

RESOLUTION NO. 2015 -

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CATHEDRAL CITY, CALIFORNIA, ADOPTING UPDATED RECORDS RETENTION SCHEDULES AND PROCEDURES FOR THE DESTRUCTION OF RECORDS OF THE CITY MANAGER'S OFFICE, CITY CLERK'S OFFICE, POLICE DEPARTMENT, PLANNING, ENGINEERING, PUBLIC WORKS, BUILDING, FINANCE, FIRE DEPARTMENT AND CODE ENFORCEMENT

WHEREAS, the keeping of numerous records is not necessary after a certain amount of time; and

WHEREAS, retention is not required for non-records, preliminary drafts, or notes, which are not retained by the City of Cathedral City (the "City") in the ordinary course of business; and

WHEREAS, Section 34090 of the California Government Code provides a procedure whereby any public record which has served its purpose and is no longer required may be destroyed, except for specific statutory provisions; and

WHEREAS, pursuant to Government Code Section 34090.7, the City may prescribe a procedure whereby duplicates of records less than two years old may be destroyed if they are no longer needed; and

WHEREAS, a records retention schedule is a public agency's legal authority to receive, create, retain and dispose of official public records, and in the event of litigation, a Court will accept the retention schedule as establishing which records which are produced or maintained in the "normal course of doing business"; and

WHEREAS, the City Council has previously adopted the City's records retention schedule and destruction of records procedure; and

WHEREAS, it is necessary to update and revise the City's records retention schedule to reflect current law and City policy; and

WHEREAS, the City Council believes that a sound records management policy for the maintenance and destruction of public records which no longer serve administrative, legal, fiscal and historical purposes is deemed appropriate and essential for the effective operation of the City's governmental process; and

WHEREAS, it is the City's policy to maintain public records according to its various retention schedules.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CATHEDRAL CITY DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. The Records Retention Schedules, attached hereto as Exhibit "A": (a) identify the official public records that City staff produces or maintains in the "normal course of doing business" for the following departments/divisions/offices; City Clerk's Office, City Manager's Office, Police Department, Planning, Engineering, Public Works, Building, Finance, Fire Department, and Code Enforcement; and (b) constitutes a policy for the efficient maintenance and regular destruction of public records which have outlived their legal, administrative, historical, or fiscal value, according to the established retention period.

SECTION 2. The records of the City of Cathedral City, as set forth in the Records Retention Schedule Exhibit "A", attached hereto and incorporated herein by this reference, are hereby authorized to be destroyed as provided by Section 34090 et seq. of the Government Code of the State of California and in accordance with the provision of said schedule upon the request of the Department Head and with the consent in writing of the City Clerk and City Attorney, without further action by the City Council of Cathedral City.

SECTION 3. The Records Retention Schedules, attached hereto as Exhibit "A" are hereby approved and adopted and shall supersede and/or replace any previously adopted records retention schedules for the City.

SECTION 4. The City Clerk shall certify as to the adoption of this resolution and shall cause the same to be processed in the manner required by law.

PASSED, APPROVED, AND ADOPTED this 22nd day of July, 2015.

Stanley E. Henry, Mayor

ATTEST:

Gary F. Howell, City Clerk

APPROVED AS TO FORM:

Charles R. Green, City Attorney

I, GARY F. HOWELL, CITY CLERK of the City of Cathedral City, do hereby certify that the foregoing Resolution was introduced and adopted at a regular meeting of the City Council held on the 22nd day of July, 2015 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Gary F, Howell, City Clerk

EXHIBIT “A”

RECORDS RETENTION SCHEDULES

EXHIBIT “A”

RECORDS RETENTION SCHEDULES

RECORDS RETENTION SCHEDULE FOR THE CITY OF CATHEDRAL CITY

CITY MANAGER					DATE: July, 2015	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V.H.C.	COMMENTS
		OFFICE	STORAGE	TOTAL		

LEGAL RECORDS

1	City Attorney memoranda and legal opinions	S+2	-	S+2	C	Note: Retain until updated; these items are Confidential Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090; GC 6254(k).
2	Appeals (Copies)	CL+3	-	CL+3	V,H	Note: Original copy should be date-stamped and forwarded to City Attorney. Authority: Secretary of State Local Government Records Management Guidelines (February 2006).
3	Litigation Files (Copies)	CL+2	-	CL+2	C	Note: Duplicate series; original is with City Attorney Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d).

ADMINISTRATIVE and MISCELLANEOUS RECORDS

4	Correspondence Chron Files; General/Public; Controlled; Reports; Subject Files Reproduction/printing requests; and Correspondence not attached to agreement or project file	CU+2	-	CU+2	V,H	Note: See row 7 for e-mail Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d).
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RETENTION CODES: AR = Annual Review A = Audit CL = Closed/Completed E = Expiration P = Permanent S = Superseded T = Termination
A/F = Destroy after microfilming CU +# = Current Year plus years as indicated L = Life

VHC CODES: V = Vital H = Historical C = Confidential

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5	Departmental Policies and Procedures	S + 5	-	S + 5	V,H	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d).
6	Department Projects, Programs, Events, Issues, Activities	CU+2	-	CU+2	H	Authority: GC 34090.
7	Electronic Mail	10 days	-	10 days	V,H,C	Note: Emails are those kept in the ordinary course of business, per City's Computer System Usage Policy. If email qualifies as another type(s) of record category, kept in the ordinary course of business, retain and/or maintain for that type of record as mandated by this schedule. i.e., generally 2 yrs for most records, unless other statute/policy applies. Caveat: may be confidential and/or attorney-client privileged item. Authority: City's Computer System Usage Policy
8	Equipment Files Owners Manuals; Service/Maintenance; Purchase Information; and Correspondence/Back-up Data	T+2	-	T+2	-	Note: T=Termination of ownership of the equipment. Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d).
9	California State Governor's Office/Planning and Research Other State Agencies	CU+2	-	CU+2	V,H	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d).

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10	Riverside County	CU+2	-	CU+2	V,H	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d).
11	Local Government Agencies including Indian Tribes	CU+2	-	CU+2	V,H	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d).
12	Federal Agencies	CU+2	-	CU+2	V,H	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d).
13	Organization Files Civic Organizations, Homeowners Associations Professional Organizations	CU+2	-	CU+2	H	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d).

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DEPARTMENT: CITY CLERK					DATE: July, 2015	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V.H.C.	COMMENTS
		OFFICE	STORAGE	TOTAL		
	CITY COUNCIL and CITY COMMISSIONS' MEETINGS, MINUTES, and NOTICE RECORDS					
1	Advertising (Legal)	CU+4	-	CU+4	V,H	Note: Includes other public notices, legal publications Authority: Secretary of State Local Government Records Management Guidelines (February 2006); CCP 343;; GC 911.2; GC 34090.
2	City Council Meetings - Notices: Notices of adjournment; Notices of special meetings; Notices of rescheduled meetings; Notices of continuation; Declarations of posting	CU+2	-	CU+2	H	Note: Includes special meetings Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090.7; GC 40801.
3	City Council Meetings - Original Agenda Packets	P	-	P	H	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d).
4	City Commissions & Committees - Original Agendas	CU +2	-	CU+2	H	T= Termination of Service Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d).
5	City Council and City Commission Minutes	P	-	P	V,H	Authority: GC34090(e)
6	City Council Meetings - Audio and Video Tapes	P	-	P	H	Note: Videos tapes may also include recordings of other agencies' meetings i.e., City Council sitting as Redevelopment Agency. Authority: GC34090.7.
7	City Commissions & Committees - Applications Applications including unsuccessful applicants	T+5	-	T+5	H	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090.

