

CITY OF MONTEREY 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.	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 reference.	GC 6254
100	GENERAL ADMINISTRATION								
101	OFFICE GENERAL MANAGEMENT								
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)
101	-03	Policies/Procedures	C	2	C+2	E	--	Various	GC 34090
101	-04								series not used at this time
101	-05	Staff Meeting Notes	D/R	--	D/R	HC	--	Various	Destroy when no longer relevant; not a public record
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
101	-08	Departmental Analysis & Reports	5	--	5	HC	--	Various	e.g. reorganization and transformation info
101	-09	Travel Records	2	--	2	E	--	Various	Employee's/Division's copies of travel reports (not financial
101	-10	General Subject Files	C	2	C+2	HC	--	Various	Internal working files
102	OFFICE REFERENCE								
102	-01	General Information	2	--	2	HC	--	Various	GC 34090
102	-02	Professional Associations	2	--	2	HC	--	Various	(I.e. IIMC, CCAC, ICMA)
102	-03	Community Organizations	2	3	5	HC	--	Various	(i.e.. Business Associations)
102	-04	Community Promotions	2	3	5	HC	--	Various	(I.e. Communications & Outreach info, surveys, City Focus, Community Connections)
102	-05	Publications from Outside Agencies	D/R	--	D/R	HC	--	Various	Not a City of Monterey public record.
102	-06								series not used at this time
102	-07	Customer Response Management	2	--	2	E HC	--	Various	(e.g. Goldenrods - complaint and feedback materials)
102	-08	Consultants	3	--	3	HC	--	Various	GC 34090
102	-09	Press Releases	C	2	C+2	E	--	Various	GC 34090
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	Includes: forms with example data only, handouts /
103	-03	Mailing Labels	C	--	C	E	--	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)
104	-02	Certificates of Destruction	2	P	P	HC	--	Various	Authorization to destroy obsolete records, Authorization to destroy unrecoverable damaged records
104	-03	Retention Schedules	C	4	C+4	E HC	yes	CL	GC 34090; CCP 343
104	-04	Policies/Procedures	C	--	C	E HC	--	CL	Keep until superseded.
104	-05	Municipal Unified Functional Filing System Index	C	--	C	E	yes	CL	GC 34090
104	-06	Inventory, Records	C	2	C+2	E	yes	Various	Inventory of inactive records holdings & location
104	-07	Document Imaging	2	--	2	E	--	CL	GC 34090

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Adopted 01/06/2009
by Reso 09-004 C.S.

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105	INFORMATION SYSTEMS								
105 -01	General Information	2	--	2	E HC	--	IS		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	IS	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	IS	Configuration maps & plans	GC 34090;
105 -06	Intraweb	C	2	C+2	E	--	CM	Internal communications, management/policies & supporting documentation	GC 34090
106	SUPPORT SERVICES								
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	--	CL		GC 34090.7
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	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

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200	COMMUNITY DEVELOPMENT									
201	DEVELOPMENT ADMINISTRATION									
201	-01	General Information	2	--	2	HC	--	CD	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 CCP 337.5; GC 43900
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 CCP 337.5; GC 43900
201	-04	Code Books	C	P	P	HC	yes	CD	National Electrical Code, Uniform Building, Fire, Mechanical, Plumbing & Supplements	GC 34090e
201	-05	Contractors	C	--	C	D	yes	CD	Current list-contractor database is contained within Permits Plus software	GC 34090
201	-06	Development Conditions	C	P	P	E	yes	CD	Mitigation measures; filed with case files	GC 34090
201	-07	Development Agreements	2	P	P	E	yes	CL	Original maintained for 7 years	GC 65864; GC 65869.5
201	-08	Development Standards	C	P	P	HC	--	CD	Landscape medians, parkway landscape development	GC 34090a
201	-09	Community Development Block Grants (CDBG)	Au	4	Au+4	E	yes	CD	Applications, reports, contracts, supporting documents	24 CFR 570.502(b)(3) 24 CFR 85.42; OMB cir. A-102, A-110, A-28
201	-10	Land Uses, Nonconforming	2	P	P	HC	yes	CD		GC 34090a
201	-11	Maps & Plats	2	P	P	E	yes	Various (in CL, CD, PW, CL)	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.	GC 34090; H&S 19850; GC 34090a
201	-12	Master Plans	C	P	P	E	yes	CD		GC 34090; GC 65103; GC 50110
201	-13	Area Plans	C	P	P	E	yes	CD	Area Plans, Local Coastal Plans, and Land Use Plans	GC 34090; GC 65103; GC 50110
201	-14	Development Impact Fees	C	P	P	D	yes	PW		GC 34090
201	-15	Studies, Special Projects & Areas	C	2	C+2	HC	--	Various	Engineering joint powers, noise, traffic impact studies, circulation, archeological artifacts	GC 34090a

