		RETENTI	ON PERIOD:	S	FORMAT	VITAL	DoR	REMARKS	CITATION
		ACTIVE	NACTIVE	TOTAL					
	COPIES or DUPLICATES of documents for which a department is not the office of record.	D/R		D/R				It is the policy of the City of Monterey that duplicates/copies distributed to various departments for informational purposes and preliminary 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	GC 6254
100	GENERAL ADMINISTRATION								<u>'</u>
101	OFFICE MANAGEMENT & REFERENCE								
101 -01	General Information	2		2	HC		Various		GC 34090
101 -02	Correspondence - Chronological Files	С	2	C+2	HC		Various	Originating Department (e.g. CC FYI read info, City Manager's calendars)	GC 34090
101 -03	Citywide Policies/Procedures	С	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		GC 34090
101 -05	Staff Meeting Notes	D/R		D/R	HC			Destroy when no longer relevant; not a public record	GC 6254
101 -06	Work Plans	С	2	C+2	HC		Various		GC 34090
101 -07	In-House Committees	С	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	С	2	C+2	Е		Various		GC 34090
101 -10	General Subject Files	С	2	C+2	HC		Various	Internal working files	GC 34090d
101 -11	Customer Response Management	2		2	E HC		Various	(e.g. Goldenrods - complaint and feedback materials)	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			(i.e Business Associations)	GC 34090
101 -14	Community Promotions	2	3	5	HC			(I.e. Communications & Outreach info, surveys, City Focus, Community Connections)	GC 34090
101 -15	Publications from Outside Agencies	D/R		D/R	HC		Various	Not a City of Monterey public record.	
102	RESERVED								

		RETENT	ION PERIOD	S	FORMAT	VITAL	DoR	REMARKS	CITATION
		ACTIVE	INACTIVE	TOTAL					
103	FORMS & PUBLICATIONS MANAGEMENT			-		-	-		,
103 -01	General Information	2		2	HC		Various		GC 34090
103 -02	Blank Forms	С	2	C+2	E HC		Various	Includes: forms with example data only, handouts /	GC 34090
103 -03	Mailing Labels	С		С	E		Various		GC 34090
103 -04	Document Templates	С		C+2	Е		Various		GC 34090
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	Р	Р	HC	yes	Various	Authorization to destroy obsolete records, Authorization to destroy unrecoverable damaged records	GC 34090
104 -03	Retention Schedules	С	4	C+4	E HC	yes	IR		GC 34090; CCP 343
104 -04	Records Management Policies/Procedures	С		С	E HC	yes	IR	Keep until superseded.	GC 34090
104 -05	Municipal Unified Functional Filing System Index	C		С	Е	yes	IR		GC 34090
104 -06	Inventory, Records	С	2	C+2	E	yes	Various	Inventory of inactive records holdings & location	GC 34090; 80 OPS Atty Gen 106
104 -07	Public Records Request	С	2	C+2	НС		CA		GC 34090
105	INFORMATION SYSTEMS			<u> </u>		ļ	U , .		
105 -01	General Information	2		2	E HC		IR		GC 34090
105 -02	Internet, World Wide Web	С	2	C+2	Е		СМ	Management/Policies & supporting documentation	GC 34090
105 -03	Inventory, Information Systems	С	2	C+2	E D HC	yes	IR	Hardware/Software Inventory logs; systems manuals	GC 34090
105 -04	Program Files and Directories	С		С	Е	yes	Various	Backup tapes - not a record	GC 34090.7
105 -05	Network Information Systems (LAN/WAN)	С	4	C+4	E HC	yes	IR	Configuration maps & plans	GC 34090;
105 -06	Intraweb	С	2	C+2	Е		СМ	Internal communications, management/policies & supporting documentation	GC 34090
105 -07	Software Program Management	С	2	C+2	E HC		IR		GC 34090
105 -08	Application Integrations	С	2	C+2	E HC		IR		GC 34090
105 -09	Technology - Monterey Information Innovation & Integration	С	2	C+2	E HC		IR		GC 34090
105 -10	Business Process Workflows	С	2	C+2	E HC		IR		GC 34090
105 -11	City Software Design Documents	С	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

				ON PERIOD	5	FORMAT	VIIAL	DOK	REMARKS	CITATION
			ACTIVE	INACTIVE	TOTAL					
106		PRINTING & POSTAGE	'							
106 -0)1	General Information	2		2	HC		Various		GC 34090
		Printing/Reproduction	С	2	C+2	HC		Various		GC 34090
106 -0		Postal/Mailing	С	2	C+2	HC		IR		GC 34090.7
107		TELECOMMUNICATIONS								
107 -0)1	General Information	С	2	C+2	E HC		Various	These are not broadcasted files; these are City documents relative to these subjects	GC 34090
107 -0)2	Cable Television	С	2	C+2	E HC		Various	These are not broadcasted files; these are City documents relative to these subjects	GC 34090
107 -0)3	Telephone Carriers, Antennae and Telephone	С	2	C+2	E HC		Various	These are not broadcasted files; these are City	GC 34090
107 -0		Public Education and Government Cable Television	С	2	C+2	E HC		Various	These are not broadcasted files; these are City documents relative to these subjects	GC 34090
107 -0)5	Institutional Network Services	С	2	C+2	E HC		Various	These are not broadcasted files; these are City documents relative to these subjects	GC 34090
107 -0)6	Media Information	С	2	C+2	E HC		Various	Media contact information	GC 34090
107 -0)7	Emergency Communications Systems	С	2	C+2	E HC			(e.g. Narrowbanding equipment)	GC 34090
200 201		COMMUNITY DEVELOPMENT DEVELOPMENT ADMINISTRATION		_		110		D. A.		00.04000
201 -0		General Information	2		2	HC		PW		GC 34090
201 -0		Development Bonds	С	10	C+10	HC	yes		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 CCP 337.5; GC 43900
201 -0		Security Bonds	С	2	C+2	HC	yes		Documentation created/received in connection with performance of work/services for parcel maps & subdivision work	GC 34090 CCP 337.5; GC 43900
201 -0		Reserved								
201 -0		Reserved								
201 -0		Development Conditions & Development Agreement Supporting Materials	С	Р	Р	Е	yes	PW	Mitigation measures; filed with case files. Supporting documents for development agreement filed here; sign development agreement filed under 704.	GC 65864; GC 65869.5
201 -0)7	Reserved								
201 -0	8(Development Standards	С	Р	Р	HC		PW	Landscape medians, parkway landscape	GC 34090a

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			TON PERIOD	S	FORMAT	VITAL	DoR	REMARKS	CITATION
		ACTIVE	INACTIVE	TOTAL					
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(b)(3) 24 CFR 85.42; OMB cir. A-102, A 110, A-28
201 -10	Land Uses, Nonconforming	2	Р	Р	HC	yes	PW		GC 34090a
201 -11	Maps & Plats	2	Р	Р	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.	
201 -12	Plans - Regulatory	С	Р	Р	E	yes	PW	Master Plans, General Plans & Elements to General Plan, Area Plans, Local Coastal Plans, Land Use Plans, Zoning Maps, Plans, Drawings, Exhibits, and Photos	GC 34090; GC 65103; GC 50110; GC 34090.7; H&S 19850
201 -13	General Plan Amendments	С	3	C+3	DEHC	yes	PW	Includes approved and denied	GC 34090; GC 65103;
201 -14	Development Impact Fees	С	Р	Ь	D	yes	PW		GC 34090
201 -15	Studies, Special Projects & Areas	С	2	C+2	HC		Various	Engineering joint powers, noise, traffic impact studies, circulation, archeological artifacts	GC 34090a
202	BUILDING								
	General Information	2		2	HC		PW		
	Address Files	5			E D HC	yes	PW	Paper & Microfiche, address assignments	GC 34090d
	UnReinforced Mansonry (URM) History Files	5		Р	D HC	yes	PW	URM certificates and terminations	GC 34090
	Projects in Plan Check	С	2	C+2			PW	Destroy when Plan Check expires	GC 34090
	Projects in Plan Check DRO	1	1	2			PW	Destroy when issued	GC 34090
	Projects in Plan Check SC	1	1	2			PW	Destroy when issued	GC 34090
202 -07	Finalled Projects	С	Р	Р	DEHC		PW	Plans, building, signs, grading. Destroy paper after scanning	GC 34090
202 -08	Code Books	С	Р	Р	HC	yes	PW	National Electrical Code, Uniform Building, Fire, Mechanical, Plumbing & Supplements	GC 34090e
202 -09	URM Plans	Р	Р	Р	D	yes	PW		GC 34090d
202 -10	Archive Plans	P	Р	Р	DE		PW	Residential & Commercial; Large projects retained pursuant to the Reilly Act – pertains to schools and public buildings that are not exempt from the Architectural Practices Act.	GC 34090d
202 -11	Contractors	С		С	D	yes	PW	Current list-contractor database is contained within Permits Plus software	GC 34090
202 -12	Structural Calculations	С	D/R	D/R	HC		PW	Destroyed when permit is finaled	GC 34090
202 -13	Issued Permit Documents	С	Р	Р	DEHC	yes	PW		GC 34090a; H&S 19850

