

RESOLUTION NO. 2012-26

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS  
ESTABLISHING A CITY-WIDE RECORDS POLICY FOR THE PRESERVATION,  
PROTECTION, RETENTION AND LEGAL DISPOSITION OF RECORDS  
AND APPROVING A RECORDS RETENTION SCHEDULE FOR ALL CITY  
DEPARTMENTS, WITH THE EXCEPTION OF POLICE SERVICES**

**WHEREAS**, California Government Code section 34090 *et seq.* provides guidelines for retaining records and destroying records which are obsolete when their retention period has expired; and

**WHEREAS**, the City Council has previously approved the Los Altos Police Department Records Retention Policy and Schedule; and

**WHEREAS**, there is a need for a City-wide records management policy and a retention schedule standardizing the length of time records are kept according to all applicable legal, fiscal, administrative and historic requirements; and

**WHEREAS**, LAMC 2.02.030 (B)(3) delegates to the City Clerk the duty to prepare requirements and a schedule, maintain all records of the Council and of the Office of the City Clerk and, further, to prepare the Records Retention Schedule for city departments in such manner that the information contained therein, will be readily accessible and open to the public pursuant to the California Public Records Act, Government Code Section 6250 *et seq.*, until such time as any of the records may be destroyed or reproduced and the original destroyed, in accordance with state law.

**NOW THEREFORE, BE IT RESOLVED**, that the City Council of the City of Los Altos hereby authorizes the following:

1. The Policy for the Preservation, Protection, Retention and Legal Disposition of the City's Records, with the exception of records of the Police Services, attached hereto (Exhibit A) is hereby established.
2. The City-wide Records Retention Schedule for all city departments but for Police Services attached hereto (Exhibit B) is adopted.
3. Pursuant to Government Code section 34090 *et seq.* and the provisions of the City-wide Records Management Policy and Retention Schedule, the City Council does hereby delegate to the City Manager, or designee, the authority to destroy City records with the written consent of the City Attorney when the records are obsolete and their retention period expired without further action by the City Council of the City of Los Altos.
4. The City Clerk shall administer the Records Management Program and, in consultation with the City Attorney, is authorized to update or modify the Records Management Policy and/or Retention Schedule as required to accommodate new laws or administrative changes.

**I HEREBY CERTIFY** that the foregoing is a true and correct copy of a Resolution passed and adopted by the City Council of the City of Los Altos at a meeting thereof on the 28<sup>th</sup> day of August, 2012 by the following vote:

AYES: CASAS, FISHPAW, PACKARD, SATTERLEE, CARPENTER  
NOES: NONE  
ABSENT: NONE  
ABSTAIN: NONE



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Valorie Cook Carpenter, MAYOR

Attest:

  
\_\_\_\_\_  
Jon Maginot, DEPUTY CITY CLERK



# CITY OF LOS ALTOS CITY-WIDE RECORDS RETENTION SCHEDULE

Adopted by the Los Altos City Council  
Resolution No. 2012-26  
August 28, 2012

## RECORDS RETENTION LEGEND

AC - Active  
AD - Adoption  
AU - Audit  
CL - Closed/Completion  
CU - Current Year  
E - Expiration  
L - Life  
P - Permanent  
S - Superseded  
T - End of Term/Termination

## LIST OF AUTHORITIES CITED

CBC - California Building Code  
CCP - California Code of Civil Procedure  
CCR - California Code of Regulation  
CFR - Code of Federal Regulations  
EC - Elections Code  
GC - California Government Code  
H&C - California Health and Safety Code

**CITY OF LOS ALTOS**  
**RECORDS RETENTION SCHEDULE**

File Code	Office of Record	Record Description	Active (in office)	Total Retention	Media	Scan Image	Destroy Paper after Scan	Legal Authority
<b>CITY-WIDE</b>								
Citywide	Police	Los Altos Emergency Operations Plan	S	S	Paper	Yes	No	GC §§34090; Copy maintained in all departments; retain until
Various	Various	Affidavits of Publication/Public Hearing Notices and Postings	CU+2	CU+2	Paper	No	No	GC §34090; CCP 337
Various	Various	Agreements/Contracts - All Infrastructure and Memorandums of Understanding (MOUs)	CU+2	P	Paper	Yes	Yes	GC §34090; §34090.5; CCP 337
Various	Various	Agreements - Leased Equipment	CL	CL+4	Paper	Yes	Yes	GC §34090, §34090.5; CCP 337.2
Various	Various	Agreements - Litigation Settlements	CU+2	P	Paper	No	No	GC §34090
Various	Various	Agreements - Maintenance and Class Instructors	CL	CL+5	Paper	No	No	GC §34090
Various	Various	Agreements - Non-infrastructure; includes Development Agreements	CL	CL+10	Paper	Yes	Yes	GC §34090; §34090.5
Various	Various	Audio Recordings of Meetings (used for the preparation of minutes)	AD + 1 year	AD + 1 year	Electronic	No	N/A	GC §34090.7; Council Preference
Various	Various	Bids, RFQs, RFPs: Successful Requests for Proposals - Consultant or Contract Services (goods and services, non-construction)	AU+4	AU+4	Paper	Yes	Yes	GC §34090; §34090.5; CCP 337
Various	Various	Bids, RFQs, RFPs: Unsuccessful Requests for Proposals - Consultant or Contract Services (goods and services, non-construction)	CU+2	CU+2	Paper	No	No	GC §34090
Various	Various	Code Books (State Codes): Code of Regulations, Uniform Building, Housing and Fire Codes, Elections Code, for example)	S	S+10	Paper	No	No	Retain until amended/superseded CCP 37.5; may retain for historical/administrative value by Departmental Preference
Various	Various	Commissions and Committees (Council Appointed and other standing appointed by the City Manager): Meeting Agendas, Reports, Minutes	P	P	Paper	Yes	Yes, after 2 years	GC §34090; §34090.5
Various	Various	Commission Meeting Video Recordings	P	P	Electronic	N/A	N/A	GC §§34090; §§34090.5; Keep five years on the website (if applicable), archive on CD/DVD
Various	Various	Complaints (forms, letters, emails)	CU+2	CU+2	Paper; Electronic	No	No	GC §34090
Various	Various	Correspondence (General/Routine)	CU+2	CU+2	Paper; Electronic	No	No	GC §34090