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202	BUILDING								
202 -01	General Information	2	--	2	HC	--	CD		
202 -02	Address Files	5	P	P	D	yes	CD	Paper & Microfiche, address assignments GC 34090d	
202 -03	UnReinforced Masonry (URM) History Files	5	P	P	D	yes	CD	URM certificates and terminations GC 34090	
202 -04	Projects in Plan Check	C	2	C+2	D HC	--	CD	Destroy when Plan Check expires GC 34090	
202 -05	Projects in Plan Check DRO	1	1	2	D HC	--	CD	Destroy when issued GC 34090	
202 -06	Projects in Plan Check SC	1	1	2	D HC	--	CD	Destroy when issued GC 34090	
202 -07	Finalled Projects	C	P	P	D	--	CD	Destroy paper after scanning GC 34090	
202 -08	DRC Plans	C	2	2	HC	--	CD	Destroy only after permit is issued GC 34090	
202 -09	URM Plans	P	P	P	D	yes	CD	GC 34090d	
202 -10	Archive Plans	P	P	P	D	yes	CD	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	ICBO Research Reports	C	2	2	HC	--	CD	GC 34090	
202 -12	Specifications	C	D/R	D/R	HC	--	CD	Destroyed when permit is finalized GC 34090	
202 -13	Issued Building Permits	C	P	P	D	yes	CD	Plans, building, signs, grading GC 34090a; H&S 19850	
202 -14	RPI	C	2	2	D	yes	CD	Residential property inspections GC 34090	
202 -15	Inspection Logs	C	2	C+2	HC	yes	CD	Daily inspections GC 34090	
202 -16	Complaint File	C	P	P	D	--	CD	Confidential records GC 34090	
202 -17	Building Inspection Services to Outside Agencies	C	10	C+10	D	--	CD	GC 34090	
203	PLANNING								
203 -01	General Information	2	--	2	HC	--	CD	Water allocation charts GC 34090	
203 -02	Case/ Project Files, Planning and Zoning	C	P	P	D E HC	yes	CD	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 GC 34090a; 4003; 4004; H&S 19850	
203 -03	General Plan and Elements	C	P	P	E HC	yes	CD	Includes Sphere of Influence GC 34090	
203 -04	General Plan Amendments	C	3	C+3	D E HC	yes	CD	Includes approved and denied GC 34090; GC 65103;	
203 -05	Zoning Maps, Plans, Drawings, Exhibits, Photos	2	P	P	D E	yes	CD	Parcel, land use map, aerial photos, comments to local agencies on their developments GC 34090; 34090.7; H&S 19850	
203 -06	Subdivisions Maps, Plans, Drawing Exhibits	C	P	P	D E HC	yes	CD	Pertains to real property. May include blueprints, drawings, maps, plans, reports, correspondence, uses, variances, studies, appeals, compliance certificates, lot line adjustments, Preliminary, Tentative and final maps, and staff reports. GC 34090; 34090.7; H&S 19850	
203 -07	Broad policies or topics not tied to specific address	C	P	P	D E HC	yes	CD	May include blueprints, drawings, correspondence, reports or studies, and staff reports. (I.e. awnings, mansionization, lighting) GC 34090; 34090.7; H&S 19850	
203 -08	Sample materials submitted with projects for approval	C	2	C+2	S	no	CD	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	

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204	ENVIRONMENTAL QUALITY								
204 -01	General Information	2	--	2	HC	--	CD	General green incentives	GC 34090
204 -02	Air Quality (AQMD)	C	7	C+7	HC	--	CD	Participants, voucher logs, total daily mileage survey (TDM), commute alternative	CCP 338(k); GC 34090
204 -03	Asbestos	C	P	P	HC	--	CD	Abatement projects, public buildings	GC 34090a
204 -04	California Environmental Quality Act (CEQA)	C	P	P	D E HC	yes	CD	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	C	2	C+2	HC	--	CD	Ride sharing, trip reduction	GC 34090d
204 -06	Environmental Review	C	2	C+2	D E HC	--	CD	Correspondence, consultants, issues, conservation (e.g. oil leases on outer continental shelf)	GC 34090d
204 -07	Soil	C	2	C+2	HC	--	CD	Analysis, construction recommendations	GC 34090d
204 -08	Soil Reports (Final)	C	P	P	E	yes	CD	Final Reports	GC 34090d
204 -09	Review of EIRs not under City Jurisdiction	C	2	C+2	HC	no	CD	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
205	REGIONAL PLANNING								
205 -01	General Information	2	--	2	HC	--	CD		GC 34090
205 -02	County General Plan	C	--	C	HC	--	CD	Monterey is not the Agency of record	GC 34090
205 -03	General Plans Other Cities	C	--	C	HC	--	CD	Monterey is not the Agency of record	GC 34090
205 -04	LAFCO	2	--	2	HC	--	CD	General Information	GC 34090
206	PROPERTY								
206 -01	General Information	2	--	2	HC	--	CD		GC 34090
206 -02	Abandonment	2	P	P	D E HC	yes	CD	Buildings, Condemnation, Demolition	GC 34090a
206 -03	Acquisition / Disposition of Property	C	P	P	E HC	yes	CD	Supporting documents of sale, purchase, or exchange. Leases of City property and related documents are filed under the appropriate series in 704.	GC 34090a; GC 6254
206 -04	Annexations - Deannexations	2	P	P	E HC	yes	CD	Reports, public notices	GC 34090a
206 -05	Appraisals	C	2	C+2	HC	yes	CD	Exempt from disclosure until final acquisition obtained	GC 34090; GC 6254(h)
206 -06								series not used at this time	
206 -07	Maps, City Boundary	C	P	P	E HC	yes	CD	Recorded maps, surveys, monuments	GC 34090d
206 -08	Lot Splits and Lot Mergers	C	P	P	E HC	yes	CD		GC 34090
206 -09	Relocation Files	C	2	C+2	HC	--	CD		GC 34090
207	HOUSING								
207 -01	General Information	2	--	2	HC	--	CD		GC 34090
207 -02								series not used at this time	
207 -03	Programs	C	5	C+5	E HC	yes	CD	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 & OMB Cir. A-110

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Adopted 01/06/2009
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		RETENTION PERIODS			FORMAT	VITAL	DoR	REMARKS	CITATION
		ACTIVE	INACTIVE	TOTAL					
208	ECONOMIC DEVELOPMENT								
208 -01	General Information	2	--	2	HC	--	CD		GC 34090
208 -02	Correspondence	2	--	2	HC	--	CD		GC 34090
208 -03	Economic Development Strategies & Business Recruitment	2	5	7	HC	--	CD		GC 34090
209	HISTORIC PRESERVATION PROGRAM								
209 -01	General Information	2	--	2	HC	--	CD		GC 34090
209 -02	Historic Preservation Grants	2	3	5	HC	--	CD		GC 34090
209 -03	Archives	2	P	P	HC	--	CD		GC 34090
209 -04	Historic Master Plan	C	P	P	E HC	yes	CD		GC 34090
209 -05	Historic Property Tax Incentive Program - Mill's Act	2	P	P	HC	--	CD	Staff reports on Mills Act Program and general info - 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	--	CD		GC 34090
209 -07	Historic Preservation Districts	C	P	P	E HC	--	CD		GC 34090
209 -08	National Register	C	P	P	E HC	--	CD		GC 34090
300	COMMUNITY SERVICE PROGRAMS								
301	RECREATION ADMINISTRATION								
301 -01	General Information	2	--	2	HC	--	RC		GC 34090
301 -02	Facility Rental Information	C	2	C+2	HC	--	RC		GC 34090
301 -03	Other Programs	2	3	5	HC	--	RC	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	Cherries Jubilee	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	--	RC		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		RC	Monterey Youth Center, Casanova Oak Knoll, Hilltop Center	GC 34090