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		RETENT	TION PERIOD	S	FORMAT	VITAL	DoR	REMARKS	CITATION
		ACTIVE	INACTIVE	TOTAL					
202 -14	RPI	С	Р	Р	HC	yes	PW	Residential property inspections	GC 34090
		С	2	C+2	HC	yes	PW	Daily inspections	GC 34090
	Complaint File	С		Р	DE		PW	Confidential records	GC 34090
	Building Inspection Services to Outside Agencies	С		C+10	D		PW		GC 34090
202 -18		С	2	C+2	D		Various		GC 34090
203	PLANNING			012	D		various		0000
	General Information	2		2	HC		PW	Water allocation charts	GC 34090
203 -02	Case / Project Files	С	Р	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, 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 34090a; 4003; 4004; H&S 19850
203 -03	Sample materials submitted with projects for approval	С	2	C+2	S	no	PW	Roof, glass, paint, etc. samples - keep as long is 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							. 1	
203 -05	Reserved								
203 -06	Reserved								
203 -07	Broad policies or topics not tied to specific address	С	Р	Р	D E HC	yes	PW	May include blueprints, drawings, correspondence, reports or studies, and staff reports. (I.e. awnings, mansionization, lighting)	GC 34090; 34090.7; H&S 19850
204	ENVIRONMENTAL QUALITY								
204 -01	General Information	2		2	HC		PW	General green incentives	GC 34090
204 -02	Air Quality (AQMD)	С	7	C+7	HC		PW	Participants, voucher logs, total daily mileage survey (TDM), commute alternative	CCP 338(k); GC 34090
204 -03	Asbestos	С	Р	Р	HC		PW	Abatement projects, public buildings	GC 34090a
204 -04	California Environmental Quality Act (CEQA)	C			D E HC		PW	Exemptions, Draft & Final EIRs, mitigation monitoring, negative declaration, notices of completion and determination, comments, statements of overriding consideration	GC 34090a; CEQA Guidelines
204 -05	Congestion Management	С	2	C+2	HC		PW	Ride sharing, trip reduction	GC 34090d
204 -06	Environmental Review	С		C+2	DEHC		PW	Correspondence, consultants, issues, conservation (e.g. oil leases on outer continental shelf)	GC 34090d
204 -07		С	2	C+2	HC		PW	Analysis, construction recommendations	GC 34090d
204 -08	Soil Reports (Final)	С		Р	Е	yes	PW	Final reports	GC 34090d

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		RETENT	ION PERIOD	S	FORMAT	VITAL	DoR	REMARKS	CITATION
		ACTIVE	INACTIVE	TOTAL					
204 -09	Review of EIRs not under City Jurisdiction	C	2	C+2	HC	no	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 34090d
204 -10	Traffic Impacts	С	Р	Р	DEHC	no	PW		GC 34090d
204 -11	Green House Gas Emissions	С	Р	Р	DEHC	no	PW		GC 34090d
205	REGIONAL PLANNING								
205 -01	General Information	2		2	HC		PW		GC 34090
205 -02	County General Plan	С		С	HC		PW	Monterey is not the Agency of record	GC 34090
	General Plans Other Cities	С		С	HC		PW	Monterey is not the Agency of record	GC 34090
205 -04		2		2			PW	General Information	GC 34090
206	PROPERTY								
	General Information	2		2	HC		PW		GC 34090
	Abandonment	2	Р	Р	DEHC	ves	PW	Buildings, Condemnation, Demolition	GC 34090a
	Acquisition / Disposition of Property	С	Р	Р	E HC		PW	Supporting documents of sale, purchase, or exchange. Leases of City property and related documents filed under the appropriate series in 704.	GC 34090a; GC 6254
206 -04	Annexations - Deannexations	2	Р	Р	E HC	yes	PW	Reports, public notices	GC 34090a
206 -05	Appraisals	С	2	C+2	HC	yes	PW	Exempt from disclosure until final acquisition obtained	GC 34090; GC 6254(h)
206 -06	Reserved							series not used at this time	
206 -07	Maps, City Boundary	С	Р	Р	E HC	yes	PW	Recorded maps, surveys, monuments	GC 34090d
206 -08	Lot Splits and Lot Mergers	O	Р	Р	E HC	yes	PW		GC 34090
206 -09	Relocation Files	С	2	C+2	HC		PW		GC 34090
207	HOUSING								
207 -01	General Information	2		2	HC		PW		GC 34090
207 -02	Reserved								
	Programs	С	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(b)(3); 24 CFR 85.42 & OME Cir. A-110
208	ECONOMIC DEVELOPMENT								
	General Information	2		2	HC		PW	Includes correspondence	GC 34090
	Reserved								
	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 Preservation Grants	2	3	5	HC		PW	Actual grant contract filed under 704	GC 34090

		RETENT	ION PERIOD	S	FORMAT	VITAL	DoR	REMARKS	CITATION
		ACTIVE	INACTIVE	TOTAL					
209 -03	Archives	2	Р	Р	HC		PW		GC 34090
209 -04	Historic Master Plan	С	Р	Р	E HC	yes	PW		GC 34090
209 -05	Historic Property Tax Incentive Program - Mill's	2	Р	Р	HC		PW	Staff reports on Mills Act Program - actual	GC 34090
	Act							agreements are in 704-05 and project files in 203-02	
209 -06	Historic Adobes and Other Historic Buildings	2	Р	Р	E HC		PW		GC 34090
209 -07	Historic Preservation Districts	С	Р	Р	E HC		PW		GC 34090
209 -08	National Register	С	Р	Р	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	С	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							1 0	
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	Cherry's Jubilee	2		2	HC		Various		GC 34090
302 -05	Independence Day	2		2	HC			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
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	НС		CS		GC 34090

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				ION PERIOD		VITAL	DoR	REMARKS	CITATION
			ACTIVE	INACTIVE	TOTAL				
306		LIBRARY SERVICES							
306		General Information	2		2 HC		LB		GC 34090
306		California History Room	С	2	C+2 D E HC		LB		GC 34090
306	-03	Reader Services	С	2	C+2 D E HC		LB		GC 34090
306		Referenc Services	С	2	C+2 D E HC		LB		GC 34090
306	-05	Special Services	С	2	C+2 D E HC		LB		GC 34090
306		Support Services	С	2	C+2 D E HC		LB		GC 34090
307		TOURISM AND MARKETING							
307		General Information	С	2	C+2 HC		CS		GC 34090
307	-02	Visitor Accommodation Facilities (VAF)	С	2	C+2 E HC		CS		GC 34090
307		Tourism	С	2	C+2 E HC		CS		GC 34090
307	-04	Marketing	С	2	C+2 E HC		Various		GC 34090
308		MUSEUM SERVICES							
308		General Information	С	2	C+2 HC		LB		GC 34090
308	-02	Museum Programs	С	2	C+2 E HC		LB		GC 34090
308		History Programs	С	2	C+2 E HC		LB		GC 34090
308	-04	Art Programs	С	2	C+2 E HC		LB		GC 34090
308	-05	Other Programs	С	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	С	6	C+6 HC		CS		GC 34090; HSC 1797.98(e): HSC 11191; HSC 123145: Medicare Title XVIII; Medicaid Title XIX; MCH Title V

		RETENT	ION PERIOD	S	FORMAT	VITAL	DoR	REMARKS	CITATION
		ACTIVE	INACTIVE	TOTAL					
400	FINANCIAL AND FISCAL	,	1			1			,
401	ACCOUNTS PAYABLE								
401 -01	A-P General Information	2		2	HC		FF		GC 34090
401 -02	Invoice Packet	Au	7	Au+7	HC	yes	FF		GC 34090
401 -03	Check Register	Au	5	Au+5	D HC	yes			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; 29USC 436; 26 CFR 31.6001.1-4; IRS REG 31.6001- 1(e)(2);R&T 19530;29 CFR 516.5- 516.6
402	PAYROLL								
	Payroll General Information	2		2	HC		FF		GC 34090
	Payroll Register	1	Р	Р	D	yes			GC 34090; GC 37207
402 -03	Employee Time Sheets	Au	6	Au+6	DE	yes	Various	Signed by employee	GC 34090; 29CFR 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; CAC22-1085
402 -05	Salary Records	2	Р	Р	E		FF	Salary schedules	GC 34090; 29 CFR 516.2; CAC22-1085: 2