Various	Various	Grants (successful) - includes but not limited to applications, award/authorization letters, funding allocation documents, master plans and agreements and supplemental agreements	CL+5	CL+5	Paper	Yes	Yes	GC §34090; §34090.5; 21 CFR 1403.36(i)(11); 1403.42(b); 24 CFR 85.42, 91.105(h) & 570.502(B), 29 CFR 97.42; Retain for 5 years after expiration or audit, whichever is later
Various	Various	Grants (unsuccessful)	CL+2	CL+2	Paper	No	No	GC §34090
Various	Various	Invoices and Purchase Orders	When no longer needed	N/A	Paper	No	No	Finance "copy" is retained as the original
Various	Various	Press Releases	CU+2	Cu+2	Paper	No	No	GC §34090
Various	Various	Recorded Documents	P	P	Paper	Yes	Yes	GC §34090; §34090.5
Various	Various	Reference Materials: Brochures, Manuals, Reports produced by outside agencies/organizations	When no longer needed	N/A	Paper, Electronic	No	No	Non-records
Various	Various	Surveys/Questionnaires	CU+2	CU+2	Paper, Electronic	No	No	GC §34090
Various	Various	Telephone Messages	When no longer needed	N/A	Paper, Electronic	No	No	Non-records unless retained in the regular course of business, GC §34090, 6252

**CITY OF LOS ALTOS**  
**RECORDS RETENTION SCHEDULE**

File Code	Office of Record	Active (in office)	Total Retention	Media	Scan Image	Destroy Paper after Scan	Legal Authority
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**ADMINISTRATION**

**CITY COUNCIL**

51102-100	City Council	Constituent Correspondence - letters/ emails regarding items on a Council agenda, specific complaints or other issues relating to City business	CU + 2	CU + 2	Paper	No	N/A	GC §34090; transfer to City Manager or City Clerk for action or retention, as appropriate
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**CITY CLERK**

51104-100	City Clerk	<b>CITY COUNCIL</b>						
51104-100	City Clerk	Appeals	P	P	Paper	Yes	Yes	GC §34090; §34090.5
51104-100	City Clerk	Annexations	AD + 1 year	AD + 1 year	Paper	Yes	Yes	GC §34090.7; Council Preference
51104-100	City Clerk	Council Agenda Planning ("Rolling" Agenda Schedule and Legislative Agenda)	AC	N/A	Paper	No	No	Rolling, updated as necessary, retention beyond current version not required
51104-100	City Clerk	Council Agenda Packets - includes all records distributed to the City Council regarding matters on the Council Agenda	P	P	Paper	Yes	Yes, after 2 yrs.	GC §34090, §34090.5; Departmental Preference
51104-100	City Clerk	Council Agenda Procedures and Schedules	CU+2	CU + 2	Paper	No	No	GC §34090
51104-100	City Clerk	Council Chambers (facility records including furniture and A/V -Cablecasting controls and equipment)	L	L	Paper	Yes	Yes	GC §34090; §34090.5
51104-100	City Clerk	Council Committee Assignments	CU+2	CU + 5	Paper	No	No	GC §34090
51104-100	City Clerk	Council Meeting Minutes	P	P	Paper	Yes	Yes	GC §34090; §34090.5; Maintain paper originals
51104-100	City Clerk	Council Meeting Videos/Audio recordings	P	P	Electronic	N/A	N/A	GC §34090; §34090.5; Keep five years on the website, archive on CD/DVD
51104-100	City Clerk	Council Norms and Procedures	S	P	Paper	Yes	Yes	GC §34090; Permanent; retain one of each version for historical purposes.
51104-100	City Clerk	Council Standing Committees (Agendas and Minutes)	P	P	Paper	Yes	Yes	GC §34090; §34090.5
51104-100	City Clerk	History of Elected Officials	P	P	Paper	Yes	Yes	GC §34090; §34090.5
51104-100	City Clerk	Miscellaneous AdHoc Committees/Task Forces created by Council (including rosters, agendas, agenda-related materials, meeting notes/minutes)	P	P	Paper	Yes	Yes	GC §34090; §34090.5
51104-100	City Clerk	Petitions to Council (if not submitted as part of the record for a Council meeting)	CU+2	CU + 5	Paper	No	No	GC §34090
51104-100	City Clerk	Ribbon Cuttings	CU+2	CU + 2	Paper			GC §34090
51104-100	City Clerk	Speaker Cards	CU+2	CU + 2	Paper	No	No	GC §34090

File Code	Office of Record		Active (in office)	Total Retention	Media	Scan Image	Destroy Paper after Scan	Legal Authority
51104-100	City Clerk	Special Presentations - proclamations, flag ceremonies, other ceremonial recognitions	CU+2	CU + 2	Paper	No	No	GC §34090
51104-100	City Clerk	Sister Cities - correspondence, administrative records	CU+2	CU + 2	Paper	No	No	GC §34090
51104-100	City Clerk	Sister Cities - gifts	P	P	various	No	No	Retain or donate to History Museum
51104-200	City Clerk	<b>COMMISSIONS AND COMMITTEES</b>						
51104-200	City Clerk	Applications (of those appointed)	T+5	T+5	Paper	Yes	Yes	GC §34090; §34090.5
51104-200	City Clerk	Applications (of those NOT appointed)	CU+2	CU+2	Paper	No	No	GC §34090
51104-200	City Clerk	Commission/Committee Handbook	S	P	Paper	Yes	Yes	GC §34090; §34090.5; Permanent, retain one of each version for historical purposes.
51104-200	City Clerk	Commission/Committee Annual Training Materials	CU+5	CU+5	Paper	No	No	GC §34090
51104-200	City Clerk	Commission/Committee Member Attendance Records	T+5	T+5	Paper	No	No	GC §34090
51104-200	City Clerk	Maddy Act List (List of Local Appointments)	CU+2	CU+2	Paper	No	No	GC §34090; retain for historical purposes
51104-200	City Clerk	Recruitment Files	CU+5	CU+5	Paper	No	No	GC §34090
51104-200	City Clerk	Rosters	CU+5	P	Paper	Yes	Yes	GC §34090; keep one for historical purposes
51104-300	City Clerk	<b>ELECTIONS</b>						
51104-300	City Clerk	Assessment Proceedings (Ballots, Tabulations)	CU+2	CU+2	Paper	No	No	GC 53753(e)(2)
51104-300	City Clerk	Campaign Statements, see FPPC						
51104-300	City Clerk	Election Files (sample ballot, notices, results, expenses)	P	P	Paper	Yes	Yes	GC §34090; §34090.5; Departmental Preference for historical purposes
51104-300	City Clerk	Nomination Papers, successful candidates	T+4	T+4	Paper	No	N/A	EC 17100
51104-300	City Clerk	Nomination Papers, unsuccessful candidates	5	5	Paper	No	N/A	Departmental Preference to ensure consistency with retention of campaign finance statements of unsuccessful candidates
51104-300	City Clerk		8 months	8 months	Paper	No	N/A	After certification of the election results if petition qualified, or after final examination if insufficient EC §17200, §17400
51104-400	City Clerk	<b>FPPC MANDATED FILINGS</b>						
51104-400	City Clerk	AB1234 Ethics Training Certificates	5	5	Paper	Yes	Yes, after 2 yrs.	GC §34090, 53235.2(b)
51104-400	City Clerk	Agency Report of Consultants (Form 805)	7	7	Paper	Yes	Yes, after 2 yrs.	City maintains original statements; GC 81009(e)&(g)
51104-400	City Clerk	Agency Report of New Positions (Form 804)	7	7	Paper	Yes	Yes, after 2 yrs.	City maintains original statements; GC 81009(e)&(g)