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304	SENIOR SERVICES								
304 -01	General Information	2	--	2	HC	--	RC		GC 34090
304 -02	Programs	2	3	5	E HC	--	Various	Taxi Scrip	GC 34090
304 -03	Senior Center	2	--	2	HC	--	RC		GC 34090
305	SERVICES FOR CHILDREN								
305 -01	General Information	2	--	2	HC	--	RC		GC 34090
305 -02	Programs	2	3	5	E HC	--	RC		GC 34090
305 -03	Child Care Center	2	--	2	HC	--	RC		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		GC 34090
306 -04	Referenc 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	--	PF		GC 34090
307 -02	Visitor Accommodation Facilities (VAF)	C	2	C+2	E HC	--	PF		GC 34090
307 -03	Tourism	C	2	C+2	E HC	--	PF		GC 34090
307 -04	Marketing	C	2	C+2	E HC	--	PF		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	--	RC		GC 34090
309 -02	Programs	2	3	5	E HC	--	RC		GC 34090
309 -03	Sport Center	2	--	2	E HC	--	RC		GC 34090
309 -04	Physical Therapy Practice Records	C	6	C + 6	HC	--	RC		GC 34090; HSC 1797.98(e): HSC 11191; HSC 123145: Medicare Title XVIII; Medicaid Title XIX; MCH Title V

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400	FINANCIAL AND FISCAL								
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	FF	GC 34090; 26 CFR 16001-1
401	-04	1099's	Au	5	Au+5	D HC	yes	FF	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								
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
402	-03	Employee Time Sheets	Au	6	Au+6	D E	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; CAC22-1085-2
402	-05	Salary Records	2	P	P	E	--	FF	Salary schedules GC 34090; 29 CFR 516.2; CAC22-1085-2
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	--	FF	Treasurer's Reports, Annual Financial reports GC 34090
403	-06	State Controller's Report	2	P	P	HC	yes	FF	Controller may destroy after five years GC 34090

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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									
405	PURCHASING								
405 -01	Purchasing General Information	2	--	--	HC	--	FF	GC 34090	
405 -02	Vendor Register, Signature Cards, Cal Cards	C	P	P	D HC	yes	FF	Alpha list of vendors, including PO's, invoices, account number, check date and amount 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	FF	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	FF	GC 34090; GC34090(d);C CP 337; GC 25105-1	
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	--	CC	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	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 seq	
406 -06	Joint Powers Agency Budgets	C	P	P	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 seq	
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, 40802, 53901; GC 43900 et seq	

CITY OF MONTEREY RETENTION/DISPOSITION SCHEDULE

		RETENTION PERIODS			FORMAT	VITAL	DoR	REMARKS	CITATION
		ACTIVE	INACTIVE	TOTAL					
407	REVENUE								
407 -01	Revenue General Information	2	--	2	HC	--	FF	GC 34090	
407 -02	Cancelled Checks	Au	5	Au+5	E	yes	FF	Bank stores in their system GC 34090; CCP 337	
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 series GC 34090; CCP 338	
407 -05	Business License Customer Files	C	5	C+5	D HC	yes	FF	Paid and Reports GC 34090; CCP 337	
407 -06	Fee Schedules	C	5	C+5	E	--	FF	Fee staff reports (10 year retention) GC 34090	
407 -07	Investment Records	C	P	P	D HC	yes	FF	Summary of transactions, inventory & earnings report GC 34090; CCP 337; GC 53607	
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; CCP 337.5; GC 53921	
407 -11	Deposits, Receipts	Au	5	Au+ 5	D HC	yes	FF	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	C	7	C+7	HC	--	FF	Reports and related records 29CFR 1904.2; 29CFR 1904.6	
408 -03	Bonds, Insurance	2	P	P	HC	yes	FF	Bonds & insurance policies insuring city property and other assets CCP 337.2; CCP 343	
408 -04	Claims, Damage	C	5	C+5	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	
408 -06	Insurance, ACCEL Joint Powers Agreement	C	P	P	HC	yes	FF	Authority California Cities Excess Liability Insurance GC 34090	
408 -07	Insurance Certificates	C	P	P	HC	yes	FF	Insurance certificates filed separately from contracts, includes insurance filed by licensees 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; PERS (working files), originals with Administrator GC 6410; 29CFR 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 OMB1220- 0029; 29 CFR 1904.4; GC 34090	

CITY OF MONTEREY RETENTION/DISPOSITION SCHEDULE

		RETENTION PERIODS			FORMAT	VITAL	DoR	REMARKS	CITATION
		ACTIVE	INACTIVE	TOTAL					
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	GC 34090
409 -03	Donations	2	3	5	D	--	FF		GC 34090
409 -04	Request for Grant or Start Up Funds from City	2	3	5	HC	--	FF	Requests during budget are filed under 406-03	GC 34090
500	PERSONNEL								
501	PERSONNEL DATA								
501 -01	Personnel General Information	2	--	2	HC	--	HR		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, fingerprints, ID cards (part time employee records are kept by the department in which they work)	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)	C	10	C+10	HC	yes	PD	Police employees. May include release authorizations, certifications, applications, reassignments; outside employment, disciplinary actions, evaluations,	29 CFR 1627.3; CCR Sec 1174; 29 CFR 1607.4, 29 CFR 1602.30, 32; 29 CFR 516.6 et seq
501 -04	Contractual Employees	C	10	C+10	HC	yes	HR		29 CFR 1627.3; CCR Sec 1174; 29 CFR 1602.30.32; GC6250 et seq; GC 12946; GC 34090;29
501 -05	Temporary Services	C	6	C+6	HC	yes	Various	On-Call Staff, Outside Temporary Services, Comprehensive Employment & Training Act (CETA) docs	GC 12946; GC 34090; 29 CFR 1627.3; Lab Rel Sec 1174
501 -06	Volunteers	C	3	C+3	HC	yes	HR	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