		RETENTI	ON PERIOD		FORMAT	VITAL	DoR	REMARKS	CITATION
		ACTIVE	INACTIVE	TOTAL					
403	ACCOUNTING			'					
403 -01	General Information	2		2	HC		FF		GC 34090
403 -02	General Ledger	2	Р	Р	D HC	yes	FF		GC 34090; CCP 337
403 -03	Report to EDD on Independent Contractors	С	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	С	Р	Р	HC			Treasurer's Reports, Annual Financial reports	GC 34090
403 -06	State Controller's and Other Required Reports	2	Р	Р	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 26CFR 301 65-1(F)
404 -03	Surplus Property Disposal	Au	5	Au+5	D		FF		GC 34090; CCP 337
404 -04	Vehicle Ownership & Title	С	С	С	HC	yes	FF		GC 34090 (a) VC 9900 et seq
405	PURCHASING		,	,			1		,
405 -01	Purchasing General Information	2		'	HC		FF		GC 34090
405 -02	Vendor Register, Cal Cards Acnkowledgement Forms	С	Р	Р	D HC	yes	FF	Alpha list of vendors, including PO's, invoices, account number, check date and amount for year. Cal Card cardholder acknowledgement 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; CCP 337; GC 25105-1
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.	GC 34090; GC34090(d) CCP 337; GC 25105-1

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		RETENTI	ON PERIOD	S	FORMAT	VITAL	DoR	REMARKS	CITATION
		ACTIVE	INACTIVE	TOTAL					
406	BUDGETING								1
406 -01	General Information	2		2	HC		FF	Division Draft Budgets submitted to Budget Committee, Gann Initiatives	GC 34090
406 -02	Adopted Budget	С	Р	Р	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	С	Р	Р	D E HC	yes	FF	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, 40802, 53901; GC 43900 et sec
406 -06	Joint Powers Authority Budgets	С	Р	Р	D E HC	yes	FF	Includes annual audit & bond issues and draft JPA budget staff reports and items	GC 34090, 40802, 53901; GC 43900 et se
406 -07	Community Services District Budgets	С	Р	Р	D E HC	yes	FF	Account transfers, appropriation and transfer of funds, and creation, modification, or accounting funds, Midyear review reports	GC 34090, 40802, 53901; GC 43900 et se
407	REVENUE								
	Revenue General Information	2		2	HC		FF		GC 34090
	Reserved				110				
	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	С	5	C+5	D HC	yes		Dog licenses and TOT customers, etc. Paid and Reports	GC 34090; CCP 337
407 -06	Fee Schedules	С	5	C+5	Ε		FF	Fee staff reports (10 year retention)	GC 34090
407 -07	Investment Records	С	Р	Р	D HC	yes	FF	Summary of transactions, inventory & earnings report	GC 34090; CCP 337; GC 53607

		RETENT	ION PERIOD	S	FORMAT	VITAL	DoR	REMARKS	CITATION
		ACTIVE	INACTIVE	TOTAL					
407 -08	Assessment Districts	С	Р	Р	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	С	Р	Р	HC	yes	FF		GC 34090; CCP 337.5
407 -10	Revenue Bonds and other Bond Information	С	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; CCP 337.5; GC 53921
407 -11	Deposits, Receipts	Au	5	Au+ 5	D HC	yes	Various	Current documents are vital records	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	С	7	C+7	HC		FF	Reports and related records	29CFR 1904.2; 29CFR 1904.6
408 -03	Bonds, Insurance	2	Р	Р	HC	yes		Bonds & insurance policies insuring city property and other assets	CCP 337.2; CCP 343
408 -04	Claims, Damage	С		C+5	HC	yes		Paid/Denied, CC claim staff reports	GC 34090; GC 25105.5
408 -05	Third Party Incident / Accident Reports	С	7	C+7	HC		FF	Theft, property damage or similar occurrence (not fire/law enforcement)	29 CFR 1904.2; 29 CFR 1904.6
408 -06	ACCEL Joint Powers Agreement Insurance	С	Р	Р	HC	yes	FF	Authority California Cities Excess Liability Insurance; All Joint Powers agreements filed in 704	GC 34090
408 -07	Insurance Certificates	С	Р	Р	HC	yes	FF	Insurance certificates filed separately from contracts, includes insurance filed by licensees	GC 34090
408 -08	Insurance Policies	С	Р	Р	HC	yes	FF	May include liability, property Certificates of Participation	GC 34090
408 -09	Insurance, Workers Compensation	С	Р	Р	HC	yes		Indemnity; PERS (working files), originals with Administrator	GC 6410; 29CFR 1910.20
	Photographs, Negatives, Film	С		C+2	E HC		FF		GC 34090
408 -11	Risk Management Reports	С	5	C+5	E HC	yes	FF	Federal OSHA forms, loss analysis report, safety reports, actuarial studies	OMB1220- 0029; 29 CFR 1904.4 GC 34090

		RETENT	ION PERIOD	S F	ORMAT	VITAL	DoR	REMARKS	CITATION
		ACTIVE	INACTIVE	TOTAL					
408 -12	Warranties	С	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; CC 1790
409	GRANTS - DONATIONS								
409 -01	General Information	2		2	HC		FF		GC 34090
	Federal and State Grants and Assistance	С	5	C+5	D		FF	Refer to grant application close-out procedure; Various dept initiatie grant; Finance is lead dept for finalizing grants; grant contracts filed under 704	GC 34090
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	НС	yes	HR + Various	May include application, release authorizations, certifications, reassignments, outside employment, disciplinary actions, terminations, evaluations	29 CFR 1627.3; CCR Sec 1174; 29 CFR 1602.30.32; GC6250 et seq; GC 12946; GC 34090; 29 CFR 1607.4; 29 CFR 516.6 et seq
501 -03	Active Employees (Sworn)	С	10	C+10	HC	yes	PD	Police & Fire employees. May include release authorizations, certifications, applications, reassignments; outside employment, disciplinary actions, evaluations,	29 CFR 16273; CCR Sec 1174; 29 CFR 1607.4, 29 CFR 1602.30, 32; 29 CFR 516.6 et seq

			ION PERIOD		FORMAT	VITAL	DoR	REMARKS	CITATION
		ACTIVE	INACTIVE	TOTAL					
501 -04	Contractual Employees	С	10	C+10	HC	yes	HR	Copy of contract and may include application, release authorizations, certifications, reassignments, outside employment, disciplinary actions, terminations, evaluations	1627.3; CCR Sec 1174; 29 CFR 1602.30.32; GC6250 et seq; GC 12946; GC 34090;29
501 -05	Temporary Services	С	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	С	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 & Greivances	С	P	C + P	HC		HR		29 CFR 1627.3; CCR Sec 1174; 29 CFR 1602.30.32; GC6250 et seq; GC 12946; GC 34090; 29 CFR 1607.4; 29 CFR 516.6 et seq
501 -08	City Employee Oaths of Office	С	2	C+2	НС		Various		GC 34090
	Public Safety Personnel General Information	2		2	HC		FD		GC 34090
501 -10	Public Safety Personnel Annual Physical Program	С	30	C+30	HC		FD		29 CFR 1910.1020
501 -11	Public Safety Personnel Exposure Sampling	С	30	C+30	HC		FD	Sampling results, collection methodology, background	29 CFR 1910.1020

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									e 15
			ION PERIODS		FORMAT	VITAL	DoR	REMARKS	CITATION
		ACTIVE	INACTIVE	TOTAL					
	Public Safety Personnel Exposure Reports	С	30	C+30	HC		FD	Laboratory reports and worksheets	29 CFR 1910.1020
501 -13	Public Safety Personnel Random Drug Testing	С	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
502	PERSONNEL MANAGEMENT								
502 -01	Personnel Management General Information	2		2	HC		HR		
502 -02	Job Descriptions	С	2	C+2	HC	yes	HR	Current documents are vital records	GC 34090
502 -03	Position Classifications	С	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 1602.14
502 -04	Unemployment Claims	С	4	C+4	HC		HR		GC 34090
	Reserved								
502 -06	Bond, Personnel Fidelity	С	2	C+2	HC	yes	FF	Employee fidelity bonds	GC 34090
502 -07	Employee Handbooks and Policies	С	2	C+2	HC	yes	HR	General Employee information, including benefit plans	GC 34090
502 -08	Employee Programs	С	2	C+2	HC		HR	Includes commendations, awards, and recognitions	GC 34090; GC 12946
502 -09	Federal I-9 Forms	С	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/Cont rol Act 1986 Pub. L 99- 603
502 -10	Motor Vehicle (DMV) Records	С	7	C+7	HC		FF	late	GC 12946; CA 91009; 8 USC 1324 (a)
502 -11	Position Recruitment	С	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, 5250 et seq; 29 CFR 1602 et seq; 29 CFR 1607; 29 CFR 1627.3