File Code	Office of Record		Active (in office)	Total Retention	Media	Scan Image	Destroy Paper after		Legal Authority
							Scan	Scan	
51104-400	City Clerk	Agency Report of Public Official Appointments (form 806)	AC+2	AC+2	Paper	No	No	No	GC §34090
51104-400	City Clerk	Campaign Statements, originals (successful candidates)	P	p	Paper	Yes	Yes, after 2 yrs.	Yes	EC 81009(b)&(g), Maintain paper for 2 yrs.
51104-400	City Clerk	Campaign Statements, originals (unsuccessful candidates)	5	5	Paper	No	No	No	EC 81009(b)&(g), Maintain paper for 2 yrs.
51104-400	City Clerk	Campaign Statements, originals (political action committees, other offices)	7	7	Paper	Yes	Yes, after 2 yrs.	Yes	EC 81009(b)&(g), Maintain paper for 2 yrs.
51104-400		Campaign Statements, copies of original statements	4	4	Paper	No	No	No	EC 81009(b)&(g), Maintain paper for 2 yrs.
51104-400	City Clerk	Gifts to Agency (Form 801)	7	7	Paper	Yes	Yes, after 2 yrs.	Yes	City maintains original statements; GC 81009(e)&(g)
51104-400	City Clerk	Logs (Campaign Finance Disclosure Statements and Statements of Economic Interest, Form 700)	P	p	Paper	Yes			Department Preference, scan for historical
51104-400	City Clerk	Statements of Economic Interest (Form 700) - GC 87200 Filers	T+7	T + 7	Paper	Yes	Yes, after 2 yrs.	Yes	Original statements are filed with FPPC; GC 81009(f)&(g)
51104-400	City Clerk	Statements of Economic Interest (Form 700) - City Code Designated Filers	CU + 2	7	Paper	Yes	Yes, after 2 yrs.	Yes	City maintains original statements; GC 81009(e)&(g)
51104-500	City Clerk	<b>LEGISLATIVE RECORDS</b>							
51104-500	City Clerk	Affidavits of Posting, Affidavits of Publication, Public Hearing Notices, other legal notices	C+2	C+2	Paper	No	No	No	CCP 337; GC §34090; GC 54960.1
51104-500	City Clerk	Agreements/Contracts, non-infrastructure (consultants, employment, franchise and tolling, loans, leases, professional services, includes all amendments)	CL	C+10	Paper	Yes	Yes	Yes	GC §34090; §34090.5
51104-500	City Clerk	Agreement/Contracts, infrastructure (construction and Memorandums of Understanding)	P	P	Paper	Yes	Yes	Yes	GC §34090; §34090.5
51104-500	City Clerk	Claims Receipt Records (includes log documenting receipt of claims, summons, subpoenas)	CU+5	CU+5	Paper	No	No	No	GC §34090
51104-500	City Clerk	Council Ordinances	P		Paper				GC §34090; §34090.5; Maintain paper originals
51104-500	City Clerk	Council Resolutions	P	P	Paper	Yes	Yes	Yes	GC §34090; §34090.5; Maintain paper originals
51104-500	City Clerk	Municipal Code/Supplements	P	P	Paper, Electronic	No	No	No	Keep one of each supplement for reference
51104-500	City Clerk	Oaths of Office	T+6	T+6	Paper	No	No	No	GC §34090; 29USC1113
51104-600	City Clerk	<b>RECORDS MANAGEMENT</b>							
51104-600	City Clerk	Certificates of Destruction	P	P	Paper	Yes	Yes	Yes	GC §34090; §34090.5
51104-600	City Clerk	City Seal	P	N/A	Paper				GC §34090; §34090.5

File Code	Office of Record		Active (in office)	Total Retention	Media	Scan Image	Destroy Paper after		Legal Authority
							Scan	Scan	
51104-600	City Clerk	Deputization Memoranda (documenting the deputization of individuals empowering them to perform various City functions)	T+4	T+4	Paper	No	No		GC §34090
51104-600	City Clerk	Inactive Records Inventory Sheets	CL	CL	Paper	No	No		GC §34090
51104-600	City Clerk	Legislative History (includes lists of elected officials, mayors, ordinances, resolutions)	P		Paper				GC §34090
51104-600	City Clerk	Public Records Requests	CU+2	CU+2	Paper	No	No		GC §34090
51104-600	City Clerk	Records Retention Schedules	P	P	Paper	Yes	Yes		GC §34090; §34090.5
51104-600	City Clerk	Requests for Certified Payroll	CU+2	CU+2	Paper	No	No		GC §34090