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8	Public Hearings Notices: Proof of publication Mailing lists Certified mail receipts	CU+2	-	CU+2	V,H	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d).
	LEGISLATIVE RECORDS					
9	City Council Resolutions and Proclamations	P	-	P	V,H	Authority: GC34090(e)
10	Municipal Code	P	-	P	V	Authority: GC34090
11	Ordinances - Adopted Not adopted	P CU+2	- -	P CU+2	V,H H	Note: Film for security Authority: GC34090(d),(e)
	BIDS and AGREEMENTS					
12	Agreements, Contracts & Leases Executed documents Amendments Attached exhibits	CL+1	9	CL+10	-	Note: For this record series, CL (Closed/Completed) represents completion of all terms of the agreement or contract. Authority: Secretary of State Local Government Records Management Guidelines (February 2006); CCP 337; CCP 337.15.
13	Bids/Proposals Files (Successful Bidders) Requests for bids/proposals Specifications & backup data Bids/proposals received	CL+1	9	CL+10	-	Note: For this record series, CL (Closed/Completed) represents completion of all terms of the executed contract or agreement with the organization submitting the successful bid or proposal. Authority: Secretary of State Local Government Records

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						Management Guidelines (February 2006); CCP 337.15.
14	Bids/Proposals Files (Unsuccessful Bidders) Unaccepted bids/proposals received on any building, structure, or other public work	CL+2	-	CL+2	-	Authority: GC34090(d) which does not authorize the destruction of records less than 2 years old.
	FPPC FILINGS					
15	Candidate Statements and other Mandated Filings For offices per GC87200: Mayor, City Council members, and of Committees supporting such candidates, Committees of statewide measures If elected If not elected Not Candidate Controlled	 P EL + 5 EL + 7	-	 P EL + 5 EL + 7	V,H	Note: Filing official, City Clerk makes and retains copy and forwards to filing officer, FPPC original campaign statements of Mayor, City Council Members, and Candidates for any of these offices, and Committees. After copy has been on file for at least 2 years, may be retained on microfilm/other space-saving materials available for public inspection. Compile and maintain current lists of all statements forwarded to FPPC. Statements must be made available as soon as practicable but no later than 2nd business day after receipt. Authority: GC81009, 87500, 2 CCR 18115
16	Statements of Economic Interest - Assuming/Initial, Annual, Leaving Office, and Other Mandated Filings and Amendments (Copies) Elected officials per GC87200: Mayor, City Council members, Committees	CU+4	-	CU+4	V,H	Note: Filing official, City Clerk makes and retains copy and forwards to filing officer, FPPC. After copy has been on file for at least 2 years, may be retained on microfilm/other space-saving materials available for public inspection. Compile and maintain current lists of all statements forwarded to FPPC. Statements must be made available as soon as practicable but no later than 2nd business day of receipt. Authority: GC81009, 87500, 2 CCR 18115
17	Statements of Economic Interest for Persons Appointed/Nominated per GC87200 (Copies):	CU+4	-	CU+4	V,H	Note: Filing official, City Clerk makes and retains copy and forwards to filing officer, FPPC. After copy has been on file for at

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		OFFICE	STORAGE	TOTAL		
	City Manager City Attorney City Treasurer Planning Commissioners Official Managing Public Investments					least 2 years, may be retained on microfilm/other space-saving materials available for public inspection. Compile and maintain current lists of all statements forwarded to FPPC. Statements must be made available as soon as practicable but no later than 2nd business day of receipt. Authority: GC81009, 87500, 2CCR 18115
18	Statements of Economic Interest- (Form 700) For Designated City Employees/Conflict of Interest Code Filers (Original)	CU+7	-	CU+7	V,H	Note: Clerk is filing official and officer. After original has been on file for at least 2 years, may be retained on microfilm/other space-saving materials available for public inspection. Compile and maintain current list of all statements filed. Statements must be made available as soon as practicable but no later than 2nd business day of receipt. Authority: GC81009, 87300, 87302, 87500, 2CCR 18115
19	Gift to Agency Report (Form 801)	CU + 5		CU + 5	V, H	Authority: 2 CCR 18944.2(c)(3)(G)
20	Tickets Provided by Agency (Form 802)	CU + 5		CU + 5	V, H	Authority: 2 CCR 18944.2(c)(3)(G)
	ELECTIONS RECORDS					
21	Affidavits of Registration - Canceled Originals and Copies of Index to Affidavits of Registration	EL+5	-	EL+5	H	Note: The Clerk may film canceled original affidavits of registration or do similar method of preservation per Elections Code 17000(b), record the canceled affidavit, then may destroy affidavit following first general election after date of cancellation. Copies of index (per Elections Code 2180) - keep on file as public record of election, political research, and for governmental purposes. Authority: Elections Code 17000, 17001
22	Canvass	P	-	P	V,H	Note: The whole number of votes cast in the city, the names of the persons voted for, the measures voted upon, for what office each person was voted for, the number of votes given at each precinct to each person and for and against each measure, the number of votes given in the city to each person and for and against each measure are entered in City resolution per Elections Code 10260 et seq. See "City Council Resolutions"

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		OFFICE	STORAGE	TOTAL		
						retention period. Authority: Secretary of State Local Government Records Management Guidelines (February 2006).
23	Census - Federal, State, Special	CU+2	-	CU+2	V,H	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090
24	Certificates of Election	T+4	-	T+4	V,H	Authority: Secretary of State Local Government Records Management Guidelines (February 2006);GC 81009(a), (d).
25	Election – History	P	-	P	H	Note: History of elections, sample ballots Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090.
26	Election Records - Packages and Identification Envelopes (Not Federal Elections as per Elections Code 17301(a)) Voted polling place ballots Voted absent voter ballots Spoiled ballots Canceled ballots Unused ballots surrendered by the voter per Elections Code Section 3015 Ballot receipts Applications for absent voter ballots	EL+6mos.	-	EL+6mos.	-	Note: This series does not apply to federal office elections of President, VP, US Senator and Representative; however, this includes (but is not limited to) assessment district ballots. If there is no contest or criminal action within the 6 month period, the package shall be destroyed or recycled; otherwise, the package remains unopened until destroyed/recycled. See line 27 below for contested elections or when criminal charges are filed. Authority: Elections Code 17302; 17306; 17505.
27	Election Records and Supplies - Contested Elections	See Descriptor	-	See Descriptor		* Note: If a contest or criminal action is commenced prior to the date fixed for destruction, retain and do not destroy until court order to do so, or final determination, as set forth in Elections Code 15551. Authority: Elections Code 15551
28	Federal Office Elections Where Candidates are:	EL+22	-	EL+22	H	Note: Records concern packages containing ballots/identification envelope, retain unopened and unaltered If no contest or