		RETENT	TON PERIOD	S	FORMAT	VITAL	DoR	REMARKS	CITATION
		ACTIVE	INACTIVE	TOTAL					
502 -12	Vehicle Mileage Reimbursement Rates	С	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	С	2	C+2	HC		HR	Affirmative Action or Equal Opportunity staff reports	GC 34090
502 -14	Volunteer Programs, Guidelines, and Activities	С	2	C+2	HC		Various		GC 34090
503	SAFETY						'		•
503 -01	General Information	2		2	HC		HR		GC 34090
503 -02	Plan Document	С	6	C+6	HC	yes	HR		GC 34090
503 -03	OSHA	С	7	C+7	HC		HR		GC 34090
503 -04	Safety Policies and Procedures	С	2	C+2	HC		HR		GC 34090
503 -05	Safety Audit	С	7	C+7	HC		HR		GC 34090
503 -06	Reserved								
503 -07	Publications and law updates	С	D/R	С	HC		HR		GC 34090
504	BENEFITS		·						<u> </u>
504 -01	General Information	2		2	HC		HR	Historical benefit information (includes Council benefits)	GC 34090
504 -02	Plan Documents	С	6	C+ 6	HC	yes	HR	e.g. Dependent Care Program	GC 34090
504 -03	Active Employee Benefit Files	С	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
504 -05	COBRA files	С	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	С	Р	Р	HC	yes	HR	PERS, Social Security, Medicare & Benefit documents	29 CFR 1627.3(2); GC 12946, 34090
504 -07	Vendor/Administrator Reports and Correspondence	С	2	C+ 2	HC				GC 34090
504 -08	Orientation Packets	С	С	С	HC				GC 34090
504 -09	Forms and Handouts	С	D/R	С	НС		HR		GC 34090
504 -10	Reserved								

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			ION PERIOD		FORMAT	VITAL	DoR	REMARKS	CITATION
		ACTIVE	INACTIVE	TOTAL					
504 -11	Employee Medical Information	С	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	С	D/R	С	НС	 			GC 34090
	Deferred Compensation Plan	C	P	P	HC		HR	Includes plan information	29 CFR 1627.3(2); GC 12946, 34090
505	WORKERS COMPENSATION								
505 -01	General Information	2		2	HC		HR		GC 34090
505 -02	Employee Files	O	Р	Р	HC	yes	HR	Claim files, reports, incidents (working files), originals filed with Administrator, Workers' Comp settlements	CCR 14311; 15400.2; CA Labor Code 110-139.6
505 -03	Forms and Handouts	С	2	C+2	HC		HR		GC 34090
505 -04	Designation of Personal Physician Forms	С	Р	Р	HC	yes	HR		CCR 14311; 15400.2; CA Labor Code 110-139.6
505 -05	Budget	С	2	C+2	НС		HR	Working Files	GC 34090
	Reports	2	Р	Р	HC		HR	includes utilization and state reporting	CCR 14311; 15400.2; CA Labor Code 110-139.6
505 -07	Administrator Correspondence	2	3	5	HC		HR		GC 34090
	Ergonomic Evaluations and Job Analysis	С	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	С	7	C+7	HC		Various	Employee forms, volunteer program training, class training materials, internships	GC 6250 et seq
506 -03	Tuition Reimbursement Program	С	7	C+7	HC		HR	CEIP	GC 6250 et seq
506 -04	Attendance Records - Fire Employees	С	5	C + 5	E HC		Various	computerized - Firehouse, MS Access, and Police records	GC 34090

			RETENTIO	N PERIOD:	S	FORMAT	VITAL	DoR	REMARKS	CITATION
			ACTIVE IN	ACTIVE	TOTAL					
506 -0)5	Fire Company Performance Standards	С	2	C+2	HC		Various		8 CCR 3204(d)
		Fire Training hours	Т	10	T + 10	E HC		Various	electronic in Firehouse + outside certificates	GC 34090
507		LABOR RELATIONS								
507 -0	01	General Information	2		2	HC		HR	Policies and procedures (e.g. memos on comp time, supplemental pay, allowances)	GC 34090
507 -0		Negotiations General Employees of Monterey (GEM)	С	Р	Р	HC	yes	HR	Contracts, draft MOUs, correspondence, official meeting notes and notebooks (individual notes should be destroyed after 2 years)	CFR 516
507 -0		Negotiations - Management Employees Association (MEA)	С	Р	Р	HC	yes	HR	Contracts, draft MOUs, correspondence, official meeting notes and notebooks (individual notes should be destroyed after 2 years)	CFR 516
507 -0		Negotiations - Monterey Firefighters' Association (MFFA)	С	Р	Р	HC	yes	HR	be destroyed after 2 years)	CFR 516
507 -0		Negotiations - Fire Management Association (FMA)	С	Р	Р	HC	yes	HR	Contracts, draft MOUs, correspondence, official meeting notes and notebooks (individual notes should be destroyed after 2 years)	CFR 516
507 -0		Negotiations - Monterey Police Officers' Association (MPA)	С	Р	Р	HC	yes	HR	Contracts, 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 -0		Negotiations - Police Lieutenant's Management Association (PLMA)	С	Р	Р	HC	yes	HR	Contracts, 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 -0		Unrepresented Employees	С	Р	Р	HC	yes	HR	Deputy Police Chief, Executive Management and Part Time Employees resolutions	GC 34090, 29 USC Sec 211(c)
600		PUBLIC SAFETY								
601		FIRE SAFETY ADMINISTRATION								
601 -0		General Information	2		2	HC		FD		GC 34090
601 -0	02	Fire Code & Manuals	С	3	C+3	E HC	yes	FD	Include OPS manuals	GC 34090.7; CCP 340.5
601 -0	03	General Orders, Policies/Procedures	С	2	C+2	E HC	yes	FD		GC 34090
601 -0		Mutual Aid, Automatic Aid, Strategic Plans & Studies	С	2	C+2	HC		FD PD		GC 34090
601 -0)5	Fire Services to Other Agencies	С	10	C+10	HC	yes	FD	Fire protective services (for fee), emergency medical services	GC 34090

		DETENITI	ON PERIOD	C	FORMAT	\/ITAI	DoB	REMARKS	CITATION
				TOTAL	FURIVIAT	VIIAL	DUK	REMARKS	CHATION
000		ACTIVE	INACTIVE	TOTAL		<u> </u>			
602	FIRE PREVENTION/PUBLIC EDUCATION					1			
602 -01	General Information	2		2	HC		FD		GC 34090
602 -02	CPR Program	С	2	C+2	E HC		FD		GC 34090
602 -03	Reserved								
602 -04	Inspections, Fire Prevention	С	3	C+3	E HC	yes	FD	Alarm / sprinkler systems, prevention efforts	UFC 103.34
602 -05	Investigations, Evidence Arson	С	Р	Р	D HC	yes	FD	Support prosecution resulting in homicide	PC 799
602 -06	Investigations, Evidence Arson	С	6	C+6	D HC	yes	FD	Great bodily harm, inhabited structure or property	PC 800
602 -07	Community Emergency Response Team (CERT)	С	2	C+2	D HC	yes	FD		GC 34090
602 -08	Permits, Uniform Fire Code		2	C+2	D HC	1/00	FD		GC 34090
	·	C				,		5 4 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	
602 -09	Plans Fire Alarm & Sprinkler	С	Р	Р	E HC	yes	FD	Retain plans during the life of the building	GC 34090d
602 -10	Property Files	2	Р	Р	HC	yes	FD		GC 34090
602 -11	Public Education Program	С	2	C+2	HC		FD		GC 34090
602 -12	Water Systems Improvement Fund	С	2	C+2	HC		FD		GC 34090
603	RESERVED								

		RETENTION	N PERIOD	S	FORMAT	VITAL	DoR	REMARKS	CITATION
		ACTIVE INA	ACTIVE	TOTAL					
604	FIRE OPERATIONS					•	•		
604 -01	General Information	2		2	HC		FD		GC 34090
604 -02	Apparatus/Vehicle	С	2	C+2	D		FD	Repair and Maintenance	GC 34090; CCP 340.5; 8 CAL Code Reg 3203(b)(1)
604 -03	Confined Space Permits	С	Р	Р	НС		FD		GC 34090
604 -04	Donated Vehicles	2	8	10	HC		FD		GC 34090
	Field Reports, non-fire & logs	С	2	C+2	D		FD	computerized - firehouse	GC 34090
	Field Reports, non-arson & logs	С	2	C+2	D		FD	computerized - firehouse	GC 34090
	Fumigation Permits	С	2	C+2	НС		FD		GC 34090
	Incident Reports	C	3	C+3	D HC		FD	Dispatch and daily logs - computerized - firehouse	GC 34090
	Inventory, equipment & supplies	С	2	C+2	Е		FD	7 0 1	GC 34090
604 -10	Investigations, Evidence Arson	С	3	C+3	D		FD	Structure	PC 801; UFC 104.32
604 -11	Journals, Fire Station	С	2	C+2	E HC	yes	FD	Activities, personnel, engine company	GC 34090
604 -12	Logs for fire equipment & gear	С	2	C+2	E HC		FD		GC 34090
604 -13	Weed Abatement	С	2	C+2	HC		FD	Reports, assessments, documentation	GC 34090
604 -14	Work Program Files	С	2	C+2	E HC	yes	FD		GC 34090
	Emergency Medical Services Forms	С	7	C+7	HC		FD	Monterey County Form EMS/126 - City copy	GC 34090; HSC 1797.98(e): HSC 11191; HSC 123145: Medicare Title XVIII; Medicaid Title XIX; MCH Title V
605	RESERVED								