### CITY MANAGER

51102-100	City Manager	<b>ADMINISTRATIVE RECORDS</b>							
51102-100	City Manager	Correspondence - General	CU+2	C+2	Paper	No	No		GC §34090
51102-100	City Manager	Council Correspondence	CU+2	C+5	Paper	No	No		GC §34090
51102-100	City Manager	Complaints	CU+2	CU+2	Paper	No	No		GC §34090
51102-100	City Manager	General Office Administration	CU+2	CU+2	Paper	No	No		GC §34090
51102-100	City Manager	Goals and Objectives	CU+5	CU+5	Paper	No	No		GC §34090
51102-100	City Manager	Policies and Procedures	S	S+5	Paper	Yes	Yes		GC §34090; §34090.5; Retain copy for historical purposes
51102-100	City Manager	Press Releases	CU+2	CU+2	Paper	No	No		GC §34090
51102-100	City Manager	Subject Files	CU+2	CU+2	Paper	No	No		GC §34090
51102-100	City Manager	Weekly Reports ("Friday Letters")	CU+5	CU+5	Paper	No	No		GC §34090
51102-200	City Manager	<b>PROJECTS/PROPERTY/ISSUES</b>							
51102-200	City Manager	Intergovernmental Relations	CU+5	CU+5	Paper	No	No		GC §34090
51102-200	City Manager	Public Art - records documenting the acquisition (loan, donation, purchase), installation, care/maintenance, repair/restoration, removal of individual works of art; including but not limited to competitive sculpture search entry forms, photos, reports, correspondence and agreements (other than loan agreements)	P	P	Paper	Yes	Yes		GC §34090, §34090.5 CCP §337, §338
51102-200	City Manager	Public Art - loan agreements	CL+5	CL+5	Paper	No	No		GC §34090, CCP 337, 338
51102-200	City Manager	Project or Issue Files - records pertaining to specific projects or issues, including but not limited to correspondence, emails, memos, reports, plans, notes and reference materials	CL+5	CL+5	Paper	No	No		GC §34090; Administrative files, City Clerk maintains originals presented to Council; vital records transferred to City Clerk
51102-200	City Manager	Property-related correspondence, letters, offers, agreements	CL+5	CL+5	Paper	Yes	Yes		GC §34090; Administrative files, City Clerk maintains originals presented to Council; vital records transferred to City Clerk

**CITY OF LOS ALTOS**  
**RECORDS RETENTION SCHEDULE**

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**COMMUNITY DEVELOPMENT**

**BUILDING**

41200-100	Building	Building Files (residential/commercial) - including but not limited to applications, permits, plans, energy and structural calculations, special inspection reports, soils reports, Fire Dept. approvals & correspondence, "Green Building" correspondence & certifications, correction notices, and Certificates of Occupancy.	CL	P	Paper, Electronic	Yes	Yes	GC§34090(a); GC §34090.5; H&S 19850
41200-200	Building	Plan Checks, No Permit Issued - Building permit applications that have been approved, but for which the applicant did not complete the application process and for which no permit was issued	AC+6 months	2	Paper	No	N/A	GC §34090(d); 2010 California Building Code Section 105.3.2, 105.5; retain for two years from application date
41200-300	Building	Case Files - including complaints, stop works and administrative citations (both appealed & non-appealed) & all related correspondence.	CL+ 2	P	Paper, Electronic	Yes	Yes	GC§34090(a), §34090.5
41200-400	Building	Addressing - records documenting the naming & numbering of streets and addresses	P	P	Paper	Yes	Yes	GC§34090(a); §34090.5

**ECONOMIC DEVELOPMENT**

43100-100	Economic Development Manager	Community Development Block Grant Project Files: contract administration documents, monitoring reports, audit and financial information for grantees, insurance information	AC+3	T+5	Paper	Yes	Yes	24 CFR 85.42; 570.502(b); 92.508(a)&(c); 29 CFR 97.42; GC§34090(d); Retain for 5 years after expiration or audit, whichever is later
43100-200	Economic Development Manager	Economic Development Program and Project Administration - Records documenting development and administration of economic development programs/projects such as outreach, revenue analysis, professional contracts, etc.	AC+3	10	Paper and electronic	No	N/A	GC §34090 = two year retention; Departmental Preference = 10 years
43100-400	Economic Development Manager	Event Production Records - records documenting the planning and production of public events	CU+3	10	Paper and electronic	No	N/A	GC §34090 = two year retention; Departmental Preference = 10 years

File Code	Office of Record	Record Description	Active (in office)	Total Retention	Media	Scan Image	Destroy Paper after Scan	Legal Authority
43100-500	Economic Development Manager	Appraisals - Real property value assessments	CL+2	10	Paper and electronic	No	N/A	GC §34090 = two year retention; GC 6254(h) = exempt until final acquisition; Departmental Preference =10 years
Various	Various	Commission Meeting Video Recordings	CL+2	10	Paper and electronic	No	N/A	GC §34090; §34090.5; Keep five years on the website (if applicable), archive on CD/DVD

### ENGINEERING

42100	Engineering	Permits: Encroachment Permits (Parking Stall, Miscellaneous, Special), Street Cuts, Temporary Lane Closures, Transportation, Wide/Overload	CL+2	CL+2	Paper, Electronic	Yes	Yes	GC §34090, 34909.5
42100	Engineering	Assessor's Parcel Maps	S	P	Paper, Electronic	No	No	Not a City record; Record copy is in the County Assessor's Office
42100	Engineering	Block Book & Alleys	AC	S	Paper	No	No	Retain until superseded
42100	Engineering	CIP Plans & Specs - while projects are out to bid	CL+2	CL+10	Paper, Electronic	No	No	GC §34090; CCP 337.15
42100	Engineering	Maps - includes aerials, tract maps, parcel maps, sewer, buildings, landscaping irrigation, bridges, street improvements, storm drains, lighting, division of land, green out sewer assessment maps,	P	P	Paper	Yes	Yes	GC §34090; §34090.5
42100	Engineering	Sewer Lateral Locations maps & mylars	AC	S	Paper	No	N/A	Retain until superseded; discard when no longer needed for reference
42100	Engineering	Flood Hazard letters	CU+2	CU+2	Paper, Electronic	No	N/A	GC §34090
42100	Engineering	Flood Control Maps & Logs	AC	S	Paper	No	N/A	Retain until superseded; discard when no longer needed for reference
42100	Engineering	Sewer Master Book for County & LAH	AC	S	Paper	No	N/A	Retain until superseded; discard when no longer needed for reference
42100	Engineering	Inspections Reports: sewer caps, sewer laterals, encroachment inspections & street cut inspections	AC	P	Paper	Yes	Yes	GC §34090; §34090.5
23100	Traffic	Traffic Counts, Traffic Studies, Signal Studies, Traffic Calming, Traffic Problems			Paper, Electronic	Yes	Yes	GC §34090; §34090.5; Departmental Preference
61100	Sewer	Sewer Connections Permits - includes Los Altos, County & Los Altos Hills	P	P	Paper, Electronic	Yes	Yes	
	Solid Waste	Specific Plans Palo Alto Wastewater Treatment Plant	AC	S	Paper, Electronic	No	N/A	Retain until superseded
74100	Solid Waste	General Correspondence with Contractors	CU+2	CU+2	Paper, Electronic	No	N/A	GC§34090
By Project Number	CIP Program	Capital Improvement Projects (CIP) Projects/ Design Files: Preliminary and Final Construction Designs and Plans	CL	P	Paper, Electronic	Yes	Yes	GC §34090; §34090.5; CCP 337 et. seq.; Preliminary designs/plans may be destroyed 1 year after completion of project or when no longer needed for reference