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		OFFICE	STORAGE	TOTAL		
	President, VP, US Senator, and US Representative Ballot packages of: Voted poling places Voted absent voters Spoiled ballots Canceled ballots Unused absentee ballots surrendered by voter per Elections Code 3105 Ballot receipts	mos.		mos		criminal action commenced within period, elections may destroy or recycle; otherwise, retain unopened. Authority: Elections Code 17301
29	Initiative and Referendum Petitions	CL+8mos.	-	CL+8mos.	-	Note: For this record series, CL (Closed/Completed) represents certification of election results, or, (when no election occurs) the Clerk's final examination of the petition. Destroy after said period, provided no action is pending or written request from AG, FPPC, Secretary of State, or other governmental agencies listed in Elections Code 17200(b).Public access restricted per GC6253.5. Authority: Elections Code 17200, GC6253.5
30	Nomination papers & signatures	T+4	-	T+4	H	Note: All nomination documents and signatures in lieu of filing fee petitions are maintained by Clerk; for this record series, T (Termination) represents the term of the office elected. Destroy after said period, provided no action is pending or written request from AG, FPPC, Secretary of State, or other governmental agencies listed in Elections Code 17100. Authority: Elections Code 17100
31	Notifications and Publications re: Elections	EL+2	-	EL+2	H	Note: Proof of publication or posting, certification and listing of notice of posting, copy of newspaper notice and certification of offices to be voted for at forthcoming election. Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d).
32	Oaths of Office	T+6	-	T+6	H	Authority: Secretary of State Local Government Records

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						Management Guidelines (February 2006); GC 34090; 29 USC 1113.
33	Rosters of Voters or Combined Rosters & Indexes	EL+5	-	EL+5	H	Note: The Clerk may film or use similar method to preserve said records in lieu of preserving original and destroy the roster following the next subsequent election per Elections Code 17300(b). Authority: Elections Code 17300
34	Tally Sheets and Ballot Cards - Federal Elections (President, VP, US Senator, US Representative) Packages contain: Two tally sheets, copy of index used as voting record, challenge lists, assisted voter lists Ballots Cards	EL+22 mos.	-	EL+22 mos.	H	Note: All voters may inspect the contents of package at all times following commencement of official canvass. If no contest or criminal action is commenced within period, Clerk may destroy or recycle packages. Sealed ballot containers may be opened if Clerk determines necessary for shredding or recycling, otherwise packages and containers to remain unopened until destroyed. Authority: Elections Code 17303,17305
35	Tally Sheets and Ballot Cards- State/Local and NOT Federal Offices as per Elections Code 17303(a) Packages contain: Two tally sheets, copy of index used as voting record, challenge lists, assisted voter lists Ballot Cards	EL+6 mos.	-	EL+6 mos.	H	Note: All voters may inspect the contents of package at all times following commencement of official canvass . If no contest or criminal action is commenced within period, Clerk may destroy or recycle packages. Sealed ballot containers may be opened if Clerk determines necessary for shredding or recycling, otherwise packages and containers to remain unopened until destroyed. Authority: Elections Code 17304,17306
	REAL PROPERTY RECORDS					
36	Assessment District	P	-	P	V,H	Note: Covers collection information; original documentation files with municipal clerk Authority: There is no specific statutory authority for retention of this item; however, the Secretary of State has recommended this retention period per the authority of section GC34090(a) which does not authorize the destruction of records affecting title to real property or liens thereon.

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37	CEQA Legal Notices: Notices of exemption; Notices of completion; Notices of preparation; Notices of determination; Environmental Impact Report; Mitigation monitoring; Negative declaration; Comments; and Statements of overriding considerations	P	-	P	-	Authority: GC34090(a) plus CEQA Guidelines
38	Real Property - Certificates of Compliance (Lot Line Adjustments): Certificates & supporting data	P	-	P	V,H	Authority: GC34090(a)
39	Real Property - Dedications Files: Offers of dedication & exhibits; Resolutions (file copies); and Correspondence & supporting data	P	-	P	V,H	Authority: GC34090(a)
40	Real Property - Detachments/Withdrawals Files: Maps & drawings; Studies & reports; Agreements; and Correspondence & supporting data	P	-	P	V,H	Authority: GC34090(a)
41	Real Property Files: Deeds & supporting data; Quitclaims & supporting data; and Easements & supporting data	P	-	P	V,H	Authority: GC34090(a)
42	Subdivision Tracts Lot Splits - Mergers	P	-	P	V,H	Authority: GC34090(a)
	LEGAL RECORDS					

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43	Appeals	CL+3	-	CL+3	V,H,C	Note: Original served copy should be immediately date-stamped upon receipt and forwarded to City Attorney. All else, retain original unless City Attorney's Office assistance is requested. Authority: There is no specific statutory authority for retention of this item; however, the Secretary of State has recommended this retention period per the authority of section covering statute of limitations contained in CCP583.320(a)(3) and GC34090 which does not authorize the destruction of records less than 2 years old.
44	Bankruptcy - related Hearing notices and motions Notices of Default Election to Surrender Deed of Trust.	CL+2		CL+2		Note: Original served copy should be immediately date-stamped upon receipt and forwarded to City Attorney. All else, retain original unless City Attorney's Office assistance is requested. Authority: GC 34090(d).
45	City Attorney (Copy) General Opinions	AR+2 S+2	- -	AR+2 S+2	C C	Note: These documents are confidential. Original is with City Attorney. Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090; GC 6254(k).
46	Claims Against City (Copies)	CL+5	-	CL+5	V,H	*Forward date-stamped original served copy to City Attorney. Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090.
47	Litigation Files (Copies)	CL+5	-	CL+5	H,C	Note: Original is with City Attorney. These documents are confidential. Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090.
48	Petitions to City	CU+2	-	CU+2	H	Authority: GC 34090(d).

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	ADMINISTRATIVE and MISCELLANEOUS RECORDS					
49	City Clerk and City Council Correspondence Files: Incoming correspondence; Outgoing correspondence	CU+2	-	CU+2	-	Note: City Clerk correspondence relating to a specific issue is filed in the appropriate department file. Refer to row 53 for electronic mail/communications. Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d).
50	City Clerk Memos Includes Conventions, Seminars, etc.	CU+2	-	CU+2	-	Note: City Clerk memos relating to a specific issue are filed in the appropriate department file. Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d).
51	City History Files: Selected historical records, including: Maps & drawings; Photographs; Reports & studies; Articles & news-clippings; City publications; City newsletters; and Press releases	P	P	P	H	Authority: Secretary of State Local Government Records Management Guidelines (February 2006).
52	City Incorporation Documents	P	-	P	H	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090.
53	Electronic Mail	10 days	-	10 days	V,H,C	Note: Emails are those kept in the ordinary course of business, per City's Computer System Usage Policy. If email qualifies as another type(s) of record category, kept in the ordinary course of business, retain and/or maintain for that type of record as mandated by this schedule; generally 2 yrs for most records, unless other statute/policy applies. Caveat: may be confidential