		RETENTION	N PERIODS	6	FORMAT	VITAL	DoR	REMARKS	CITATION
		ACTIVE INA	ACTIVE	TOTAL					
606	HAZARDOUS MATERIALS					,			
606 -01	General Information	2		2	HC		FD		GC 34090
606 -02	Hazardous Waste Disposal	С	10	C+10	HC		FD	Documentation regarding handling and disposal of hazardous waste	CAL OSHA; 40 CFR 122.21
606 -03	Permits, Hazardous Materials Storage	С	Р	Р	HC	yes	FD	Two years retention required statutorily, permanent recommended	GC 34090
606 -04	Programs, Household Hazardous Waste	С	2	C+2	HC		FD		GC 34090
606 -05	Training Materials	С	2	C+2	E HC		FD	Standards & Administration	CAL Code Reg 3204(d) et seq
606 -06	Underground Storage Tank Compliance	С	Р	Р	HC	yes	FD	Storage location, installation, removal, remediation, maintenance & operations	GC 34090
607	LAW ENFORCEMENT ADMINISTRATION								
607 -01	General Information	DR		DR			PD	Outsourced dictation in MP3 format	GC 34090
607 -02	Alarm Records	С	2	C+2	E		PD		GC 34090
607 -03	Alcoholic Beverage Control	2	10	12	HC		PD	Police actions, investigations, etc. This is not for Planning alcohol permit actions.	GC 34090
607 -04	Claim Files	С	6	C+6	HC		PD	Claim copy, correspondence, photographs, supporting documents relative to incidents involving the PD filed by citizens	PC 832.5
607 -05	Department Manuals	С		С	Ε	yes	PD	Changes to manual are recorded	GC 34090
607 -06	Equipment	С	2	C+2	E HC		PD	Manuals, instructions, procedures	GC 34090
607 -07	Equipment Inventory	С	2	C+2	HC		PD	Listing of equipment assigned to division employees	GC 34090
607 -08	Reports	С	2	C+2	D		PD	Monthly, quarterly, annual activity statistical reports. Also surveys, Reponses, chemical emissions, etc	GC 34090
607 -09	Law Enforcement Policies, Programs, and Procedures	С	2	C+2	E		PD	Animals and animal shelters, abandoned vehicle towing, local assistance, police training bulletins,	GC 34090
607 -10	Permits	С	2	C +2	D HC E		PD	Taxi, massage, amplified sound, assembly, film permits, etc.	GC 34090
607 -11	Enforcement of State Laws	С	2	C+2	HC		PD	Includes modification to MCC for vehicle code	GC 34090

		RETENT	ON PERIOD	S	FORMAT	VITAL	DoR	REMARKS	CITATION
		ACTIVE	INACTIVE	TOTAL					
608	POLICE INVESTIGATIONS						•		•
608 -01	General Investigation Files	С	2	C+2	D		PD	This series is used for the following information: Asset Forfeiture, case books, no-arrest narcotics cases, routine log files, surveys, secondhand dealers, pawn brokers, juvenile detention, misdemeanor and infraction files, false alarm files, non-criminal occurrences, range inventories, and statistical crime analysis, research project files, subpoenas files, use of force files, disposition of arrest / court action; property / evidence, injured or sick person, missing persons where person has been returned.	GC 34090
608 -02	Administrative / Internal investigations	С	5	C+5	HC		PD; various	Initiated either by citizen complaints or internally initiated by staff; includes complaint, reports & findings	PC 832.5(b) EVC 1045
608 -03	Homicide Investigator's Case Files	Р	Р	Р	D		PD	Illiulius	PC 799
608 -04	Officer Involved Shootings	С	Р	Р	НС		PD		GC 34090
608 -05	LiveScan Digitized Arrest Cards / Hard Copy Inked Palm Cards	С	20	C+20	D		PD	Retain for applicable case statute of limitation or until evidence in case is destroyed	Board of Corrections
608 -06	Suspect File, Adults and Juveniles	С	2	C +2	D		PD	Adults or juveniles suspected of a crime, taken for comparison and destroyed after original purpose achieved	California Commission on Police Officer Standards and Training
608 -07	Informant File	С	2	C+2	HC		PD	Legal notifications, identification information, payment information, activities information	GC 34090
608 -08	Jail Records	С	6	C+6	D HC		PD	Includes daily logs on staffing, bookings, releases, transfers, transportation, inmate records, and inspection files	GC 34090
608 -09	Pre-Arrest Records	С	10	C+10	D		PD	Retained by division until cases are suspended and closed.	GC 34090
608 -10	Pawn Slips and Tickets	С	3	C+3	D		PD		B&P21628
608 -11	Inmate Records	С	20	C+20	D		PD		GC 34090
608 -12	Registration Files	DR	D/R	D/R	D		PD	Arson, Sex and Narcotic registration files; retained for life of registrant within the jurisdiction	PC 290

			RETENT	ION PERIOD	S	FORMAT	VITAL	DoR	REMARKS	CITATION
			ACTIVE	INACTIVE	TOTAL					
608	-13	Felony Crime Records	P	P	Р	D		PD		PC 799; PC 800; PC 801
608	-14	Destruction	P	Р	Р	HC		PD	Destruction of guns and narcotics	GC 34090
608	-15	Adult Found Factually Innocent - Sealed	С	3	C+3	D		PD	The records are to be destroyed 3 years from the date of the arrest.	
608	-16	Juvenile	A/E	A/E	A/E	D		PD	Upon petition local law enforcement records within WIC 826(b) may be destroyed as ordered by the court	WIC826(a)&(b); WIC781(a); WIC781.5; HS11361.5
608	-17	Audio, Telephone and Radio Communications	С	180 days	C+180	D		PD	Exception: shall be preserved for 100 after conclusion of the court case	GC 34090.6
608	-18	Routine Video	С	13 months	C+13	N/A		PD CS	Includes regular surveillance and in-car recording system data	GC 34090.6
608	-19	Warrants	С	С	С	HC		PD	Felony, Misdemeanor criminal, served, unserved	GC 34090
609		PATROL						1		I
609		General Patrol	С	2	C+2	HC		PD	This series is used for the following information: Dispatch cards, field interview cards, citations to juveniles, H&S violations, Cite and release records, parking traffic tickets, transmittals, radio communications logs, patrol requests and correspondence, radar calibration records, accident reports, repossessions / private impounds, tow accident reports, officer narrative in Word format,	GC 34090
609	-02	Reserved								
609	-03	Traffic Collision Fatalities	Р	Р	Р	D		PD		GC 34090

		RETENT	ION PERIOD	S	FORMAT	VITAL	DoR	REMARKS	CITATION
		ACTIVE	INACTIVE	TOTAL					
610	POLICE SERVICES								
610 -01	General Services	С	2	C+2	HC		PD	This series is used for the following information: background investigations, concealed weapons files, press releases, press releases, property files, pawn broker and secondhand property files, daily schedules, watch assignment and timekeeping	GC 34090
610 -02	Restraining Orders	D/R	D/R	D/r	HC		PD	This includes emergency protective orders, temporary restraining orders, legal stipulations, orders after hearing, etc.	PC 273.5, 273.6, 646.9 12028.5, 13700, FC 6380-6383
611	LOCAL & NATIONAL EMERGENCIES / DISASTERS	<u> </u>		1					
611 -01	General Information	С	2	C+2	HC		Various		GC 34090
611 -02	National Emergencies and Disasters	С	2	C+2	HC		Various	Katrina / Waveland & Bay St. Louis Relationship	GC 34090
611 -03	Local Emergencies and Disasters	С	2	C+2	HC		Various		GC 34090
611 -04	Emergency / Disaster Planning	С	2	C+2	E HC		Various	Emergency Preparedness plan, emergency	GC 34090
611 -05	Emergency Operations Center	С	2	C+2	E HC		Various		GC 34090
700 701 701 -01	LEGISLATIVE AND LEGAL LEGISLATIVE General Information	2		2	HC		Various	Use 701 series for City Council and for all City boards, committees, and commissions as well 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	GC 34090
701 -02	Agendas	С	2	C+2	HC		Various	Agendas and special meeting notices, including certificates of posting and CC action summaries.	GC 34090
701 -03	Agenda Staff Reports	С	10	C+10	Е	yes	Various	Staff reports (master subject files) created and submitted for Council / BCC packets to include all exhibits and attachments therein (Hard copy staff reports 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