CITY OF MONTEREY RETENTION/DISPOSITION SCHEDULE

		RETENTION PERIODS			FORMAT	VITAL	DoR	REMARKS	CITATION
		ACTIVE	INACTIVE	TOTAL					
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 1602.14
502 -04	Unemployment Claims	C	4	C+4	HC	--	HR		GC 34090
502 -05	Benefit Plan Enrollment	C	4	C+4	HC	yes	HR		GC 34090; OMB A-128
502 -06	Bond, Personnel Fidelity	C	2	C+2	HC	yes	FN	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
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	P	P	HC	yes	HR		Immigration Reform/Contr ol Act 1986 Pub. L 99-603
502 -10	Motor Vehicle (DMV) Records	C	7	C+7	HC	--	FN		GC 12946; CA 91009; 8 USC 1324 (a)
502 -11	Position Recruitment	C	3	C+3	HC	--	HR	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
502 -12	Vehicle Mileage Reimbursement Rates	C	2	C+2	HC	--	FN	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	Affirmation Action or Equal Opportunity staff reports	GC 34090
502 -14	Volunteer Programs, Guidelines, and Activities	C	2	C+2	HC	--	HR		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		GC 34090
503 -04	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									
503 -07	Publications and law updates	C	D/R	C	HC	--	HR		GC 34090

CITY OF MONTEREY RETENTION/DISPOSITION SCHEDULE

		RETENTION PERIODS			FORMAT	VITAL	DoR	REMARKS	CITATION
		ACTIVE	INACTIVE	TOTAL					
504	BENEFITS								
504 -01	General Information	2	--	2	HC	--	HR	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 application, release authorizations 29 CFR 1627.3; 29 CFR 1602.30.32	
504 -04	Separated Employees	0	10	10	HC	--	HR	29 CFR 1627.3; 29 CFR 1602.30.32	
504 -05	COBRA files	C	10	C+10	HC	yes	HR	May include application, release authorizations 29 CFR 1627.3; 29 CFR 1602.30.32	
504 -06	Retirement	C	P	P	HC	yes	HR	PERS, Social Security, SSI, ICMA 29 CFR 1627.3(2); GC 12946, 34090	
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	D/R	C	HC	--	HR	GC 34090	
504 -10	Disability Claims	2	P	P	HC	--	HR	Investigations, findings, etc GC 6250; 29 CFR 1602.30; 29 USC 1027; 29 CFR 1627.3; 29 USC 1113	
504 -11	Employee Medical Information	C	30	C+30	HC	yes	HR	May include Family leave, certifications, tests, pre-employment physical FMLA 1993 US OSHA; 29 CFR 1910.20; 29 CFR 1602.30.32; 49 CFR 193-9	
504 -12	Publications and law updates	C	D/R	C	HC	--		GC 34090	
504 -13	Deferred Compensation Plan	C	P	P	HC	yes	HR	Includes enrollment and plan information 29 CFR 1627.3(2); GC 12946, 34090	

CITY OF MONTEREY RETENTION/DISPOSITION SCHEDULE

		RETENTION PERIODS			FORMAT	VITAL	DoR	REMARKS	CITATION
		ACTIVE	INACTIVE	TOTAL					
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	CCR 14311; 15400.2; CA Labor Code 110-139.6
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; 15400.2; CA Labor Code 110-139.6
505 -05	Budget	C	2	C+2	HC	--	HR	Working Files	GC 34090
505 -06	Reports (includes utilization and state reporting)	2	P	P	HC	--	HR		CCR 14311; 15400.2; CA Labor Code 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		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
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	Contracts, MOUs, correspondence, official meeting notes and notebooks (individual notes should be destroyed after 2 years)	29 USC Sec 211 (c); 29 CFR 516
507 -03	Negotiations - Management Employees Association (MEA)	C	P	P	HC	yes	HR	Contracts, 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	Contracts, 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 Management Association (FMA)	C	P	P	HC	yes	HR	Contracts, 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	Contracts, 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	Contracts, 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, Executive Management resolution, Part Time Employees	GC 34090, 29 USC Sec 211(c)

CITY OF MONTEREY RETENTION/DISPOSITION SCHEDULE

			RETENTION PERIODS			FORMAT	VITAL	DoR	REMARKS	CITATION
			ACTIVE	INACTIVE	TOTAL					
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	E HC	yes	FD	Include OPS manuals	GC 34090.7; CCP 340.5	
601-03	General Orders, Policies/Procedures	C	2	C+2	E HC	yes	FD		GC 34090	
601-04	Mutual Aid, Automatic Aid, Strategic Plans & Studies	C	2	C+2	HC	yes	FD		GC 34090	
601-05	Fire Services to Other Agencies	C	10	C+10	HC	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	Emergency Operations Center	C	2	C+2	E HC	yes	FD		GC 34090	
602-04	Inspections, Fire Prevention	C	3	C+3	E HC	yes	FD	Alarm / sprinkler systems, prevention efforts	UFC 103.34	
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	HC	yes	FD	Retain plans during the life of the building	GC 34090d	
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	
603	PUBLIC SAFETY PERSONNEL									
603-01	General Information	2	--	2	HC	--	FD		GC 34090	
603-02	Annual Physical Program	C	30	C+30	HC	--	FD		29 CFR 1910.1020	
603-03	Exposure Sampling	C	30	C+30	HC	--	FD	Sampling results, collection methodology, background	29 CFR 1910.1020	
603-04	Exposure Reports	C	30	C+30	HC	--	FD	Laboratory reports and worksheets	29 CFR 1910.1020	
603-05	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 1910.1020; 29 CFR 1602.30.32; 49 CFR 193- 9; 49 CFR §40.333	

CITY OF MONTEREY RETENTION/DISPOSITION SCHEDULE

		RETENTION PERIODS			FORMAT	VITAL	DoR	REMARKS	CITATION
		ACTIVE	INACTIVE	TOTAL					
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 CAL Code Reg 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
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; UFC 104.32
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
605	PUBLIC SAFETY TRAINING								
605 -01	General Information	C	2	C+2	HC	--	Various		GC 34090
605 -02	Attendance Records				HC		Various	computerized - Firehouse and Police	
605 -03	Company Performance Standards	C	2	C+2	HC	--	Various		Cal Code Reg 3204d, et seq.
605 -04	Training hours	T	2	T+2	E		Various		GC 34090
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
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	CAL Code Reg 3204(d) et seq
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	DR	--	DR	--	--	PD	Outsourced dictation in MP3 format	GC 34090
607 -02	Alarm Records	C	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	C	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	C	--	C	E	yes	PD	Changes to manual are recorded	GC 34090
607 -06	Equipment	C	2	C+2	E HC	--	PD	Manuals, instructions, procedures	GC 34090
607 -07	Equipment Inventory	C	2	C+2	HC	--	PD	Listing of equipment assigned to division employees	GC 34090

