	GC 34090
813	-09	Local	C	2	C+2	HC	--	PW		GC 34090
813	-10	Alternate Transportation	C	2	C+2	HC	--	PW	Relates to rail, transit, bicycle, pedestrian and any other mode of transportation that does not involve automobile travel	GC 34090
900		PUBLIC FACILITIES								
901		PARKING								
901	-01	General Information	2	--	2	HC	--	CS		GC 34090
901	-02	Lots	C	2	C+2	HC E	--	CS	patron time-stamped parking slips	GC 34090
901	-03	Garages	C	2	C+2	HC E	--	CS	patron time-stamped parking slips	GC 34090
901	-04	Regulations	C	2	C+2	HC E	--	CS		GC 34090

**CITY OF MONTEREY
RECORDS RETENTION/DISPOSITION SCHEDULE**

			RETENTION PERIODS			FORMAT	VITAL	DoR	REMARKS	CITATION
			ACTIVE	INACTIVE	TOTAL					
901	-05	Parking Meters	2	8	10	HC E	--	CS		GC 34090
901	-06	Parking Permits and Programs	C	2	C+2	D	--	CS	Residential and commercial parking permits (parking leases) as well as for marina residents	GC 34090
901	-07	Parking Enforcement	C	2	C+2	D	--	CS		GC 34090; GC 40215
902		CONFERENCE CENTER								
902	-01	General Information	2	--	2	HC	--	CS		GC 34090
902	-02	Rental/Use	C	4	C+4	D HC	--	CS	Permits, diagrams, schedules, insurance binders	GC 34090; CCP 343
902	-03	Catering	C	5	C+5	E HC	--	CS		GC 34090
902	-04	Conference Center Rules and Regulations	C	2	C+2	E HC	--	CS		GC 34090
903		FACILITIES MAINTENANCE								
903	-01	General Information	2	--	2	HC	--	CS		GC 34090
903	-02	Government Building & Streets Maintenance	C	2	C+2	D	--	PW	Presidio of Monterey Maintenance done by City Staff	GC 34090
903	-03	Recreation Facilities Maintenance	C	2	C+2	D	--	PW		GC 34090
903	-04	Library Maintenance	C	2	C+2	D	--	PW		GC 34090
903	-05	Corporation Yard	C	2	C+2	D	--	PW		GC 34090
903	-06	City Building Maintenance	C	2	C+2	D	--	PW	excludes Recreation, DLI/POM, and Library Maintenance	GC 34090
904		HARBOR								
904	-01	General Information	2	--	2	HC	--	CS		GC 34090
904	-02	Registers, Transient Vessel Reservation	Au	3	Au+3	HC	--	CS	Reservation applications, receipts, and index registers relating to boats in transit, temporarily moored, audits of these processes	GC 34090
904	-03	Slip Rental and Mooring Index	C	5	C+5	HC	--	CS	Annual and periodic reports of slip renters	GC 34090
904	-04	Slip Rental and Mooring Permits	C	2	C+2	HC	yes	CS	Applications, statement of rental conditions, vessel inspection check sheets, DMV registration, owner information	GC 34090
904	-05	Slip Rental Waiting List	C	2	C+2	E	--	CS	Current, until superseded	GC 34090
904	-06	Harbor and Marina ADA Facilities	C	2	C+2	E	--	CS		GC 34090
904	-07	Harbor Rules and Regulations	C	2	C+2	HC	--	CS		GC 34090
904	-08	California Coastal Commission Permits	C	P	P	HC	yes	CS	Bilge pump, launch ramp, dredging, wharf repairs	GC 34090
904	-09	Coast Guard Permits	C	P	P	HC	--	CS	Authorization for light on junction buoy	GC 34090
904	-10	Department of the Army Corps of Engineers (COE)	C	P	P	HC	--	CS	Harbor development projects, dredging permits	GC 34090
904	-11	Monterey Bay National Marine Sanctuary (NOAA)	C	P	P	HC	--	Various	Federal Sanctuary Act 12/2000; buoy permit	GC 34090
904	-12	Sediment Tests	C	2	C+2	HC	--	CS	City test results concerning dredging	GC 34090
904	-13	Yellow Boat Dock Concession Permits	C	P	P	HC	--	CS		GC 34090
904	-14	Kelp Harvesting Permits	C	P	P	HC	--	CS	Issued by City of Monterey	GC 34090
904	-15	Public Hoist	C	5	C+5	HC	--	CS	Conditions of Use, service contract	GC 34090
904	-16	Wildlife, Environment, Tonnage	2	3	5	E HC	--	CS	Info and correspondence on sea lions, sea lion float, fish tonnage, general fishing information and other wildlife issues, Marine Protected Areas (MPA)	GC 34090
904	-17	Wharf I	2	3	5	HC	--	CS	General Information; correspondence, Structure - Inspections, Rehabilitation, Upgrade, Expansion	GC 34090
904	-18	Wharf II	2	3	C+5	HC	--	CS	General Information; correspondence, Structure - Inspections, Rehabilitation, Upgrade, Expansion	GC 34090
904	-19	Other Permits	C	2	C+2	HC	--	CS	General Information; correspondence for permits not listed above	GC 34090
905		CITY HALL COMPLEX								
905	-01	General Information	2	--	2	HC	--	LB		GC 34090
905	-02	City Council Chamber	2	P	P	HC	--	IR	Systems, general information	GC 34090
905	-03	Public Service Center	2	P	P	HC	--	Various		GC 34090
905	-04	Facility Rental	2	2	C+2	HC	--	Various	Council Chamber rental	GC 34090