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RECORDS RETENTION SCHEDULE FOR THE CITY OF CATHEDRAL CITY

DEPARTMENT: CITY CLERK					DATE: July, 2015	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V.H.C.	COMMENTS
		OFFICE	STORAGE	TOTAL		
						and/or attorney-client privileged item. Authority: City's Computer System Usage Policy
54	Equipment Files: Owners manuals; Service/ maintenance information; Purchase information; and Correspondence & backup data	T+2	-	T+2	H	Note: For this record series, T (Termination) represents termination of ownership of the equipment. Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d).
55	Insurance Liability/Property	P	-	P	V,H	Note: Include Certificates of Insurance [filed separately from contracts], insurance filed by licensees, liability, property, Certificates of Participation, deferred used of facilities Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090.
56	Licenses	CU+2	-	CU+2	V,H	Note: Forms, documentation required by federal or state agencies Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d).
57	Organizations Files - Civic Organizations: Reports & studies; Publications; and Backup data	CU+2	-	CU+2	V,H	Note: Examples include Chamber of Commerce, Rotary Club, Homeowners' Association. This record series is for general correspondence and communications with civic organizations. Records pertaining to agreements or projects with these organizations are addressed by and subject to the retention requirements in the record series 'Agreements, Contracts & Leases'. Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d).
58	Organizations Files - Federal, State, County, Local Government Agencies and Indian Tribes: Reports & studies; Publications; and	CU+2	-	CU+2	V,H	Note: Examples include FPPC, County of Los Angeles, LAFCO, and other cities. This record series is for general correspondence and communications with government agencies. Records pertaining to agreements or projects with

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		OFFICE	STORAGE	TOTAL		
	Backup data					these organizations are addressed by and subject to the retention requirements in the record series 'Agreements, Contracts & Leases'. Authority: GC 34090(d)
59	Organizations Files - Professional Organizations: Reports & studies; Publications; and Backup data	CU+2	-	CU+2	V,H	Note: Examples include SCAG, CCAC, and IIMC. This record series is for general correspondence and communications with professional organizations are addressed by and subject to the retention requirements in the record series 'Agreements, Contracts & Leases'. Authority: GC 34090(d).
60	Permits	CU+2	-	CU+2	V,H	Note: Form, related documentation required by federal or state agencies Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090.
61	Records Management - City Retention Schedules	S+2	-	S+2	-	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d).
62	Records Management - Destroyed Records Lists & Approvals	P	-	P	-	Note: Originals to Exhibit of Resolution Approving Destruction of Specified Records Authority: GC34090(e)
63	Riverside County Board of Supervisors Flood Control Health Department/AQMD Planning	S+2	-	S+2	V,H	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d).

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POLICE DEPARTMENT					DATE: July, 2015	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V.H.C.	COMMENTS
		OFFICE	RECORDS CENTER	DESTROY		

INVESTIGATIONS & REPORTS						
1	Accident Reports Traffic Collision Fatalities Reports	CL+2 P	- -	CL+2 P		Note: For traffic collision fatalities, retain permanently per recommendation of Secretary of State. Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d).
2	Actions - Disciplinary/Investigatory Records Relating to Department Personnel	CL+2	-	CL+2		Note: Scope of these records are administrative actions internally initiated by the Police Department and relating to conduct of police officers/departmental personnel. This record series does not include records pertaining to or initiated by citizen complaints governed by Penal Code Section 832.5. Refer to Rows 8 and 52, respectively, as appropriate. Authority: GC34090(d)
3	Arrest/Conviction (Marijuana) H&S Section 11357(b), (c), (d), (e) or H&S Section 11360(b) Violations Occurring after January 1, 1976	CL+2	-	CL+2	V,H	Note: "CL" for this record series denotes date of conviction or arrest if no conviction; do not destroy if pending civil action against law enforcement (see H&S 11361.5(d)); this record series applicable to convictions occurring after January 1, 1976 or arrests not filed by conviction occurring after January 1, 1976; exception H&S 11357(e) - the records shall be retained until a juvenile offender attains the age of 18 years, then destroyed pursuant to H&S 11361.5 Authority: H&S 11361.5
4	Arrest/Conviction (Marijuana) H&S Section 11357(b), (c), (d), (e) or H&S Section 11360(b) Violations Occurring before	Mandatory destruction upon notice from DOJ	-	Mandatory destruction upon notice from DOJ	V,H	Note: Applicable convictions occurring prior to January 1, 1976 or arrests not followed by a conviction occurring prior to January 1, 1976 for violations of H&S Section 11357, 11364, 11365, 11550

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		OFFICE	RECORDS CENTER	DESTROY		

	<i>January 1, 1976</i>					Authority: Secretary of State Local Government Records Management Guidelines (February 2006); H & S 11361.5(c).
5	Asset Forfeiture Investigation/Proceedings Case File	CL+2	-	CL+2		Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090.
6	Case Books, Investigative	CL+2	-	CL+2		Note: Retained by division until a case is suspended/closed; transferred to Records Division to be filed with associated Daily Reports file. Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090.
7	Case Files Homicide; Investigator=s File	P	-	P		Authority: Secretary of State Local Government Records Management Guidelines (February 2006); PC 799.
8	Claim Files Relating to Citizen Complaint	CL+5	-	CL+5	V	Note: Claim copy, correspondence, photographs, supporting documents Authority: PC832.5 GC 34090(d)
	Against Police Officer Not relating to Citizen Complaint against Police Officer	CL+2	-	CL+2	V	

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POLICE DEPARTMENT					DATE: July, 2015	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V.H.C.	COMMENTS
		OFFICE	RECORDS CENTER	DESTROY		
9	Crime Reports - Felony With or Without Arrest	See Descriptor	-	*		Note: The destruction of felony, misdemeanor and infraction crime/supplemental reports is permitted provided: (1) does not relate to an unadjudicated arrest except for HS11357 or 11360 violations; (2) does not relate to unserved warrants; (3) does not involve identifiable items which have not been recovered; (4) does not relate to violations listed in PC 799, 800; (5) does not relate to PC290 (specified registrants), 457.1 (arson), or H&S11590 (specified registrants); and (6) cases are not presently involved in civil or criminal litigation *Authority: Secretary of State Guidelines recommend assigning retention on applicable statute of limitation i.e., PC 800,801: 6 yr for offenses punishable by imprisonment in state prison for 8 yr +; consider - Tolling/Extension of time periods in PC804; consider appeals in progress or "3 Strikes", if applicable
10	Crime Reports - Misdemeanor/infractions	CL+2	-	CL+2	V,H	Note: The destruction of felony, misdemeanor and infraction crime/supplemental reports is permitted provided: (1) does not relate to an unadjudicated arrest except for HS11357 or 11360 violations; (2) does not relate to unserved warrants; (3) does not involve identifiable items which have not been recovered; (4) does not relate to violations listed in PC 799, 800; (5) does not relate to PC290 (specified registrants), 457.1 (arson), or H&S11590 (specified registrants); and (6) cases are not presently involved in civil or criminal litigation Authority: GC34090(d)
11	Destruction of Crime Property Guns	P	-	P	V,H	Authority: Secretary of State Local Government

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POLICE DEPARTMENT					DATE: July, 2015	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V.H.C.	COMMENTS
		OFFICE	RECORDS CENTER	DESTROY		
	Narcotics	P	-	P	V,H	Records Management Guidelines (February 2006).
12	Fingerprints Suspect, Adult/Juvenile Certain license applicants Records Latent	CL T+2 *	- - -	CL T+2 *	V V	Note: Includes hardcopy and digitized; destroy after original purpose achieved; adult/juvenile suspected of a crime taken for comparison. Authority: Secretary of State Local Government Records Management Guidelines (February 2006); POST Law Enforcement Management Guide; GC 34090(d). * Secretary of State recommends applicable retention period for case statute of limitation or until evidence is destroyed.
13	Juvenile	Mandatory Destruction Upon and Pursuant to Court Order		Mandatory Destruction Upon and Pursuant to Court Order	V	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); WIC 826(a), (b); WIC 781(a). - Upon petition, local laws enforcement records w/i WIC826(b) may be destroyed as ordered by court, if related probation and juvenile court records have been destroyed by the probation officer. Records involving arrests, detention and/or petitioning juvenile before juvenile court
14	Licenses Bicycle Bingo, Mace, etc. Business License	CU+2 CU+2 T+2	- - -	CU+2 CU+2 T+2		Note re: pawn/secondhand dealers: Per Secretary of State Guidelines, original to Licensee, blue duplicate to DOJ, pink duplicate retained by Agency, renewals issued annually by local agency.