CITY OF MONTEREY RETENTION/DISPOSITION SCHEDULE

			RETENTION PERIODS			FORMAT	VITAL	DoR	REMARKS	CITATION
			ACTIVE	INACTIVE	TOTAL					
607	-08	Reports	C	2	C+2	D	--	PD	Monthly, quarterly, annual activity statistical reports. Also surveys, Responses, chemical emissions, etc	GC 34090
607	-09	Policies, Programs, and Procedures	C	2	C+2	E	--	PD	Animals and animal shelters, abandoned vehicle towing, local assistance, police training bulletins	GC 34090
607	-10	Permits	C	2	C +2	D HC	--	PD	Taxi, massage, amplified sound, assembly, etc.	GC 34090
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	C	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, injured or sick person, missing persons where person has been returned	GC 34090
608	-02	Administrative / Internal investigations	C	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	P	P	P	D	--	PD		PC 799
608	-04	Officer Involved Shootings	C	25	C+25	HC	--	PD		GC 34090
608	-05	LiveScan Digitized Arrest Cards / Hard Copy Inked Palm Cards	C	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	C	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	C	2	C+2	HC	--	PD	Legal notifications, identification information, payment information, activities information	GC 34090
608	-08	Jail Records	C	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	C	10	C+10	D	--	PD	Retained by division until cases are suspended and closed.	GC 34090
608	-10	Pawn Slips and Tickets	C	3	C+3	D	--	PD		B&P21628
608	-11	Inmate Records	C	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
608	-13	Felony Crime Records	P	P	P	D	--	PD	Prosecution for an offense punishable by imprisonment in state prison for eight years or more must commence within 6 years after offense commission. includes murder, kidnapping, treason, assault with deadly weapon, etc. See PC 804; exception see PC 803	PC 799; PC 800; PC 801
608	-14	Destruction	P	P	P	HC	--	PD	Destruction of guns and narcotics	GC 34090
608	-15	Adult Found Factually Innocent - Sealed	C	3	C+3	D	--	PD	The records are to be destroyed 3 years from the date of the arrest.	PC 851.8

CITY OF MONTEREY RETENTION/DISPOSITION SCHEDULE

			RETENTION PERIODS			FORMAT	VITAL	DoR	REMARKS	CITATION
			ACTIVE	INACTIVE	TOTAL					
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	C	180 days	C+180	D	--	PD	Exception: shall be preserved for 100 after conclusion of the court case	GC 34090.6
608	-18	Surveillance Video	C	13 months	C+13	N/A	--	PD	As evidence	GC 34090.6
608	-19	Warrants	C	C	C	HC	--	PD	Felony, Misdemeanor criminal, served, unserved	GC 34090
609 PATROL										
609	-01	General Patrol	C	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	General Orders	D/R	D/R	D/R	E	--	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	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 records	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										
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,	GC 34090
611	-05	Emergency Operations Center	C	2	C+2	E HC	--	Various		GC 34090

CITY OF MONTEREY RETENTION/DISPOSITION SCHEDULE

			RETENTION PERIODS			FORMAT	VITAL	DoR	REMARKS	CITATION
			ACTIVE	INACTIVE	TOTAL					
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 certificates of posting and CC annotated agendas.	GC 34090
701	-03	Agenda Staff Reports	C	10	C+10	E	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
701	-04	Appointments	C	5	C+5	HC	--	CL	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	--	CL	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	--	CL	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	CL	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	--	CL	Includes public notices and proofs of publication for public hearings	CCP 343,349 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	CL	Supplements included	GC 34090
701	-11	Ordinances	P	P	P	HC E	yes	CL	Signed ordinance, ord staff report, proof of publication, notice	GC 34090(d) GC 40806
701	-12	Petitions	2	--	2	HC	--	CL	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 / Video Recording of Public Meetings	C	2	C+2	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 34090.7
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	GC 34090.7
701	-18	Agenda Packets	C	10	C+10	E	yes	Various	Collection of collated staff reports received, created, and submitted for a specific Council / BCC meeting date	GC 34090

CITY OF MONTEREY RETENTION/DISPOSITION SCHEDULE

		RETENTION PERIODS			FORMAT	VITAL	DoR	REMARKS	CITATION
		ACTIVE	INACTIVE	TOTAL					
702	ELECTION								
702 -01	General Information	2	--	2	HC	--	CL	CC member biographies, photos, Candidate Binder of Information Requests, Correspondence	GC 34090
702 -02	Calendar	C	2	C+2	E	--	CL		GC 34090
702 -03	Canvass and Ballot	2	P	P	HC	--	CL	Permanent for historic value.(includes official voter guides, and combined list of candidates)	GC 22932; EC 17130; EC 2653
702 -04									
702 -05	Charter Amendments/Measures	2	P	P	HC	yes	CL	Permanent for historic value.	GC 34458-60; GC 34090
702 -06	Lobbyist Registration	C	P	P	HC	--	CL	Statements	EC 81009 (b)
702 -07	Maps, Precincts/Voter Information	C	4	C+4	HC	--	CL		GC 34090; EC 17501; EC 17301
702 -08	Nomination Papers-Successful	C	4	C+4	HC	--	CL	includes candidate statements	EC 17100
702 -09	Nomination papers - Unsuccessful	C	2	C+2	HC	--	CL	includes candidate statements	GC 81009(b)
702 -10	Notifications and Publications	C	4	C+4	HC	--	CL	Voter information flyers, candidates guides with blank forms, and proof of publication or posting	GC 34090
702 -11	Oaths of Office	C	6	C+6	HC	--	CL	Elected Officials	GC 34090; 29
702 -12	Petitions	0.75	--	0.75	HC	--	CL	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