		RETENT	ION PERIOD	S	FORMAT	VITAL	DoR	REMARKS	CITATION
		ACTIVE	INACTIVE	TOTAL					
701 -04	Appointments	С	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	С	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	Р	Р	Р	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	С	10	C+10	HC		IR	Includes public notices and proofs of publication for public hearings	CCP 343,349 et seq; GC 911.2; GC 34090
701 -09	Minutes	10	Р	Р	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	С	Р	Р	HC E	yes	IR	Supplements included	GC 34090
701 -11	Ordinances	P	Р	Р	HC E	yes		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	Р	Р	Р	HC E	yes	Various	Legislative actions	GC 34090(d) GC 40806
701 -14	Audio Recording of Public Meetings	С	90 days	C + 90 days	Е		Various	Used for minute preparation	GC 34090.7
701 -15	Policies	С	Р	Р	HC		Various	BCC Handbook, policies as approved at CC meeting, vision statements	GC 34090.7
701 -16	Public Comments from Meetings	С	2	C+2	HC		Various		GC 34090.7
	Awards and Proclamations	С	2	C+2	HC			Awards to non-city staff or given to City as a whole	GC 34090.7
	Agenda Packets	С	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	С	С	С	HC		CA		GC 34090
701 -20	Video recordings of public meetings	С	10	C+10	E HC		LB		GC 34090

		RETENTIO	ON PERIOD	S	FORMAT	VITAL	DoR	REMARKS	CITATION
		ACTIVE IN	NACTIVE	TOTAL					
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	С	2	C+2	Е		IR		GC 34090
702 -03	Canvass and Ballot	2	Р	Р	HC		IR	Permanent for historic value.(includes official voter guides, and combined list of candidates)	GC 22932; EC 17130; EC 2653
702 -04	Reserved								
702 -05	Charter Amendments/Measures	2	Р	Р	HC	yes	IR	Permanent for historic value.	GC 34458- 60; GC 34090
702 -06	Lobbyist Registration	С	Р	Р	НС		IR	Statements	EC 81009 (b
702 -07	Maps, Precincts/Voter Information	С	4	C+4	HC		IR		GC 34090; EC 17501; EC 17301
702 -08	Nomination Papers-Successful	С	4	C+4	HC		IR	includes candidate statements	EC 17100
702 -09	Nomination papers - Unsuccessful	С	2	C+2	HC		IR	includes candidate statements	GC 81009(b
702 -10	Notifications and Publications	С	4	C+4	HC		IR	Voter information flyers, candidates guides with blank forms, and proof of publication or posting	
702 -11	Oaths of Office	С	6	C+6	HC		IR	Elected Officials	GC 34090;
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, 17400; GC 7253.5; EC 14700 + GC 3756.8
703	CITY ATTORNEY								
703 -01	General Information	2		2	HC		CA		GC 34090
703 -02	City Attorney Case Index	С		С	E HC		CA	Including notations on activities related to case	GC 6254
703 -03	Case Records (Significant)	С	Р	Р	HC		CA	Significant cases which have importance or set legal precedence, summons and subpoenas	GC 6254
703 -04	Case Records	С	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 s6254
703 -06	Closed Sessions	С	10	C+10	HC		CA IR	Confidential Matters under litigation	GC 34090

		RETENT	ION PERIOD)S	FORMAT	VITAL	DoR	REMARKS	CITATION
		ACTIVE	INACTIVE	TOTAL					
704	LEGAL DOCUMENTS	'	I	1		-			•
704 -01	General Information	2		2	HC		Various		GC 34090
704 -02	Conveyances from or to the City (Deeds etc.)	С	P	Р	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, etc Check originals for	GC 34090a; 24CFR 570.502(b)(3); 24CFT 8.42 & OMB Circ. SA-110
704 -03	Joint Powers Authority	С	Р	Р	HC E	yes	IR	Any JPA's the City has signed	
704 -04	Liens	С	Р	Р	HC E	yes	FF	Claim of Lien	GC 34090
704 -05	Contracts and Agreements-Excluding CIP, NIP, PMSA Construction contracts, and Leases for City Property	С	5	C+5	HC E	yes		Includes leases of equipment and agreements or contracts for services and supplies and Mills Act Agreements, software, licenses, grant contracts, and CIP, NIP, and PMSA design and professional services contracts.	CCP 337.2, 343; GC 53066
704 -06	CIP, NIP, and PMSA Construction Contracts	С	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; GC 4004; CCP 337.2, 343
704 -07	Wharf Concessionaire Lease Agreements	С	P	Р	HC E	yes	IR	Includes lease and all support documentation (e.g. staff reports or related approvals, conditions of approval)	CCP 2.08.110; GC 37090a; GC 4004; H&S 19850
704 -08	Foreclosures	С	Р	Р	HC E		FF		GC 34090
704 -09	Recreation Trail and Tidelands Leases	C	P	P	HC E	yes		Includes lease and all support documentation (e.g. staff reports or related approvals, conditions of approval)	CCP 2.08.110; GC 37090a; GC

		RETENT	TION PERIOD	S	FORMAT	VITAL	DoR	REMARKS	CITATION
		ACTIVE	INACTIVE	TOTAL					
704 -10	City Property Leases (excludes Recreation Trail, Tidelands, and Wharf Leases)	С	P	Р	HC E	yes	IR	Includes lease and all support documentation (e.g. staff reports or related approvals, conditions of approval)	CCP 2.08.110; GC 37090a; GC 4004; H&S 19850
704 -11	Lease by City of Private Property	С	5	C+5	HC E	yes	IR	Includes lease and all support documentation (e.g. staff reports or related approvals, conditions of approval)	CCP 2.08.110; GC 37090a; GC
704 -12	Development Agreements	2	Р	Р	HC E	yes	IR		GC 65864; GC 65869.5
704 -13	Subdivision Agreements	С	Р	Р	D E HC	yes	IR		GC 34090; 34090.7; H&S 19850
704 -14	Releases	С	2	C + 2	HC		IR	Image release or other release where City receives a liability release, hold harmless release, or other form of benefit. The release should include an expiration	GC 34090
704 -15	Authorizations	С	2	C + 2	HC		IR		GC 34090
704 -16	Loans	С	Р	Р	HC E		IR		GC 37090a; GC 4004; H&S 19850
705	CODE COMPLIANCE								
705 -01	General Information	2		2	HC		CA		GC 34090
705 -02	Case Files	С	20	C+20	D		CA	may include inspections, photos, drawings, correspondence, public nuisance, rubbish abatement, vehicle abatement, watercraft abatement, citations, sidewalk / hazard abatement, etc.	GC 34090(a) & (b); H&S 19850
705 -03	Graffiti	2		2			PW		GC 34090

		RETENT	ION PERIOD	S	FORMA	VITAL	DoR	REMARKS	CITATION
		ACTIVE	INACTIVE	TOTAL					
706	AGENCIES & JURISDICTIONS								
706 -01	General Information	2		2	HC		Various		GC 34090
706 -02	Federal Agencies	С			HC			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	С			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	С			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	С			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	С	10	C+10	НС		Various	NPS, DLI, Coast Guard,	GC 34090
706 -07	Educational	С	5	C+5	HC		Various	MPC, MIIS, CSUMB, MPUSD	GC 34090
706 -08	Local Agencies	С			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	С			HC		Various	Destroy when no longer relevant - For CC staff reports see 701-04 - e.g. OVP CSD	GC 34090
706 -10	Sister Cities	С			HC		Various	Destroy when no longer relevant - For CC staff reports see 701-04.	GC 34090
706 -11	Grand Jury Reports	2	8	10	НС		СМ	Includes responses	GC 34090; GC 6276.22

		RETENTI	ON PERIODS	3	FORMAT	VITAL	DoR	REMARKS	CITATION
		ACTIVE I	NACTIVE	TOTAL					
707	FAIR POLITICAL PRACTICES COMMISSION								
707 -01	General Information	2		2	HC		IR	Code of conflict staff reports	GC 34090
707 -02	Forms	С		С	HC		IR		GC 34090
707 -03	Manuals and Publications	С		С	HC		IR		GC 34090
707 -04	Administration	С			HC		IR	FPPC Opinions	GC 34090
707 -05	Ethics Education	С	5	C + 5	HC		IR	Ethics training certificates and staff reports	GC 53234(d); 53235.2b
707 -06	Campaign Disclosure, Elected	Р		Р	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	С	5	0	HC		IR	410s, 420s, 460s, 470s, 490s, and 501s	GC 81009 (b)
707 -08	Campaign Disclosure, other Committees	С	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	С	7	C+7	HC		IR		GC 81009 (e)
707 -12	Statement of Economic Interest (Form 700) - Unelected Candidates for Council	С	5	C+5	HC		IR		GC 81009
707 -13	Statement of Economic Interest (Form 700) Designated Employees and Board and Commission Members	С	7	C+7	HC		IR	Board and Commission members, designated employee and consultant 700s and CC staff reports on code of conflict	GC 81009