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	Review Board Administrative File Duplicate (pink), Second Hand Dealer, Pawn Brokers	CU+2	-	CU+2		Authority: GC 34090(d).
15	Logs Daily Activity (Jail) Juvenile Detention Investigative (Pre-arrest) Property Control Logs Rap Sheet Logs Subpoena Logs	CU+2 CU+2 CU+2 CU+2 CL+2 CU+2	- - - - - -	CU+2 CU+2 CU+2 CU+2 CL+2 CU+2	V,H	Note re: property: Log items coming into and going out of property room Authority: GC 34090(d).
16	Narcotics - No Arrest Case Files	CL+2	-	CL+2		Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090.
17	Officer Involved Shootings - Case Files	CL+25	-	CL+25	V,H	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090.
18	Pawn Slips/Tickets	CU+2	-	CU+2		Authority: GC 34090(d).
19	Permits include ABC License Concealed Weapons Permits	L+2	-	L+2		Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d).

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20	Photo Lab Card -sign out Chemical/Film Inventories Operations Files	T+2 S+2 T+2	- - -	T+2 S+2 T+2		Authority: Secretary of State Local Government Records Management Guidelines (February 2006).
21	Property Files	CU+2	-	CU+2		Note: Original reports and supplemental documentation (Lost, Found, Safekeeping) Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d).
22	Property - Original	Until case is adjudicated or disposition determined	-	Until case is adjudicated/or disposition determined		Note: Copy retained in records case file. Authority: Secretary of State Local Government Records Management Guidelines (February 2006); Managing Property in Law Enforcement Agencies (POST).
23	Property, Pawn Brokers/Secondhand	CU+2	-	CU+2		Note: Sales, slips. Dealer required to file duplicate with agency. Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d).
24	Registration Files, Arson, Sex and Narcotics	Life of Registrant Within Jurisdiction	-	Life of Registrant Within Jurisdiction	V,H	Note: Fingerprint card, photo, information also forwarded to DOJ Authority: Secretary of State Local Government

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		OFFICE	RECORDS CENTER	DESTROY		

						Records Management Guidelines (February 2006).
25	Restraining orders Includes: Emergency protective orders, temporary restraining orders, legal stipulations, orders after hearing	* See descriptor	-	*		*Retain until after law enforcement actions described in PC273.5, 273.6,646.9,12028.5,13700 and Family Code Sections 6380-6383 <i>are fulfilled and restraining order expires.</i> Authority: Secretary of State Local Government Records Management Guidelines (February 2006); PC 273.5, 273.6, 646.9, 12028.5, 13700.
26	Sealed Adult Found Factually Innocent	Mandatory Destruction Upon and Pursuant to Court Order	-	Mandatory Destruction Upon and Pursuant to Court Order	V	Note: General provision: upon petition records of agency must be sealed and destroyed in accordance with the provisions set by court record and subject to exceptions. DO NOT destroy if arrestee or co-defendant has filed a civil action against the peace officers or law enforcement jurisdiction has made the arrest and City has received certified copy of complaint. In such case, retain until action is resolved. Authority: PC 851.8
27	Statistical (CR), Uniform Crime Reports Mandatory to DOJ (LEIC); FBI Include Return A/Supplement; Supplementary Homicide Report; Law Enforcement Officers Killed or Assaulted; Monthly Return of Arson Offenses Known to Law Enforcement; Number of Violent Crimes Committed Against Senior Citizens; Monthly Report of Domestic Violence Related Calls for Assistance; Monthly Arrest and Citation Register; Monthly Hate Crimes Incidents; Death	CU+2	-	CU+2	V,H	Note: Originals sent to DOJ, FBI Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d).

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	in Custody Reporting					
28	Statistical (Crime Analysis)	CU+2	-	CU+2	H	Note: Internally generated information using activity logs, citizen calls, current and past crime statistic reports, finance dept expenditure and budget records, citations, crime reports, accident reports, permits, receipts Reports created for variety of purposes including increases/decreases in criminal activity; officer workload, deployment, time usage Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d).
29	Supplemental, Felony Capital Crimes, Crimes Punishable by Death, Life Imprisonment	P	-	P	V,H	Note: Crimes include murder, kidnapping for ransom, treason, procuring execution by perjury, train wrecking, assault with deadly weapon by life term prisoner, bombing resulting in death/bodily injury; making defective war materials that cause death Authority: Secretary of State Local Government Records Management Guidelines (February 2006); PC 799.
30	Tapes Audio, Telephone, and Radio Communications Recordings Surveillance/Security Routine Video Monitoring (Includes Videos of Jail)	CU+180 days CU+13 mo.	- -	CU+180 days	V,H	Note: Recordings of telephone and radio communications" means the routine daily taping and recording of telephone communications to and from a city, city and county, or department, and all radio communications relating to the operations of the departments. Recordings subject to litigation/court action shall be preserved until pending litigation is resolved; this record series does not include City Council Audio tapes. This record series does not include tape recordings of City Council/Agency meeting. See City Clerk schedule.

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	Video Recording Media (videotapes, films, and recordings of Aroutine video monitoring@ pursuant to GC 34090.6 - duplicates)	90 days after occurrence of event	-	CU+13 mo. 90 days after occurrence of event	V,H	<p>Authority: Secretary of State Local Government Records Management Guidelines (February 2006).</p> <p>Note: "Routine video monitoring" means videotaping by a video or electronic imaging system designed to record the regular and ongoing operations of the Department, and includes mobile in-car video systems, jail observations and monitoring systems, and building security taping systems.</p> <p>Authority: Secretary of State Local Government Records Management Guidelines (February 2006).</p> <p>Note: These items are duplicate records if a written minutes or audiotape recording of the event is recorded in the video medium. The Department may destroy such duplicate records, 90 days after the event recorded, pursuant to a City Council - approved procedure.</p> <p>Authority: GC 34090.7</p>
31	Warrants Felony Misdemeanor - Criminal Served Unserved 849(b) and Any Arrest Resulting in Detention only Parking Traffic	Recall after 10 yrs except for Murder/Escape Recall after 5 yrs CU Until served, recalled or purged CU+2 Recall after 1 yr Recall after 5 yrs	- - - - - - -	Recall after 10 yrs except for Murder/Escape Recall after 5 yrs CU Until served, recalled or purged CU+2 Recall after 1 yr Recall after 5 yrs	V V V V	<p>Note: Includes Warrant Service Information Card, alpha index card</p> <p>Authority: Secretary of State Local Government Records Management Guidelines (February 2006); California Law Enforcement Warrant Officer's Association.</p> <p>Includes Warrant Svc Info Card, alpha index card</p> <p>Authority: Secretary of State Local Government Records Management Guidelines (February 2006).</p>