**CITY OF MONTEREY
RECORDS RETENTION/DISPOSITION SCHEDULE**

			RETENTION PERIODS			FORMAT	VITAL	DoR	REMARKS	CITATION
			ACTIVE	INACTIVE	TOTAL					
905	-05	Museums	2	2	C+2	HC	--	Various		GC 34090
906		PUBLIC ART & CULTURE								
906	-01	General Information	C	2	C+2	HC	--	LB		GC 34090
906	-02	Public Art	C	--	--	HC E	--	LB	Paintings, sculpture, monuments, music, sound recordings, etc. owned by the City or displayed on City property and reproductions of these items	GC 34090
906	-03	Historic Collections	C	--	--	HC E	--	LB	Historic collections and reproductions of such items	GC 34090
907		AIRPORT INFO								
907	-01	General Information	2	--	2	HC	--	PW		GC 34090
907	-02	Noise Monitoring & Complaints	C	10	C+10	HC	--	PW	Correspondence, studies, memos, reports, log books, and may include reports of contamination / contamination issues.	14 CFR 139.207b; 14 CFR 171.13-171.213
907	-03	Reports	C	8	C+8	HC		PW	Property damage, accidents, injuries	14 CFR 139.207
907	-04	Airlines	C	2	C+2	HC	--	Various	Correspondence to and from local airlines servicing Monterey	GC 34090

LEGEND

<u>Citation Codes</u>	<u>Retention Period Codes</u>	<u>Department of Record (DoR) Codes</u>
B&P - California Business and Professions Code	A/E - After Expiration	CA - City Attorney
CAC - California Administrative Code	Au - Audit	CM - City Manager
CCP - Code of Civil Procedure	C - While Current/Until Completed	CS - Recreation & Community Services
CCR - Code of California Regulations	P - Permanent	FF - Finance
CEQA - California Environmental Quality Act	T - Until Termination	FD - Fire
CFR - Code of Federal Regulations		HR - Human Resources
DSWVP - Disaster Service Worker Volunteer Program	<u>Format Codes</u>	IR - Information Resources
EC - California Elections Code	D - Database	LB - Library
EEOC - Equal Employment Opportunity Commission	E - Electronic/Image File	PD - Police
EVID - California Evidence Code	HC - Hard Copy	PF - Public Facilities
FC - California Finance Code	M - Microfiche/film	PW - Public Works
FMLA - Family and Medical Leave Act	S - Samples	
GC - California Government Code		
H&S - California Health and Safety Code		
IRS - Internal Revenue Service	When a record may be retained in multiple formats,	
LC - California Labor Code	(indicated as "HC E" or "E HC"), any format may be chosen	
MCH - Maternal and Child Health Services	with neither format considered to be preferable over the other(s).	
OES - California Office of Emergency Services		
OMB - Federal Office of Management & Budget		
OSHA - Occupational Safety and Health Administration		
PC - Penal Code		
R&T - Revenue and Taxation Code		
UFC - Uniform Fire Code		
USC - United States Code		
VC - California Vehicle Code		
WIC - Welfare and Institutions Code		