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			RETENT	ION PERIOD	S	FORMAT	VITAL	DoR	REMARKS	CITATION
			ACTIVE	INACTIVE	TOTAL					
800		PUBLIC WORKS					'			
801		ENGINEERING								
801	-01	General Information	2		2	HC		PW		GC 34090
801	-02	Reserved								
801	-03	Construction Tracking	С	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	С	Р	Р	HC E		PW	Includes street design (e.g. Signs, striping)	GC 34090(a)
801	-05	Flood Control	С	2	C+2			PW	Storm Drains	GC 34090(d)
	-06	Special Districts	С	Р	Р			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	R - RECY	CLING CLING				PW		
802	-01	General Information	2		2	HC		PW		GC 34090
802	-02	Collections/Landfill	С	2	C+2	HC		PW	Daily records, usage, grease traps	GC 34090
802	-03	History, Sanitation	2	Р	Р	HC		PW	Where City-owned	GC 34090
802	-04	Maintenance and Operations	С	2	C+2	HC		PW	Includes work orders, inspections, repairs, reports,	GC 34090
		-							backflow, includes recycling inspections & audits	
802	-05	Maps, Septic Tank	С	Р	Р	HC	yes	PW	Location maps	GC 34090
802	-06	Rates and Services	С	2	C+2	HC		PW	·	GC 34090
802	-07	Recycling Programs	С	2	C+2	HC		PW		GC 34090
802	-08	Regulations	С	2	C+2	HC		PW	Includes legislation on these topics	GC 34090
802		Sewer Pumping Stations	С	2	C+2	HC		PW		GC 34090
		Studies and tonnage Reports	С	2	C+2	HC		PW		GC 34090
802		Sewer and Sewage	С	2	C+2	НС		PW	sewer connections, sewer condition assessment surveys	GC 34090
802	-12	Green Programs	С	2	C+2	НС		PW	Sustainability, climate change	GC 34090
		Sewer Condition Assessment Surveys / Videos	С	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	Р	Р	HC		PW	Supporting documentation and includes temporary construction easements	GC 34090(a)
803	-03	Street Openings and Closures	2	Р	Р	НС		PW		GC 34090
803		Easements, Dedications, Rights of Way, and Other Access Agreements	2	P	Р	HC		PW	Supporting documentation, includes emergency access and alternate access routes	GC 34090
803	-05	Field Books	2	Р	Р	НС		PW		GC 34090
803		Intersection Records	C	2	C+2	HC		PW	Includes correspondence, volume counts, accidents	GC 34090
		I	1	ı			1		L	1

			ION PERIOD		FORMAT	VITAL	DoR	REMARKS	CITATION
		ACTIVE	INACTIVE	TOTAL					
803 -07	Inventory, Traffic Control Device	С	2	C+2	D HC		PW	Signs, lights, add or remove stop signs	GC 34090
803 -08	Landscaping	С	2	C+2	D HC		PW	Plants, tree maintenance, work orders	GC 34090
803 -09	Lighting	С	2	C+2	D		PW	Maintenance, work orders	GC 34090
803 -10	Maintenance/Operations	С	2	C+2	D		PW	Work orders, inspection, repairs, cleaning, reports, striping, etc	GC 34090
803 -11	Traffic Operations	С	Р	Р	HC		PW	Fire hydrants, lighting districts, wheel chair ramps, storm drains, streets, sidewalks	GC 34090
803 -12	Traffic Studies & Analyses	С	10	C+10	D HC		PW		GC 34090
803 -13	Encroachment Permits	С	Р	Р	DEHC			Encroachment permits, street opening permits, driveway permits	GC 34090a H&S 19850
803 -14	Other Permits	C	2	C+2	D HC		PW	Improvement, oversize load, parking, paving, temporary street banners	GC 34090
	Street Naming and Numbering	2	Р	Р	D	yes			GC 34090; GC 34090a
803 -16	Speed Limits	C	2	C+2	E HC		PW	Engineering & Traffic Surveys	GC 34090
803 -17	Traffic Safety Program	С	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	С	2	C+2	E HC		PW	Life of structure	GC 34090
803 -19	Inspection	С	2	C+2			PW	Includes intersection, sidewalks, bridges and overpasses - keep for the life of structure	GC 34090
803 -20	Traffic Count - Traffic Data	С	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	С	2	C+2	D		PW	Collision database and related information	GC 34090
803 -22	Truck Routes & Oversized Vehicles	С	2	C+2	HC		PW		GC 34090
803 -23	Traffic Signs	O	2	C+2	E HC		PW	Log books, index register cards, inventory	GC 34090
803 -24	Traffic Signals	С	2	C+2	D HC		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	С	2	C+2	D HC	yes	PW	·	GC 34090

		RETENTION I	PERIOD		FORMAT	VITAL	DoR	REMARKS	CITATION
		ACTIVE INAC	TIVE	TOTAL					
804	UTILITIES								
804 -01	General Information	2		2	HC		PW		GC 34090
	Facilities	С	2	C+2	HC E		PW	If City owned	GC 34090
804 -03	Gas & Electric Rates	С	2	C+2	HC		FF	,	GC 34090
804 -04	Underground	2	Р	Р	HC	yes			GC 34090;
						•			GC 4003;
									GC 4004;
									H&S 19850
804 -05	Water Utilities	2	Р	Р	HC	yes	PW	California-American, Desalinization plants	GC 34090
805	MAPPING								
	General Information	2		2	HC		PW		GC 34090
805 -02	GIS System	С		С	D		PW		GC 34090
805 -03	Aerial Photos	С	10	C+10	DEHC		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	С	Р	Р	HC	yes	PW	Drainage, flood zones, dams, lakes, creeks	GC 34090
806 -03	Flood Control Insurance Programs, Policies,	С	2	C+2	HC		PW	Includes policies, rules, programs	GC 34090
	Reports								
806 -04	Drainage Maps	С	Р	Р	HC	yes	PW	Line location, easements	GC 34090
806 -05	Drainage Complaints	2		2	E HC		PW		GC 34090
806 -06	Inventory, Equipment	С	2	C+2	E HC	yes	PW		GC 34090
806 -07	Locations	С	Р	Р	E HC	yes	PW	Mains, valves, hydrants, wells	GC 34090
	Maintenance & Operations	С	2	C+2	D		PW	Work orders, inspection, repairs, cleaning, reports	GC 34090
806 -09	Well & Pumping	С	2	C+2	E HC		PW	Times operational, power used	GC 34090
806 -10	Water Master Plans	С	2	C+2	HC		PW		GC 34090
806 -11	Permits: NPDES	С	Р	Р	HC	yes	PW	National Pollutant Discharge Elimination System	40 CFR
								(Stormwater permits)	122.28
806 -12	Permits: California Regional Water Quality	С	Р	Р	HC	yes	PW	Bilge water discharges, Areas of Special Biological	GC 34090
	Control Board							Significance (ASBS)	
806 -13	Policies & Procedures	С	2	C+2	HC		PW		GC 34090
806 -14	Rates	С	2	C+2	HC		PW		GC 34090
		С	5	C+5	E HC		PW	Daily operations	40 CFR
								•	122.41
806 -16	Conservation & Consumption Reports	С	2	C+2	HC		PW		GC 34090
806 -17	Corrosion Control	С	12	C+12	HC		PW	Compliance documentation	40 CFR 141.91
806 -18	Discharge Monitoring	С	5	C+5	E HC		PW	Average amount of pollution discharged into water	40 CFR 122.41
806 -19	Hydrograph	С	Р	Р	HC	yes	PW	Daily flow of streams	GC 34090
806 -20	Lead Service Lines	С	12	C+12	HC	yes	PW	Compliance documentation	40 CFR 141.91

		RETENT	ION PERIODS	S	FORMAT	VITAL	DoR	REMARKS	CITATION
		ACTIVE	INACTIVE	TOTAL					
806 -21	Public Education	С	12	C+12	HC		PW	Compliance documentation	40 CFR 141.91
806 -22	Quality Parameters	С	12	C+12	НС		PW	Compliance documentation	40 CFR 141.91
806 -23	Sanitary Surveys	С	10	C+10	HC		PW	Compliance documentation	40 CFR 141.91
806 -24	Source Water	С	12	C+12	НС		PW	Compliance documentation	40 CFR 141.91
806 -25	State Certification	С	12	C+12	НС		PW	Compliance documentation	40 CFR 141.91
806 -26	Variances, Water System	С	5	C+5	HC		PW		40 CFR 141.33
806 -27	Well Level	С	2	C+2	НС		PW		GC 34090
806 -28		С	Р	Р	HC		PW	Notes preparatory to maps of water installation	GC 34090
806 -29	Surveys, Water Systems Sanitary	С	10	C+10	HC		PW	Statistics, reports, correspondence	40 CFR 141.33
806 -30	Bacteriological Analysis	С	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	С	10	C+10	НС		PW	Compliance records include location, date, method and results; corrections, analysis of chemical content	40 CFR 141.33
806 -32	Quality	С	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	Р	Р	НС	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 FILES								
807 -01	General Information	2		2	HC		PW		GC 34090
807 -02	Capital Improvement Projects	С	10	C+10	HC		PW	Construction / Project related documents	CCP 337.15
807 -03	CIP Construction Design Plans and Specifications	С	Р	Р	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