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PATROL						
32	Citations Cards - Dispatch & Field Interview Citations: HS11357(e), Juvenile HS11357(b),(c)(d); 11360(b) violations Cite & Release CA Vehicle Code Infractions - (Duplicates) Parking/Traffic (Duplicates) Transmittals	CU+2 Until offender = 18 yr CL+2 CL+2 CU+90 days CU+2 CU+2	- - - - - - -	CU+2 Until offender = 18 yr CL+2 CL+2 CU+90 days CU+2 CU+2	V,H	*Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d); H+S 11361.5; 34090.7. Note: Originals forwarded to court after agency processing; includes citations electronically created

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33	Communication Equipment - Radio Logs (Communication) Radar Calibration Reports	CU+2 T+2	- -	CU+2 T+2	V,H	Note: Documents problems, malfunctions, resolution to provide equipment performance history. Note: Documentation of radar instruments retained during use/ownership. Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d).
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JAIL

34	Daily Activity Logs	CU+6	-	CU+6	V,H	Note: Daily report of staffing, bookings/releases, transfers, transportation Authority: Secretary of State Local Government Records Management Guidelines (February 2006).
35	Inked/Palm Cards	AC+20	-	AC+20	V	Note: Persons booked into detention facilities; copies distributed to County, State, Federal agencies applicable. Authority: Secretary of State Local Government Records Management Guidelines (February 2006).
36	Inmates - Negatives of Photographs	CU+20	-	CU+20	V,H	Note: Organized by prisoner number Authority: Secretary of State Local Government Records Management Guidelines (February 2006).
37	Inmate Records	*	-	*	V	*Authority: Secretary of State recommends retention dependent on the facility's classification, referring to Laws and Guidelines for Local Detention Facilities by

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						Board of Collections (State of California).
38	Jail-Surveys	CL+2	-	CL+2		Note: Prepared quarterly, forwarded to State Board of Corrections Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d).
	LEGAL RECORDS					
39	Appeals (Served Copies)	CU+3	-	CU+3	V,H	Note: Original copy should be date-stamped and forwarded to City Attorney. Authority: Secretary of State Local Government Records Management Guidelines (February 2006); CCP 583.320(a)(3).
40	City Attorney memoranda and legal opinions	S+2	-	S+2	C	Note: Original is with City Attorney; retain until updated; these items are confidential Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090; GC 6254(k).
41	Citizen Complaints (See Investigations under ADMINISTRATIVE Row 52)					
42	Litigation Files (Copies)	CL+2	-	CL+2	C	Note: Duplicate series; original is with City Attorney Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090.

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43	Subpoenas (Duplicate)	CU+2	-	CU+2		Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d).
ADMINISTRATIVE and MISCELLANEOUS						
44	California State Other State Agencies	CU+2	-	CU+2	V,H	Authority: GC34090(d)
45	Electronic Mail	10 days	-	10 days	V,H,C	Note: Emails are those kept in the ordinary course of business, per City's Computer System Usage Policy. If email qualifies as another type(s) of record category, kept in the ordinary course of business, retain and/or maintain for that type of record as mandated by this schedule; i.e., generally 2 yrs for most records, unless other statute/policy applies. Caveat: may be confidential and/or attorney-client privileged item. Authority: City's Computer System Usage Policy

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RECORDS RETENTION SCHEDULE FOR THE CITY OF CATHEDRAL CITY

POLICE DEPARTMENT					DATE: July, 2015	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V.H.C.	COMMENTS
		OFFICE	RECORDS CENTER	DESTROY		
46	Correspondence Chron Files; Printed (on paper) Electronic Mail Messages and Attachments; General/Public; Controlled; Reports; Subject Files Reproduction/printing requests; and Correspondence not attached to agreement or project file	CU+2	-	CU+2	V,H	Note: For citizen complaints see Investigations under ADMINISTRATION Row 52; for correspondence and attachments stored in electronic mail format, see Row 45. Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d).
47	Department Manual	S+2	-	S+2	V,H	Changes to Manual are recorded in the General Orders (permanent) Authority: GC 34090(d)
48	Equipment Files Owners Manuals; Service/Maintenance; Purchase Information; and Correspondence/Back-up Data	T+2	-	T+2	-	Note: T for this record is termination of ownership of the equipment. Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090.
49	Federal Agencies	CU+2	-	CU+2	V,H	Authority: GC34090(d)

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RECORDS RETENTION SCHEDULE FOR THE CITY OF CATHEDRAL CITY

POLICE DEPARTMENT					DATE: July, 2015	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V.H.C.	COMMENTS
		OFFICE	RECORDS CENTER	DESTROY		

50	Fingerprint - Employment	T+2	-	T+2		Note: Paperwork authorizing fingerprinting and background checks for City Employment Applicants. *If litigation initiated, maintain, during pendency of litigation, including all possible appeal periods. Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d); GC 12946.
51	Grievance Files (Copies)	CL+2*	-	CL+2*	V	Note: Original with Human Resources; includes grievance filed by employees, supporting documentation. *If litigation initiated, maintain, during pendency of litigation, including all possible appeal periods. Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090; GC 12946.
52	Investigations - Employment					
	Background (Hired employees)	CU + 7	-	CU + 7	V,H	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d)
	Internal investigations pertaining to disciplinary matters, citizen complaints	CL+5	-	CL+5	V	Authority: PC832.5; Evidence 1045; GC12946.
53	Local Government Agencies including Indian Tribes	CU+2	-	CU+2	V,H	Authority: GC34090(d)
54	Organization Files	CU+2	-	CU+2	H	Authority: GC34090(d)

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RECORDS RETENTION SCHEDULE FOR THE CITY OF CATHEDRAL CITY

POLICE DEPARTMENT					DATE: July, 2015	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V.H.C.	COMMENTS
		OFFICE	RECORDS CENTER	DESTROY		

	Civic Organizations, Homeowners Associations Professional Organizations					
55	Photographs of personnel Negative log Negatives, Miscellaneous	CU+2* CU+2*	- -	CU+2* CU+2*		Note: Not case-related (Public relations, promotions, events, ceremonies, staff photos) *If litigation initiated, maintain during pendency of litigation, including all possible appeal periods. Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d); GC 12946.
56	Policies and Procedures	S+2	-	S+2	V,H	Authority: GC34090(d)
57	Projects, Programs, Events, Issues, Activities	CU+5	-	CU+5	H	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d).

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RECORDS RETENTION SCHEDULE FOR THE CITY OF CATHEDRAL CITY

POLICE DEPARTMENT					DATE: July, 2015	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V.H.C.	COMMENTS
		OFFICE	RECORDS CENTER	DESTROY		

58	Range Inventory	S+2	-	S+2		Note: Quarterly reports of inventories of weapons and ammunition held by Department Range. Authority: GC34090(d)
59	Riverside County	CU+2	-	CU+2	V,H	Authority: GC34090(d)
60	Training				V,H	Note: Includes brochures, promotional materials, speakers' info, guests, other documents Scope, content, time period of courses Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d). Authority: GC 34090(d). Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090. Note: Includes daily, weekly, monthly schedules of training events at range, internal & external training Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d).
	Event files	CU+2	-	CU+2		
	Lesson plans, range	CU+2	-	CU+2		
	Personnel by name	T+7	-	T+7		
	Schedules, Range	CU+2	-	CU+2		

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RECORDS RETENTION SCHEDULE FOR THE CITY OF CATHEDRAL CITY

POLICE DEPARTMENT					DATE: July, 2015	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V.H.C.	COMMENTS
		OFFICE	RECORDS CENTER	DESTROY		

61	Use of Force Supervisory Review Files	CU+2	-	CU+2		Note: Includes review forms, arrest report copies, logs Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d).
62	Volunteer Files	T+2	-	T+2		Note: Volunteers' identification, contact info Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d).
63	Watch assignment/timekeeping records	CU+2	-	CU+2		Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d).
64	Weapons Department-owned database, personal weapons, alternate, secondary, handguns, inventory repairs, inactive concealed	P	-	P		Authority: Secretary of State Local Government Records Management Guidelines (February 2006).