CITY OF MONTEREY RETENTION/DISPOSITION SCHEDULE

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		RETENTION PERIODS			FORMAT	VITAL	DoR	REMARKS	CITATION
		ACTIVE	INACTIVE	TOTAL					
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	Significant cases which have importance or set legal precedence, summons and subpoenas 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 s6254	
703 -06	Closed Sessions	C	10	C+10	HC	--	CA/CL	Confidential Matters under litigation GC 34090	
704	GENERAL LEGAL								
704 -01	General Information	2	--	2	HC	--	Various	GC 34090	
704 -02	Conveyances from or to the City (Deeds etc.)	C	P	P	HC	yes	CL	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 historic value GC 34090a; 24CFR 570.502(b)(3); 24CFT 8.42 & OMB Circ. SA-110	
704 -03	Joint Powers Agreements	C	P	P	HC	yes	CL	Any JPA's the City has signed	
704 -04	Liens	C	P	P	HC	yes	FN	Claim of Lien GC 34090	
704 -05	Contracts and Agreements-Excluding CIP, NIP, and Leases for City Property	C	5	C+5	HC	yes	CL	Includes leases of equipment and agreements or contracts for services and supplies and Mills Act Agreements - notices of completion for contracts, software licenses CCP 337.2, 343; B&P 7042.5; PU 7685; 48 CFR:2; GC 53066	
704 -06	Contracts and Agreements for CIP and NIP	C	P	P	HC	yes	CL/PW	Construction and Design-includes contract/agreement, accepted proposal, affidavit of non-collusion, initial insurance certificates, performance bond, labor and material bond (bid bond), notice of completion; excludes specifications (see 807/808). This includes CIP building and street projects done on NPS or P.O.M, CIP / NIP Work Orders, PW is the DoR for the plans and specification portion of the contract. CCP 2.08.110; GC 37090a; GC 4004; H&S 19850	
704 -07	Wharf Concessionaire Lease Agreements	C	P	P	HC	yes	CL	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	

CITY OF MONTEREY RETENTION/DISPOSITION SCHEDULE

		RETENTION PERIODS			FORMAT	VITAL	DoR	REMARKS	CITATION	
		ACTIVE	INACTIVE	TOTAL						
704	-08	Foreclosures	C	P	P	HC	--	FN		GC 34090
704	-09	Brown Act	C	C	C	HC	yes	CA		GC 34090
704	-10	Public Records Request	C	2	C+2	HC	--	CA		GC 34090
704	-11	City Employee Oaths of Office	C	2	C+2	HC		CL		GC 34090
704	-12	Grand Jury Reports	2	8	10	HC	--	CM	Includes responses	GC 34090; GC 6276.22
704	-13	Recreation Trail and Tidelands Leases	C	P	P	HC	yes	CL	Includes lease and all support documentation (e.g. staff reports or related approvals, conditions of approval)	CCP 2.08.110; GC 6276.22
704	-14	City Property Leases (excludes Recreation Trail, Tidelands, and Wharf Leases)	C	P	P	HC	yes	CL	Includes lease and all support documentation (e.g. staff reports or related approvals, conditions of approval)	CCP 2.08.110; GC 6276.22
704	-15	Lease by City of Private Property	C	5	C+5	HC	yes	CL	Includes lease and all support documentation (e.g. staff reports or related approvals, conditions of approval)	CCP 2.08.110; GC 37090a; GC
705	CODE ENFORCEMENT									
705	-01	General Information	2	--	2	HC	--	CA		GC 34090
705	-02	Case Files	C	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
706	AGENCIES & JURISDICTIONS									
706	-01	General Information	2	--	2	HC	--	Various		GC 34090
706	-02	Federal Agencies	C	--	--	HC	--	Various	Destroy when no longer relevant.(Agencies subordinate to the Federal Government - i.e. USAID (Dubrovnik), BRAC, US Coast Guard)	GC 34090
706	-03	State Agencies	C	--	--	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	--	--	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, and Metropolitan Regional)	GC 34090
706	-05	County Agencies	C	--	--	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	--	--	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	--	--	HC	--	Various	Destroy when no longer relevant - For CC staff reports see 701-04 - e.g. OVP CSD	GC 34090
706	-10	Sister Cities	C	--	--	HC	--	Various	Destroy when no longer relevant - For CC staff reports see	GC 34090
707	FAIR POLITICAL PRACTICES COMMISSION									
707	-01	General Information	2	--	2	HC	--	CL	Code of conflict staff reports	GC 34090
707	-02	Forms	C	--	C	HC	--	CL		GC 34090
707	-03	Manuals and Publications	C	--	C	HC	--	CL		GC 34090
707	-04	Administration	C	--	--	HC	--	CL	FPPC Opinions	GC 34090

CITY OF MONTEREY RETENTION/DISPOSITION SCHEDULE

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			RETENTION PERIODS			FORMAT	VITAL	DoR	REMARKS	CITATION
			ACTIVE	INACTIVE	TOTAL					
707	-05	Ethics Education	C	5	C + 5	HC	--	CL	Ethics training certificates and staff reports	GC 53234(d); 53235.2b

CITY OF MONTEREY RETENTION/DISPOSITION SCHEDULE

			RETENTION PERIODS			FORMAT	VITAL	DoR	REMARKS	CITATION
			ACTIVE	INACTIVE	TOTAL					
707	-06	Campaign Disclosure, Elected	P	--	P	HC	--	CL	410s, 420s, 460s, 470s, 490s, and 501s	GC 81009 (b) (g)
707	-07	Campaign Disclosure, Not Elected	C	5	0	HC	--	CL	410s, 420s, 460s, 470s, 490s, and 501s	GC 81009 (b)
707	-08	Campaign Disclosure, other Committees	C	7	C+7	HC	--	CL	410s, 420s, 460s, 470s, 490s, and 501s	GC 81009
707	-09	Campaign Disclosure, Elected				HC				
707	-10	Campaign Disclosure, Elected - Out of Office	P	--	P	HC	--	CL	410s, 420s, 460s, 470s, 490s, and 501s - originals scanned replacing paper files	GC 81009 (b) (g)
707	-11	Statement of Economic Interest (Form 700) - Elected	C	7	C+7	HC	--	CL		GC 81009 (e)
707	-12	Statement of Economic Interest (Form 700) - Unelected Candidates for Council	C	5	C+5	HC	--	CL		GC 81009
707	-13	Statement of Economic Interest (Form 700) Designated Employees and Board and Commission Members	C	7	C+7	HC	--	CL	Board and Commission members, designated employee and consultant 700s and CC staff reports on code of conflict	GC 81009
800		PUBLIC WORKS								
801		ENGINEERING								
801	-01	General Information	2	--	2	HC	--	PW		GC 34090
801	-02	Graffiti	2	--	2	--	--	PW		GC 34090
801	-03	Construction Tracking	C	P	P	--	yes	PW	Construction Management	CC 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)	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	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	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