File Code	Office of Record	Record Description	Active (in office)	Total Retention	Media	Scan Image	Destroy Paper after Scan	Legal Authority
By Project Number	CIP Program	Capital Improvement Projects (CIP) Projects/ Engineer's Working Files: Includes copies of contracts/agreements, reports, bid specifications, purchase orders; notices	CL	CL +2	Paper	Yes	Yes	GC §34090; §34090.5; CCP 337 et. seq.
By Project Number	CIP Program	Capital Improvement Projects (CIP) Projects/ Construction Files: Not limited to original bid package (Plans & Specs), Plan Holders List, pre-construction meeting records, daily inspections logs, maintenance bond, certified payroll; letters to residents, notices of completion, public notices	CL	P	Paper, Electronic	Yes	Yes	GC §34090; §34090.5; CCP 337 et. seq.; Plans and specs are permanent; administrative records may be destroyed 10 years after completion of project

### PLANNING

41100-100	Planning	Business Licenses Forms - including Zoning Use Compliance and Home Occupation forms	P	P	Paper	No	N/A	
41100-300	Planning	Private Property Tree Removal Permits	CU+4	P	Paper, Electronic	Yes	Yes	GC§34090
41100-350	Planning	General Plan Files - including General Plan Amendments, Elements, Updates, Zoning and Land Use Maps	CU	P	Paper, Electronic	No	N/A	GC§34090
41100-400	Planning	Specific Plans - including Loyola Corners Specific Plan, Sherwood Gateway Specific Plan, and Downtown Urban Design Plan	P	P	Paper, Electronic	Yes	No	GC§34090
41100-450	Planning	Historic Preservation Files - including records relating to Historic Landmark Designations, Historic Preservation Review/Permits, Historic Property Contracts, Historic Survey Files, and Historic Resources Inventory	P	P	Paper	Yes	No	GC§34090
41100-500	Planning	Environmental Review Files - (CEQA) including Initial Studies, Negative Declarations, Notice of Exemption, Notice of Determination, Notice of Intent, Notice of Preparation, Notice of Completion, and Environmental Impact Reports (EIRs)	P	P	Paper	Yes	Yes	GC§34090; 14 CCR 15095(c)
41100-550	Planning	Sign Files - including Sign Programs and Outdoor Display Permit Files	P	P	Paper	Yes	No	GC§34090; Departmental Preference
41100-575	Planning	Sign Review Files	CU+4	P	Paper	Yes	Yes	GC§34090; Departmental Preference
41100-600	Planning	Planning Development Review Files - including Design Review, Tentative Subdivision Maps, Variances, Use Permits, Zoning, Lot Line Adjustments, R1-S Overlay Zone, Planned Unit Developments, Annexations	CU+4	P	Paper	Yes	Yes	GC§34090; Departmental Preference

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41100-650	Planning	Planning Guidelines - including Single-Family Residential Design Guidelines and Downtown Design Guidelines	P	P	Paper, Electronic	Yes	No	GC§34090; Departmental Preference
41100-700	Planning	Special Studies - including but not limited to Civic Center Master Plan, Downtown Opportunity Study, First and Main Street Feasibility Study, etc.	P	P	Paper	No	No	GC§34090; Departmental Preference
41100-750	Planning	Affordable Housing Documents/Contracts	P	P	Paper, Electronic	Yes	No	GC§34090; Original contracts are held by Neighborhood Housing Services of Silicon Valley
41100-800	Planning	Community Development Partners/Application Extender Archives (database)	P	P	Electronic	No	N/A	GC§34090

**CITY OF LOS ALTOS**  
**RECORDS RETENTION SCHEDULE**

File Code	Office of Record	Record Description	Active (in office)	Total Retention	Media	Scan Image	Destroy Paper after Scan	Legal Authority
<b>FINANCE</b>								
51201-100	Finance	Accounts Payable - Invoices, check copies, supporting documents	AU+2	AU+5	Paper/Electronic	Yes	Yes	GC§34090; §34090.5
51201-200	Finance	Cash Receipts - Checks, coins, currency, supporting documents	AU+1	AU+5	Paper			GC§34090; CCP 337
51201-225	Finance	Accounts Receivable - Invoices, supporting documents	AU+2	AU+5	Paper			GC§34090
51201-226	Finance	Invoices - Copies sent for fees owed, billing, related documents	AU+5	AU+5	Paper			GC§34090
51201-227	Finance	Assessment Districts	P	P	Paper			GC§34090
51201-228	Finance	Bank Reconciliations	AU+5	AU+5	Paper			GC§34090;26 CFR 16001-1
51201-229	Finance	Budget Adjustments, Journal Entries Account transfers, supporting documents	AU+2	AU+5	Paper			GC§34090
51201-230	Finance	Budget Operating (copies) - Reference	AD + 1 year	AD + 1 year	Paper			GC 34090.7; Council Preference
51201-231	Finance	Budget Adopted	P	P	Paper	Yes	Yes	GC§34090; §34090.5
51201-232	Finance	Audited Financial Statements: Including but not limited to the Comprehensive Annual Financial Report (CAFR), Single audits, State Controller's Reports, Streets Reports, Development Impact Fee Reports	P	P	Paper	Yes	Yes	GC§34090; §34090.5 Departmental Preference
51201-233	Finance	Audit Work Papers - documents required by auditors for audit preparation	CU+3	CU+3	Paper			These are copies of documents already on the Schedule; Departmental Preference
51201-234	Finance	General Ledger (trial balance)	P	P	Paper			GC§34090; CCP 337
Various	Various	Commission Meeting Video Recordings	P	P	Paper			GC §34090; §34090.5; Keep five years on the website (if applicable), archive on CD/DVD
51201-235	Finance	Warrant register - check register	AU+5	AU+5	Paper, Electronic			GC§34090
51201-236	Finance	Inventory - purchase date, cost, acct #	AU+5	AU+5	Paper			GC§34090; 26 CFR 301 65-1(F)
51201-237	Finance	Auction - listing of property	AU+5	AU+5	Paper			GC§34090
51201-238	Finance	Disposal - sealed bid sales of equipment	AU+5	AU+5	Paper			GC§34090; CCP 337
51201-239	Finance	Vehicle Ownership & Title - title transfers when vehicle is sold	L	L	Paper			VC 9900 et seq.
51201-240	Finance	Investment Transactions - summary of transactions, inventory & earnings report	P	P	Paper			GC§34090; CCP 337; GC 53607
51201-241	Finance	Bank Statements - financing authority	AU+5	AU+5	Paper			FC 3368, 30210; GC43900 et seq