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RECORDS RETENTION SCHEDULE FOR THE CITY OF CATHEDRAL CITY

PLANNING					DATE: July, 2015	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V.H.C.	COMMENTS
		OFFICE	STORAGE	TOTAL		

LAND USE and PLANNING RECORDS

1	Annexations (LAFCO)	2	P	P	V,H	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(a).
2	Case Files, Planning and Zoning Pertains to real property. May include: blueprints, drawings, maps, plans, reports, evaluations, uses, compliance certificates, lot line adjustments, or other planning-related matters brought before legislative body	P	-	P	V,H	Note: GC34090(a);H&S19850
3	CEQA Documents Exemptions; Environmental Impact Report; Mitigation monitoring; Negative Declaration; Notices of Completion and Determination; Comments; and Statements of Overriding Considerations	P	-	P	V,H	Authority: GC34090(a) + CEQA Guidelines
4	Flood Records	CU + 2	-	CU + 2	-	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d).
5	Interpretations	CU + 2	-	CU + 2	V,H	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d).
6	Lot Split Cases	P	-	P	-	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(a).

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RECORDS RETENTION SCHEDULE FOR THE CITY OF CATHEDRAL CITY

PLANNING					DATE: July, 2015	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V.H.C.	COMMENTS
		OFFICE	STORAGE	TOTAL		
7	Maps - City Boundaries	P	-	P	V,H	Note: Recorded maps, surveys, monuments Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(a).
8	Original Zoning Maps	P	-	P	V,H	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(a).
9	Plans General Plan and Elements	P	-	P	V,H	Note: Includes Sphere of Influence Authority:GC34090(a),(e)
10	General Plan Amendments Approved Denied	CL+2 CU+3	- -	CL+2 CU+3	V,H	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090; GC 50110; GC 65103.
11	Street Name Changes	P	-	P	-	Note: Street dedications, closings, address assignment/changes Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(a).
12	Studies, Fees Studies, Special Projects and Areas	CL+2	-	CL+2	-	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d).
13	Variances	P	-	P	-	Authority: GC34090(a)
14	Zoning	P	-	P	-	Authority: GC34090(a)
15	Conditional Use Permits	CU+2	-	CU+2	-	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d).

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RECORDS RETENTION SCHEDULE FOR THE CITY OF CATHEDRAL CITY

PLANNING					DATE: July, 2015	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V.H.C.	COMMENTS
		OFFICE	STORAGE	TOTAL		
16	Permits, Other	C+2	-	C+2	-	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d).
17	Photographs	P	-	P	-	Note: Includes aerial photos Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(a).
PLANNING COMMISSION and RELATED COMMITTEES						
18	Planning Commission and Committees Notices of Meetings	CU+2	-	CU+2	V,H	Note: Includes special meetings and other public notices Authority: GC34090.7 and 54960.1(c)(1).
19	Certificate of Posting and other Legal Advertising Proof of Publications	CU+4	-	CU+4	H	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); CCP 343; CCP 349 <i>et. seq.</i> ; GC 911.2; GC 34090.
20	Agendas and Staff Reports	CU+2	-	CU+2	V,H	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090.
21	Minutes	P	-	P	V,H	Authority: GC34090(e)
22	Meetings - Audio and Video Tapes	6 months	-	6 months	H	Note: Authority: GC34090 (d).

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RECORDS RETENTION SCHEDULE FOR THE CITY OF CATHEDRAL CITY

PLANNING					DATE: July, 2015	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V.H.C.	COMMENTS
		OFFICE	STORAGE	TOTAL		

23	Planning Commissioner and Other Committee Members Files Applications; Letters of Appointment; Letters of Resignation; Certificates; and Oaths	T+2	-	T+2	V,H	Note: T= Termination of Service Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d).
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LEGAL RECORDS

24	City Attorney memoranda and legal opinions	S+2	-	S+2	C	Note: Confidential Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090; GC 6254(k).
25	Appeals (Copies)	CL+3	-	CL+3	V,H	Note: Original copy should be date-stamped and forwarded to City Attorney. Authority: Secretary of State Local Government Records Management Guidelines (February 2006); CCP 583.320(a)(3); GC 34090
26	Litigation Files (Copies)	CL+2	-	CL+2	C	Note: Duplicate series; original is with City Attorney Authority: GC 34090

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RECORDS RETENTION SCHEDULE FOR THE CITY OF CATHEDRAL CITY

PLANNING					DATE: July, 2015	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V.H.C.	COMMENTS
		OFFICE	STORAGE	TOTAL		

ADMINISTRATIVE and MISCELLANEOUS RECORDS						
27	Correspondence Chron Files; General/Public; Controlled; Reports; Subject Files Reproduction/printing requests; and Correspondence not attached to agreement or project file	CU+2	-	CU+2	V,H	Note: For electronic mail/communication, see row 30 Authority: GC34090(d)
28	Departmental Policies and Procedures	S + 5	-	S + 5	V,H	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d).
29	Department Projects, Programs, Events, Issues, Activities	CU+5	-	CU+5	H	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090.
30	Electronic Mail	10 days	-	10 days	V,H,C	Note: Emails are those kept in the ordinary course of business, per City's Computer System Usage Policy. If email qualifies as another type(s) of record category, kept in the ordinary course of business, retain and/or maintain for that type of record as mandated by this schedule; i.e., generally 2 yrs for most records, unless other statute/policy applies. Caveat: may be confidential and/or attorney- client privileged item. Authority: City's Computer System Usage Policy
31	Equipment Files Owners Manuals; Service/Maintenance; Purchase Information; and Correspondence/Back-up Data	T+2	-	T+2	-	Note: T for this record is termination of ownership of the equipment. Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d).

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RECORDS RETENTION SCHEDULE FOR THE CITY OF CATHEDRAL CITY

PLANNING					DATE: July, 2015	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V.H.C.	COMMENTS
		OFFICE	STORAGE	TOTAL		
32	California State Governor's Office/Planning and Research Other State Agencies	CU+2	-	CU+2	V,H	Authority: GC34090(d)
33	Riverside County	CU+2	-	CU+2	V,H	Authority: GC34090(d)
34	Local Government Agencies including Indian Tribes	CU+2	-	CU+2	V,H	Authority: GC34090(d)
35	Federal Agencies	CU+2	-	CU+2	V,H	Authority: GC34090(d)
36	Organization Files Civic Organizations, Homeowners Associations Professional Organizations	CU+2	-	CU+2	H	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d).