CITY OF MONTEREY RETENTION/DISPOSITION SCHEDULE

		RETENTION PERIODS			FORMAT	VITAL	DoR	REMARKS	CITATION
		ACTIVE	INACTIVE	TOTAL					
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
803-10	Maintenance/Operations	C	2	C+2	D	--	PW	Work orders, inspection, repairs, cleaning, reports, striping, etc	GC 34090
803-11	Maps	C	P	P	HC	--	PW	Fire hydrants, lighting districts, wheel chair ramps, storm drains, streets, sidewalks	GC 34090
803-12	Traffic Studies & Analyses	C	10	C+10	D HC	--	PW		GC 34090
803-13	Encroachment Permits	C	P	P	D HC	yes	CL		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
803-15	Street Naming and Numbering	2	P	P	D	yes	PW		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	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	Signage	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
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	--	FN		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, Desalinization 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

CITY OF MONTEREY RETENTION/DISPOSITION SCHEDULE

		RETENTION PERIODS			FORMAT	VITAL	DoR	REMARKS	CITATION
		ACTIVE	INACTIVE	TOTAL					
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	
806 -03	Flood Control Insurance Programs, Policies, Reports	C	2	C+2	HC	--	PW	Includes policies, rules, programs	
806 -04	Drainage Maps	C	P	P	HC	yes	PW	Line location, easements	
806 -05	Drainage Complaints	2	--	2	E HC	--	PW		
806 -06	Inventory, Equipment	C	2	C+2	E HC	yes	PW		
806 -07	Locations	C	P	P	E HC	yes	PW	Mains, valves, hydrants, wells	
806 -08	Maintenance & Operations	C	2	C+2	D	--	PW	Work orders, inspection, repairs, cleaning, reports	
806 -09	Well & Pumping	C	2	C+2	E HC	--	PW	Times operational, power used	
806 -10	Water Master Plans	C	2	C+2	HC	--	PW		
806 -11	Permits: NPDES	C	P	P	HC	yes	PW	National Pollutant Discharge Elimination System (Stormwater permits)	
806 -12	Permits: California Regional Water Quality Control Board	C	P	P	HC	yes	PW	Bilge water discharges, Areas of Special Biological Significance (ASBS)	
806 -13	Policies & Procedures	C	2	C+2	HC	--	PW		
806 -14	Rates	C	2	C+2	HC	--	PW		
806 -15	Reclamation	C	5	C+5	E HC	--	PW	Daily operations	
806 -16	Conservation & Consumption Reports	C	2	C+2	HC	--	PW		
806 -17	Corrosion Control	C	12	C+12	HC	--	PW	Compliance documentation	
806 -18	Discharge Monitoring	C	5	C+5	E HC	--	PW	Average amount of pollution discharged into water	
806 -19	Hydrograph	C	P	P	HC	yes	PW	Daily flow of streams	
806 -20	Lead Service Lines	C	12	C+12	HC	yes	PW	Compliance documentation	
806 -21	Public Education	C	12	C+12	HC	--	PW	Compliance documentation	
806 -22	Quality Parameters	C	12	C+12	HC	--	PW	Compliance documentation	
806 -23	Sanitary Surveys	C	10	C+10	HC	--	PW	Compliance documentation	
806 -24	Source Water	C	12	C+12	HC	--	PW	Compliance documentation	
806 -25	State Certification	C	12	C+12	HC	--	PW	Compliance documentation	
806 -26	Variances, Water System	C	5	C+5	HC	--	PW		
806 -27	Well Level	C	2	C+2	HC	--	PW		
806 -28	Surveyor Field Notes	C	--	P	HC	--	PW	Notes preparatory to maps of water installation	
806 -29	Surveys, Water Systems Sanitary	C	10	C+10	HC	--	PW	Statistics, reports, correspondence	
806 -30	Bacteriological Analysis	C	5	C+5	HC	--	PW	Compliance records include location, date, method and results; corrections, analysis of bacterial content	
806 -31	Chemical analysis	C	10	C+10	HC	--	PW	Compliance records include location, date, method and results; corrections, analysis of chemical content	
806 -32	Quality	C	12	C+12	HC	--	PW	Compliance Documentation including sampling data, analysis, reports, surveys, evaluation, schedules, etc.	
806 -33	Valve Main Records	2	P	P	HC	yes	PW		
806 -34	Violations, Drinking Water	C	3	C+3	HC	--	PW	Retention applies to each violation	

CITY OF MONTEREY RETENTION/DISPOSITION SCHEDULE

		RETENTION PERIODS			FORMAT	VITAL	DoR	REMARKS	CITATION
		ACTIVE	INACTIVE	TOTAL					
807	CAPITAL IMPROVEMENT FILES								
807 -01	General Information	2	--	2	HC	--	PW		GC 34090
807 -02	Capital Improvement Projects	C	10	C+10	E	yes	PW	Supporting documents, including bidders list - plans and specifications; they are not stored under 704-06 as part of the contract	CC 337.15
807 -03	CIP Plans	C	P	P	E	--	PW		GC 34090
808	NEIGHBORHOOD IMPROVEMENT PROGRAM (NIP) FILES								
808 -01	General Information	2	--	2	HC	--	PW		GC 34090
808 -02	NIP Projects	C	10	C+10	E	yes	PW	Supporting documents, including bidders list - plans and specifications; they are not stored under 704-06 as part of the contract	CC 337.15
808 -03	NIP Plans	C	P	P	E	--	PW		GC 34090
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
809 -05	Policies, Programs & Procedures	C	2	C+2	E	--	PW	Park rules and regulations and programs and any appeals to the same	GC 34090
809 -06	Pest Control	C	2	C+2	HC	yes	PW	Regulations, recommendations, MSDS sheets, monthly use reports, labels	GC 34090d
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 34090a; 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	CL		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	Vehicle Ownership & Title	C	C	C	HC	yes	FN	Owner's manual, warranty documents DMV title (transfers on sale exempt from 2 year retention)	GC 34090 (a) VC 9900 et seq
812 -04	Licenses, Permits	C	2	C+2	HC	yes	FN	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