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							Scan	Scan	
51201-242	Finance	Bonds (Acct Statements, Admin, Bonds and Coupons) - Monthly statement of transactions, supporting documents, paid/cancelled	P	P	Paper				GC§34090; CCP337.5; 53921
51201-243	Finance	Purchase Orders - original documents	AU+5	AU+5	Paper				GC§34090; CCP 337
51201-300	Finance	Business License - paid & reports (expired)	T + 1	T + 4	Paper, Electronic				GC§34090; CCP 337
51201-400	Finance	Checks Includes payroll, cancelled & voided checks	AU+2	AU+5	Paper				GC§34090; CCP §337
51201-500	Finance	Payroll Adjustments - Audit purposes	AU+3	AU+5	Paper				GC§34090; 29 CFR 516.5-516.6
51201-501	Finance	Employee Time Sheets - Signed by employee for audit & FEMA Reports; leave request forms			Paper	Y			*20 CFR 516.6(1); IRS Reg 31/6001-1(e)(z); R&T 19530; LC 1174(d)
51201-525	Finance	PERS Employee Deduction Reports - Record of deductions (PERS)	AU+1	AU+5	Paper	Y			
51201-550	Finance	Payroll Register - Labor costs by employee & program	AU+4	P	Paper				GC§34090; GC§37207
51201-575	Finance	Salary Records - Deduction authorization, beneficiary designations, unemployment claims, garnishments	AU+4	AU+5	Paper				GC§34090; 29 CFR 516.2
51201-600	Finance	Federal and State Tax - forms 1096, 1099, W-4s and W-2s	AU+1	AU+5	Paper				26 CFR 31.6001.1-4; IRS Reg 31.6001-1(e)(2); R&T 19530; 29 CFR 516.5-516.6
51201-700	Finance	Deferred Compensation - records of employee contributions and city payments	T+5	T+5	Paper				GC§34090; 26 CFR 16001-1

### INFORMATION & TECHNOLOGY

51301-100	Information Services	Internet, World Wide Web - Management/policies and supporting documentation	CU	CU	Electronic				GC§34090
51301-200	Information Services	Inventory, Information Systems - hardware/software inventory logs, systems manuals	S+2	A+2	Electronic				GC§34090
51301-300	Information Services	Network Information Systems (LAN/WAN) - configuration maps and plans	CU+2	CU+2	Electronic				GC§34090; CCP§343
51301-400	Information Services	Program Files and Directories	CU+2	CU+2	Electronic				GC§34090

**CITY OF LOS ALTOS**  
**RECORDS RETENTION SCHEDULE**

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<b>HUMAN RESOURCES</b>								
51202	All Divisions	Personnel Regulations.	P	P	Paper, Electronic			GC §12946, GC §34090; Minimum retention = 2 years; Departmental Preference is Permanent
51202	Compensation	Classification and Salary Tables	5 years	5 years	Paper, Electronic	No	No	GC §12946, GC §34090; Minimum retention = 2 years; Departmental Preference is 5 years
51202	Employment	Employee Personnel Files ("official" maintained in HR) - full-time, retired, and separated employees: personnel action forms (appointment, separation, etc.), evaluations, employee record modification requests, name change forms, training records/certificates, management performance forms, leave forms (family, medical, military); CalPERS retirement records, exit checklist	T+1	T+30	Paper	No	No	GC §12946, GC §GC §34090; 29 USC 1027,1113; 29 CFR 1602 et seq. Minimum retention = T+6; Departmental Preference = T+30
51202	Employment	Employee Personnel Files ("official" file maintained in HR) at-will hourly employees, temporary/seasonal employees: All records including exit checklist	T+1	T+30	Paper	No	No	GC §12946, GC §GC §34090; 29 USC 1027,1113; 29 CFR 1602 et seq. Minimum retention = T+5; Departmental Preference = T=30
51202	Employment	I-9 Forms: 3+ years employment	T+1	T+1	Paper	no	No	Immigration Reform and Control Act of 1986
51202	Employment	I-9 Forms: Less than 3 years employment	Date of Hire + 3 years	Date of Hire + 3 years	Paper	No	No	Immigration Reform and Control Act of 1986
51202	Health and Safety	DMV Pull Program Information and Files	S	T+2 for reports with notice	Paper, Electronic	No	No	GC §12946, GC §34090; shred securely when superseded
51202	Health and Safety	Drug and Alcohol Testing Information/Records (without notice)	AD + 1 year	AD + 1 year	Paper	No	No	GC 34090.7; Council Preference
51202	Health and Safety	Drug and Alcohol Testing Information/Records (with notice)	T+1	T+5	Paper	No	No	Transportation Employee Testing Act of 1991; 49CFR
51202	Health and Safety	Medical Files (by employee name) (Pre-employment Physicals, Disability, Fit for Duty Evaluations/CalOSHA Exposure Information/ADA Request for Accommodation, Family Leave, etc.)	T	T+30	Paper	No	No	GC §12946, GC §34090; 29 USC 1027,1113; 29 CFR 1602 et seq., 8CCR3204(d)(1)(A)
51202	Labor Relations	Grievance Information/Records/Files	Duration of MOU +5	Duration of MOU + 5 years	Paper	No	No	GC §12946, GC §34090; Minimum retention = 2 years; Departmental Preference is 5 years