		RETENT	ION PERIOD:	S	FORMAT	VITAL	DoR	REMARKS	CITATION
		ACTIVE	INACTIVE	TOTAL					
808 -02	NIP Projects	С	10	C+10	HC		PW	Construction / Project related documents	CCP 337.15
808 -03	NIP Contructions Design Plans and Specifications	С	Р	Р	E HC	yes	PW		GC 34090 H&S 19850
809	PARKS								
809 -01	General Information	С	2	C+2	HC		PW		GC 34090
	Inventory, Equipment	Au	2	Au+2	E		PW	Warranties	GC 34090
809 -03	Maintenance/Operations	C	2	C+2			PW	Work orders, inspection, repairs, schedules	GC 34090
	Reports & Studies	C	2	C+2	HC		PW	Accidents, Expansion studies, future sites	GC 34090
809 -05	Parks Policies, Programs & Procedures	С	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	С	2	C+2	HC	yes	PW	Regulations, recommendations, MSDS sheets, monthly use reports, labels	GC 34090d
809 -07	Districts, Agencies, Organizations	С	2	C+2	HC		PW	Correspondence, membership information	GC 34090
809 -08	Parks, Playgrounds, Plazas & Beaches	С	3	C+3	Ε		PW	Site files, inspection records, repairs	GC 34090
809 -09	Plans	С	2	C+2	HC		PW	Plans, new sites, expansions	GC 34090
809 -10	Recreational Trail	С	2	C+2	HC		PW		GC 34090
810	FORESTRY								
	General Information	С	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 34090a; H&S 19850
810 -03	Greenbelts -Tree Maintenance	С	3	C+3	E HC		PW	Maintenance, Management plan	GC 34090
810 -04	Programs, Studies, and Reference Materials	С	2	C+2	HC		PW	Studies related to tree health, diseases	GC 34090
811	CEMETERY								
811 -01	General Information	С	2	C+2	HC		PW		GC 34090
811 -02	Purchasing of lots & niches	2	Р	Р	D HC	yes		Receipt Records for purchase of lots/niches	GC 34090
811 -03	Crematorium	С	5	C+5	HC		PW	Lease records	GC 34090
811 -04	Cemetery Deeds	С	Р	Р	HC	yes	IR		GC 34090

			ION PERIODS		FORMAT	VITAL	DoR	REMARKS	CITATION
		ACTIVE	INACTIVE	TOTAL					
812	CITY-OWNED VEHICLES								
812 -01	General Information	2		2	HC		PW		GC 34090
812 -02	Inventory, Equipment, Parts & Supplies	С	2	C+2	DEHC	yes	PW	Staff reports to purchase vehicles	GC 34090
812 -03	Owner's Manual and vehicle Information	С	С	С	HC	yes	FF		GC 34090
812 -04	Licenses, Permits	С	2	C+2	HC	yes	PW	Forms, related documents regarding licenses and permits required by federal and state agencies	GC 34090
812 -05	Maintenance Operations	С	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	С	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	С	2	C+2	HC		PW	Includes WAVE service	GC 34090
813 -03	Transportation Agency of Monterey County (TAMC)	С	2	C+2	HC		PW	TAMC, Disadvantage Business Enterprise (DBE)	GC 34090
813 -04	Taxi Service / Franchise Information	С	10	C+10	HC		PD		GC 34090
813 -05	Other Jurisdictions	С	2	C+2	HC		PW		GC 34090
813 -06	Rail and Railroad Services	С	2	C+2	HC		PW		GC 34090
813 -07	Association of Monterey Bay Area Governments (AMBAG)	С	2	C+2	HC		PW	Non transportation planning AMBAG files go under 706-04.	GC 34090
813 -08	California Department of Transportation (CalTrans)	С	2	C+2	HC		PW	Non transportation planning CalTrans files go under 706-03.	GC 34090
813 -09	Local	С	2	C+2	HC		PW		GC 34090
813 -10	Alternate Transportation	С	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								_
	General Information	2		2	HC		CS		GC 34090
901 -02	Lots	С	2	C+2	HC E		CS	patron time-stamped parking slips	GC 34090
901 -03	Garages	С	2	C+2	HC E		CS	patron time-stamped parking slips	GC 34090
901 -04	Regulations	С	2	C+2	HC E		CS		GC 34090
901 -05	Parking Meters	2	8	10	HC E		CS		GC 34090
901 -06	Parking Permits and Programs	С	2	C+2	D		CS	Residential and commercial parking permits (parking leases) as well as for marina residents	GC 34090
901 -07	Parking Enforcement	С	2	C+2	D		CS		GC 34090

		RETENTIO	S FORMAT VI			DoR	REMARKS	CITATION	
		ACTIVE IN	ACTIVE	TOTAL					
902	CONFERENCE CENTER			<u> </u>					•
902 -01	General Information	2		2	HC		cs		GC 34090
	Rental/Use	С	2	C+2	D HC		CS	Permits, diagrams, schedules, insurance binders	GC 34090
	Catering	С	5	C+5	E HC		CS		GC 34090
	Conference Center Rules and Regulations	C	2	C+2	E HC		CS		GC 34090
903	FACILITIES MAINTENANCE					1			
	General Information	2		2	HC		cs		GC 34090
903 -02	Government Building & Streets Maintenance	С	2	C+2	D		PW	Presido of Monterey Maintenance done by City Staff	GC 34090
903 -03	Recreation Facilities Maintenance	С	2	C+2	D		PW		GC 34090
903 -04	Library Maintenance	С	2	C+2	D		PW		GC 34090
903 -05	Corporation Yard	С	2	C+2	D		PW		GC 34090
903 -06	City Building Maintenance	С	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	С	5	C+5	HC		CS	Annual and periodic reports of slip renters	GC 34090
	Slip Rental and Mooring Permits	С	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	С	2	C+2	Е		CS		GC 34090
	Harbor and Marina ADA Facilities	С	2	C+2	Е		CS		GC 34090
904 -07	Harbor Rules and Regulations	С	2	C+2	HC		CS		GC 34090
904 -08	California Coastal Commission Permits	С	Р	Р	HC	yes	CS	Bilge pump, launch ramp, dredging, wharf repairs	GC 34090
904 -09	Coast Guard Permits	С	Р	Р	HC		CS	Authorization for light on junction buoy	GC 34090
904 -10	Department of the Army Corps of Engineers (COE)	С	Р	Р	HC		CS	Harbor development projects, dredging permits	GC 34090
904 -11	Monterey Bay National Marine Sanctuary (NOAA)	С	Р	Р	HC		Various	Federal Sanctuary Act 12/2000; buoy permit	GC 34090
904 -12	Sediment Tests	С	2	C+2	НС		CS	City test results concerning dredging	GC 34090
	Yellow Boat Dock Concession Permits	C	P	P	HC		CS		GC 34090
	Kelp Harvesting Permits	C	P	P	HC		CS	Issued by City of Monterey	GC 34090
904 -15	Public Hoist	С	5	C+5	HC		CS	Conditions of Use, service contract	GC 34090
	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

		RETENT	ION PERIOD	S	FORMA1	VITAL	DoR	REMARKS	CITATION
		ACTIVE	INACTIVE	TOTAL					
904 -18	Wharf II	2	3	C+5	HC		CS	General Information; correspondence, Structure - Inspections, Rehabilitation, Upgrade, Expansion	GC 34090
904 -19	Other Permits	С	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	Р	Р	HC		IR	Systems, general information	GC 34090
905 -03	Public Service Center	2	Р	Р	HC		Various		GC 34090
905 -04	Facility Rental	2	2	C+2	HC		Various	Council Chamber rental	GC 34090
905 -05	Museums	2	2	C+2	HC		Various		GC 34090
906	PUBLIC ART & CULTURE								
906 -01	General Information	С	2	C+2	HC		LB		GC 34090
906 -02	Public Art	С			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	С			HC E		LB	Historic collections and reproductions of such items	GC 34090
907	AIRPORT INFO	1	1						
907 -01	General Information	2		2	HC		PW		GC 34090
907 -02	Noise Monitoring & Complaints	С	10	C+10	HC		PW	Correspondence, studies, memos, reports, log books, and may include reports of contamination / contamination issues.	14 CFR 139.207b & 171.13- 171.213
907 -03	Reports	С	8	C+8	НС		PW	Property damage, accidents, injuries	14 CFR 139.207
907 -04	Airlines	С	2	C +2	НС		Various	Correspondence to and from local airlines servicing Monterey	GC 34090