CITY OF MONTEREY RETENTION/DISPOSITION SCHEDULE

		RETENTION PERIODS			FORMAT	VITAL	DoR	REMARKS	CITATION
		ACTIVE	INACTIVE	TOTAL					
900	PUBLIC FACILITIES								
901	PARKING								
901-01	General Information	2	--	2	HC	--	PF	GC 34090	
901-02	Lots	C	2	C+2	HC E	--	PF	patron time-stamped parking slips GC 34090	
901-03	Garages	C	2	C+2	HC E	--	PF	patron time-stamped parking slips GC 34090	
901-04	Regulations	C	2	C+2	HC E	--	PF	GC 34090	
901-05	Parking Meters	2	8	10	HC E	--	PF	GC 34090	
901-06	Parking Permits and Programs	C	2	C+2	D	--	PF	Residential and commercial parking permits (parking leases) GC 34090	
901-07	Parking Enforcement	C	2	C+2	D	--	PF	GC 34090	
902	CONFERENCE CENTER								
902-01	General Information	2	--	2	HC	--	PF	GC 34090	
902-02	Rental/Use	C	2	C+2	D HC	--	PF	Permits, diagrams, schedules, insurance binders GC 34090	
902-03	Catering	C	5	C+5	E HC	--	PF	GC 34090	
902-04	Rules and Regulations	C	2	C+2	E HC	--	PF	GC 34090	
903	FACILITIES MAINTENANCE								
903-01	General Information	2	--	2	HC	--	PF	GC 34090	
903-02	Government Building & Streets Maintenance	C	2	C+2	D	--	PW	Presido 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	--	PF	GC 34090	
904-02	Registers, Transient Vessel Reservation	Au	3	Au+3	HC	--	PF	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	--	PF	Annual and periodic reports of slip renters GC 34090	
904-04	Slip Rental and Mooring Permits	C	2	C+2	HC	yes	PF	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	--	PF	GC 34090	
904-06	Harbor and Marina ADA Facilities	C	2	C+2	E	--	PF	GC 34090	
904-07	Rules and Regulations	C	2	C+2	HC	--	PF	GC 34090	
904-08	California Coastal Commission Permits	C	P	P	HC	yes	PF	Bilge pump, launch ramp, dredging, wharf repairs GC 34090	
904-09	Coast Guard Permits	C	P	P	HC	--	PF	Authorization for light on junction buoy GC 34090	
904-10	Department of the Army Corps of Engineers (COE)	C	P	P	HC	--	PF	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	--	PF	City test results concerning dredging GC 34090	
904-13	Yellow Boat Dock Concession Permits	C	P	P	HC	--	PF	GC 34090	
904-14	Kelp Harvesting Permits	C	P	P	HC	--	PF	Issued by City of Monterey GC 34090	
904-15	Public Hoist	C	5	C+5	HC	--	PF	Conditions of Use, service contract GC 34090	
904-16	Wildlife, Environment, Tonnage	2	3	5	E HC	--	PF	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	--	PF	General Information; correspondence, Structure - Inspections, Rehabilitation, Upgrade, Expansion GC 34090	
904-18	Wharf II	2	3	C+5	HC	--	PF	General Information; correspondence, Structure - Inspections, Rehabilitation, Upgrade, Expansion GC 34090	
904-19	Other Permits	C	2	C+2	HC	--	PF	General Information; correspondence for permits not listed above GC 34090	

CITY OF MONTEREY RETENTION/DISPOSITION SCHEDULE

		RETENTION PERIODS			FORMAT	VITAL	DoR	REMARKS	CITATION
		ACTIVE	INACTIVE	TOTAL					
905	CITY HALL COMPLEX								
905-01	General Information	2	--	2	HC	--	LB	GC 34090	
905-02	City Council Chamber	2	P	P	HC	--	CL	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	
905-05	Museums	2	2	C+2	HC	--	Various	GC 34090	
906	PUBLIC ART								
906-01	General Information	C	2	C+2	HC	--	LB	GC 34090	
906-02	Public Art	C	--	--	HC	--	LB	Paintings, sculpture, monuments, music, sound recordings, etc. owned by the City or displayed on City property GC 34090	
1000	TRANSPORTATION								
1001	REGIONAL TRANSPORTATION PLANNING								
1001-01	General Information	2	--	2	HC	--	PW	GC 34090	
1001-02	Monterey Salinas Transit	C	2	C+2	HC	--	PW	Includes WAVE service GC 34090	
1001-03	Transportation Agency of Monterey County (TAMC)	C	2	C+2	HC	--	PW	TAMC, Disadvantage Business Enterprise (DBE) GC 34090	
1001-04	Taxi Service / Franchise Information	C	10	C+10	HC	--	PD	GC 34090	
1001-05	Other Jurisdictions	C	2	C+2	HC	--	PW	GC 34090	
1001-06	Rail and Railroad Services	C	2	C+2	HC	--	PW	GC 34090	
1001-07	Association of Monterey Bay Area Governments (AMBAG)	C	2	C+2	HC	--	PW	Non transportation planning AMBAG files go under 706-04. GC 34090	
1001-08	California Department of Transportation (CalTrans)	C	2	C+2	HC	--	PW	Non transportation planning CalTrans files go under 706-03. GC 34090	
1002	AIRPORT DISTRICT								
1002-01	General Information	2	--	2	HC	--	PW	GC 34090	
1002-02	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 & 171.13-171.213	
1002-03	Reports	C	8	C+8	HC		PW	Property damage, accidents, injuries 14 CFR 139.207	
1002-04	Airlines	C	2	C+2	HC	--	Various	Correspondence to and from local airlines servicing Monterey GC 34090	