File Code	Office of Record	Record Description	Active (in office)	Total Retention	Media	Scan Image	Destroy Paper after		Legal Authority
							Scan	Scan	
51202	Labor Relations	Investigation Files (non-safety)	Duration of Investigation +1	T+6	Paper	No	No		GC §12946, GC §34090; 29 USC 1027,1113; 29 CFR 1602 et seq.
Various	Various	Commission Meeting Video Recordings	Duration of MOU + 5 years	Duration of MOU + 5 years	Paper, Electronic	No	No		GC §34090; §34090.5; Keep five years on the website (if applicable), archive on CD/DVD
51202	Recruitment	Recruitment Files: Testing, Eligibility Lists, Background Packets, Reference Checking Information, CalOpps Online Applications	CL+1	CL+6	Paper	No	No		GC §12946, GC §34090; 29 USC 1027,1113; 29 CFR 1602 et seq.; Departmental preference for historic/administrative value
51202	Worker's Comp	Workers' Compensation Claims (Employee Files)	CL+1	CL+30	Paper	No	No		8CCR15400.2, GC §12946, GC §34090; 29 USC 1027,1113; 29 CFR 1602 et seq.
51202	Risk Management	Sharps injury log	CU+2	P	Paper, Electronic	No	No		8CCR5193(h)(3)
51202	Risk Management	Liability Claim Files (by claimant name), includes accident/incident reports	CL+1	CL+5	Paper, Electronic	No	No		CCP §337; GC 25105.5

**CITY OF LOS ALTOS**  
**RECORDS RETENTION SCHEDULE**

File Code	Office of Record		Active (in office)	Total Retention	Media	Scan Image	Destroy Paper after	Legal Authority
<b>MAINTENANCE SERVICES CENTER (MSC)</b>								
21100		<b>ADMINISTRATION</b>						
21100	MSC Admin	Labor Relations: LAPAE Teamsters Union Local 350/MOU/Correspondence	CU+5	10	Paper	Yes	Yes	GC §34090; 34090.5; Departmental Preference
21100	MSC Admin	Labor Relations: Wage and benefit negotiation	CU+5	P	Paper	No	No	GC §34090; Departmental Preference
21100	MSC Admin	Cal/OSHA Records: logs, incident reports, inspections, citations, monitoring	CU+5	CU+5	Paper	No	No	29 CFR 1904.44; 8CCR14300.33; 8 CCR 3202(b)(1)
21100	MSC Admin	Underground Tank Testing	P	P	Paper	Yes	Yes	GC §34090; 34090.5
21100	MSC Admin	Hazardous Materials Administrative Records	S	S	Paper	Yes	Yes	GC §34090; 34090.5
21100	MSC Admin	Permits: hazardous materials, environmental health, industrial waste	E+2	E+2	Paper	No	No	GC §34090
21100	MSC Admin	Fuel System Records	AU+3	AU+3	Paper	No	No	GC §34090
21100	MSC Admin	MSC Equipment, Facility and Fleet Records - including equipment and vehicle inspection records, smog reports, noise level monitoring; other records documenting testing and compliance pursuant to Federal/State requirements	AD + 1 year	AD + 1 year	Paper	Yes	Yes	GC 34090.7; Council Preference
21100	MSC Admin	Emergency Evacuation Plan Implementation Guidelines	S+2	S+2	Paper	Yes	Yes	GC §34090; 34090.5; may retain one for historical purposes
21100	MSC Admin	Emergency Generator Permits	L+2	L+2	Paper	Yes	Yes	GC §34090; 34090.5
21100	MSC Admin	Hearing Conservation Program	CU+2	CU+2	Paper	No	No	GC §34090
21100	MSC Admin	Warehouse Records Storage Inventory - documents Citywide inactive records	P	P	Paper	Yes	Yes	GC §34090; 34090.5
Various	Various	Commission Meeting Video Recordings	P	P	Paper	Yes	Yes	GC §34090; §34090.5; Keep five years on the website (if applicable), archive on
24100		<b>FACILITIES</b>						
25100	Facilities	City Facility Records (administrative)	CL+10	CL+10	Paper	No	No	GC §34090
25100	Facilities	City Facility Records (building and project history)	P	P	Paper	Yes	Yes	GC §34090; 34090.5; retain for life of facility
25100	Facilities	City Facility Maintenance Records	P	P	Paper	Yes	Yes	GC §34090; 34090.5; retain for life of facility
25100	Facilities	Custodial Records	CU+2	CU+2	Paper	No	No	GC §34090

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22102		<b>PARKS</b>						
24100	Parks	Weekend Work Program	CU+2	CU+2	Paper	No	N/A	GC §34090
24100	Parks	Tree Inventory Records, Tree Work Safety; Tree Removal Permit Records	CU+5	CU+5	Electronic	N/A	N/A	GC §34090; CCP§337
24100	Parks	Tree Care Policies/Procedures	S+2	S+2	Electronic	N/A	N/A	GC §34090
24100	Parks	Parks Inventory Records	CU+2	P	Electronic	N/A	N/A	GC §34090
24100	Parks	Park Projects (modify infrastructure or buildings)			Paper	Yes	Yes	GC §34090; 34090.5; CCP 337.15; Department Preference
24100	Parks	Park Maintenance Records/Work Orders	CU+5	CU+5	Electronic	N/A	N/A	
24100	Parks	Playground Equipment Inspections and Compliance	CU+5	CU+5	Electronic	N/A	N/A	GC §34090; CCP§337
24100	Parks	Landscape Maintenance Records	CU+5	CU+5	Paper	Yes	Yes	GC §34090; CCP§337
24100	Parks	Tennis Court Maintenance Records	CU+5	CU+5	Paper	Yes	Yes	GC §34090; CCP§337
24100	Parks	Certificates of Compliance	CU+5	CU+5	Paper	Yes	Yes	GC §34090; 34090.5; CCP§337
24100	Parks	Park Landscape Maintenance Standards	S	S	Electronic	N/A	N/A	GC §34090; 34090.5; retain until superseded
24100	Parks	Fertilizer Use Permit Records	E+2	E+2	Electronic	N/A	N/A	GC §34090; retain two years from date permit expires/renews
24100	Parks	Monthly Summary Pesticide Use Report	CU+2	CU+2	Paper	No	N/A	GC §34090
24100	Parks	City Owned Acreage Inventory	P	P	Paper	Yes	Yes	GC §34090; 34090.5
25100		<b>SEWERS</b>						
61100	Sewers	Sewer Treatment System Records - includes specifications; sewer incident reports; system improvements and repairs; service studies/reports; records documenting testing and compliance pursuant to Federal/State requirements; other administrative records	P	P	Paper	Yes	Yes	GC §34090; 34090.5; 40 CFR; Departmental Preference; retain for life of facility
61100	Sewers	Sewer standby compensation	P	P	Paper	Yes	Yes	GC §34090; 34090.5; Departmental Preference
61100	Sewers	Lift Station Records	P	P	Paper	Yes	Yes	GC §34090; 34090.5; Departmental Preference
61100	Sewers	Storm Drain/Storm Water Management Records	P	P	Paper	Yes	Yes	GC §34090; 34090.5; Departmental Preference
61100	Sewers	Standby Pump Station Readings	P	P	Paper	Yes	Yes	GC §34090; 34090.5; Departmental Preference
61100	Sewers		P	P	Paper	Yes	Yes	GC §34090; 34090.5; Departmental Preference

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61100	Sewers	LAH Sewer Maintenance Records	P	P	Paper	Yes	Yes	GC §34090; 34090.5; 40 CFR; Departmental Preference
61100	Sewers	Illegal Dumping Incident Response Plan	P	P	Paper	Yes	Yes	GC §34090; 34090.5; Departmental Preference
62100	Sewers	Storm Water Pollution Prevention Plan	S	P	Paper	Yes	Yes	GC §34090; 34090.5 retain until superseded; Departmental Preference
21100		<b>STREETS</b>						
22100	MSC Streets	Street Maintenance Subject Files: correspondence, reports, complaints	CU+5	P	Paper	Yes	Yes	GC §34090; 34090.5; CCP§337; Departmental Preference
22100	MSC Streets	Downtown Bench Program Files	P	P	Paper	Yes	Yes	GC §34090; 34090.5; Departmental Preference
22100	MSC Streets	Street Light Repairs	CU+2	P	Paper	Yes	Yes	GC §34090; 34090.5
22100	MSC Streets	Street/Hazardous Spills/Policies	S+2	S+2	Paper	Yes	Yes	GC §34090; 34090.5; may retain one for historical purposes
22100	MSC Streets	Storm Drain Project Records	P	P	Paper	Yes	Yes	GC §34090; 34090.5; CCP§337; Departmental Preference
22100	MSC Streets	Storm Drainage Service Requests	CU+5	P	Paper	Yes	Yes	GC §34090; 34090.5; Departmental Preference
22100	MSC Streets	Fallout Shelter Maintenance Records	CU+5	P	Paper	Yes	Yes	GC §34090; 34090.5; Departmental Preference
22100	MSC Streets	Dry Wells/Inventory	P	P	Paper	Yes	Yes	GC §34090; 34090.5; Departmental Preference
22100	MSC Streets	Maps: Downtown, Foothill Plaza	S	S+2	Paper	No	N/A	GC §34090; may retain one each for historical purpose
22100	MSC Streets	Los Altos Streets Name Sign Records	P	P	Paper	Yes	Yes	GC §34090; 34090.5

**CITY OF LOS ALTOS**  
**RECORDS RETENTION SCHEDULE**

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<b>RECREATION</b>								
		<b>ADMINISTRATION</b>						
	Admin	Forms: Includes registration forms, liability and photo release forms, evaluations	CU+2	CU+2	Paper, Electronic	N/A	N/A	GC §34090
	Admin	Independent Contractors/Instructors Records - files containing applications,	CU+5	CU+5	Paper, Electronic	N/A	N/A	GC §34090; CCP 337
	Admin	Inventory, Equipment; includes warranties, purchase orders	AU+2	AU+2	Paper, Electronic	N/A	N/A	GC §34090
	Admin	Marketing and Publicity Materials - recreation guides, brochures, schedules newsletters, bulletins, announcements; social media	S+2	S+2	Paper, Electronic	N/A	N/A	GC §34090; update as necessary; may retain copies longer for administrative/historical purpose
	Admin	Media Relations: cable, newspaper, radio, message boards, presentations	CU+2	CU+2	Paper, Electronic	N/A	N/A	GC §34090
	Admin	Photographs	S+2	S+2	Paper, Electronic	N/A	N/A	GC §34090; may retain copies for administrative/historical purpose
	Admin	RecTrak (database) - registration and receipts	AD + 1 year	AD + 1 year	Electronic	N/A	N/A	GC 34090.7; Council Preference
	Admin	Recreation Daily Transaction Reconciliation Worksheet; Daily Deposit Records	AU+4	AU+4	Paper, Electronic	N/A	N/A	GC §34090; CCP 337
	Admin	Scholarships/Grants	CU+2	CU+2	Paper, Electronic	N/A	N/A	GC §34090
	Admin	Volunteer Programs Files: schedules, weekly logs, sign-in sheets, project lists, memos, expense reimbursements, training	CU+5	CU+5	Paper, Electronic	N/A	N/A	GC §34090; Departmental Preference
						N/A	N/A	
		<b>Facilities</b>						
	Facilities	Facility Key Checkout Sheet	CU+2	CU+2	Paper, Electronic	N/A	N/A	GC §34090
	Facilities	Facility Use Applications	CU+5	CU+5	Paper, Electronic	N/A	N/A	GC §34090; CCP 337
	Facilities	Field Use Applications	CU+5	CU+5	Paper, Electronic	N/A	N/A	GC §34090

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						N/A	N/A	
	Front Office	<b>FRONT OFFICE</b>	CU+5	CU+5	Paper, Electronic	N/A	N/A	GC §34090
	Front Office	Banner Request Form	S	S	electronic	N/A	N/A	Ongoing and updated frequently
	Front Office	Birthday Party Tracking Database	CU+2	CU+2	paper	N/A	N/A	GC §34090
	Front Office	Cancelled Class Form	AU+2	AU+2	Paper, Electronic	N/A	N/A	GC §34090
	Front Office	Inventory, Equipment; includes warranties, purchase orders	CU+5	CU+5	Paper, Electronic	Yes	Yes	GC §34090; §34090.5
	Front Office	Mailing Lists and Rosters	CU+2	CU+2	Paper, Electronic	Yes	Yes	GC §34090; §34090.5
		<b>PROGRAMS</b>						
	Programs	Birthday Parties, Celebrations & Events Applications			Paper, Electronic	N/A	N/A	GC §34090
	Programs	Registration Forms - includes activity or class registration forms, waivers, releases, parent permission and authorization forms, participant medical releases	CU+4	CU+4	Paper, Electronic	N/A	N/A	GC §34090; CCP§337
	Programs	Membership Forms	S+2	S+2	Paper, Electronic	N/A	N/A	GC §34090
	Programs	Policies and Procedures; includes Rules and Regulations	CU+2	CU+2	Paper, Electronic	N/A	N/A	GC §34090
	Programs	Sign-in Sheets	CU+2	CU+2	Paper,	N/A	N/A	GC §34090
	Programs	Youth Theater Program: scripts, ticketing	CU+2	CU+2	Paper, Electronic	N/A	N/A	GC §34090