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RECORDS RETENTION SCHEDULE FOR THE CITY OF CATHEDRAL CITY

ENGINEERING					DATE: July, 2015	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V.H.C.	COMMENTS
		OFFICE	STORAGE	TOTAL		
PERMITS AND PLANS						
1	Certificates of Insurance	P	-	P		Note: Compliance, elevation, occupancy which affect real property Authority: recommended this retention period per the authority of GC34090.
2	Construction (Approved)	P	-	P		Note: This record series pertains to public works construction per GC4002. Original building permits are maintained by Building Department Authority: GC34090(a); GC34090.7; GC4000 et seq.
3	Field Books - Surveys	P	-	P	V,H	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(a).
4	Miscellaneous Drawings, Blueprints, and Specifications	CL+2	-	CL+2		Note: Includes those submitted by contractors with application for permit and builds for Certificate of Occupancy; compare those for Plans of Buildings below Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d).
5	Permits	P	-	P	V	Note: Permits are those issued by this Department and include but are not limited to: Encroachment and Utility (private development). However, building permits are maintained by the Building Department. Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(a).
6	Plans (General/Building)	L	-	L	V,H	Note: "L" in this series means "Life" of building; for duplication, requires authorization from original or current owner of building and the professional signing off on the plan (H&S 19851). Except for plans for development as defined in Sections 4100 or 6534 of the Civil Code, plans need not be filed for: (a) Single or multiple dwellings not more than two stories and basement in height. (b) Garages and other structures appurtenant to buildings described

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RECORDS RETENTION SCHEDULE FOR THE CITY OF CATHEDRAL CITY

ENGINEERING					DATE: July, 2015	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V.H.C.	COMMENTS
		OFFICE	STORAGE	TOTAL		
						under subdivision (a). (c) Farm or ranch buildings. (d) Any one-story building where the span between bearing walls does not exceed 25 feet. The exemption in this subdivision does not, however, apply to a steel frame or concrete building. Authority: H&S19850; H&S 19851
7	Plans, Capital Improvement, Projects Includes: Street and Drainage Plans	P	-	P		Note: Streets, curbs, gutters, sidewalks, storm drains Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(a).
8	Grading Plans	P	-	P		Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(a).
	Permit (only)	CL+2	-	CL+2		Authority: GC34090(d)
STREETS/ALLEYS						
9	Traffic Engineering/Street Improvements Related Includes: Abandonment/Vacations/Lot-line adjustments Closures/Mergers Easements, Dedications, Rights-of-Way Field Books/Survey/Subdivision Map Naming and Numbering (Block/House) Intersection Records Development Conditions Record Map Checking Improvement Plan Checking and Review	P P P P P P CU+2* P P P	- - - - - - - - - -	P P P P P P CU+2* P P P	V,H (all)	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(a). See Above (all except as noted) *Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d).

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RECORDS RETENTION SCHEDULE FOR THE CITY OF CATHEDRAL CITY

ENGINEERING					DATE: July, 2015	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V.H.C.	COMMENTS
		OFFICE	STORAGE	TOTAL		
	Inventory, Traffic Control Device	S+2*	-	S+2*		
10	Parking (Traffic Engineering Related) Lots Regulations/Zones	CU+2 S+2	- -	CU+2 S+2	V,H	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d).
11	Photographs	S+2	-	S+2		Note: Includes aerials Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d).
12	Reports/Studies Includes Traffic Safety Survey Related	CL+2	-	CL+2		Note: Studies/reports pertaining to private construction projects shall not be maintained by the Department unless otherwise required by law. Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d).
13	Routes, School Bus & Truck, Bike Paths (Traffic Engineering Related)	S+2	-	S+2		Note: Includes truck routes, access ramps, rest areas Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d).
14	Signage	L+2	-	L+2		Note: Includes restricted parking zones, log books, index register cards, inventory lists, records of traffic signs Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d).
15	Traffic Signals Includes: Traffic Control Plan	L+2	-	L+2		Note: Logs, drawings, wiring diagrams, codes, circuit numbers, installation records, testing and maintenance. Authority: Secretary of State Local Government Records Management Guidelines (February 2006).

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ENGINEERING					DATE: July, 2015	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V.H.C.	COMMENTS
		OFFICE	STORAGE	TOTAL		
16	Soil	CL+2	-	CL+2	V,H	Note: Includes reports Authority: GC34090(d)
LEGAL RECORDS						
17	Appeals (Copies)	CL+3	-	CL+3	V,H	Note: Original copy should be date-stamped and forwarded to City Attorney. Authority: Secretary of State Local Government Records Management Guidelines (February 2006); CCP 583.320(a)(3); GC 34090.
18	City Attorney memoranda and legal opinions	S+2	-	S+2	C	Note: Retain until updated; these items are confidential Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090; GC 6254(k).
19	Citizen Complaints (See Correspondence under ADMINISTRATIVE)					
20	California State	CU+2	-	CU+2	V, H	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090.
TRANSPORTATION COMMISSION and RELATED COMMITTEES						
21	Commission and Committees Notices of Meetings	CU+2	-	CU+2	V,H	Note: Includes special meetings and other public notices Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d).

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ENGINEERING					DATE: July, 2015	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V.H.C.	COMMENTS
		OFFICE	STORAGE	TOTAL		
22	Certificate of Posting and other Legal Advertising	CU+4	-	CU+4	V,H	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090.
23	Agendas and Staff Reports	CU+2	-	CU+2	V,H	Authority: There is no specific statutory authority for this item however Secretary of State has recommended this retention period per the authority of GC34090.
24	Minutes	P	-	P	V,H	Authority: GC34090(e)
25	Transportation Commission Meetings - Video Tapes	90 days	-	90 days	H	Authority: GC34090(d)
26	Transportation Commission - Commissioner and Other Committee Members Files Applications; Letters of Appointment; Letters of Resignation; Certificates; and Oaths	T+2	-	T+2	V,H	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090.
ADMINISTRATIVE and MISCELLANEOUS RECORDS						
27	Correspondence Chron Files; General/Public; Controlled; Reports; Citizen Complaints; Subject Files Reproduction/printing requests; and Correspondence not attached to agreement or project file	CU+2	-	CU+2	V,H	Note: For email, see row 30 below Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d).

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ENGINEERING					DATE: July, 2015	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V.H.C.	COMMENTS
		OFFICE	STORAGE	TOTAL		
28	Departmental Policies and Procedures	S + 5	-	S + 5	V,H	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d).
29	Department Projects, Programs, Events, Issues, Activities Publications	CU+5	-	CU+5	H	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090.
30	Electronic Mail	10 days	-	10 days	V,H,C	Note: Emails are those kept in the ordinary course of business, per City's Computer System Usage Policy. If email qualifies as another type(s) of record category, kept in the ordinary course of business, retain and/or maintain for that type of record as mandated by this schedule. i.e., generally 2 yrs for most records, unless other statute/policy applies. Caveat: may be confidential and/or attorney-client privileged item. Authority: City's Computer System Usage Policy
31	Equipment Files (Including Vehicles) Owners Manuals; Service/Maintenance/Gas Logs; Vendors; Catalogs; Purchase Information	T+2	-	T+2	-	Note: T= termination of ownership of the equipment. Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d).
32	Federal Agencies	CU+2	-	CU+2	V,H	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d).
33	Local Government Agencies	CU+2	-	CU+2	V,H	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d).
34	Organization Files Civic Organizations, Homeowners Associations Professional Organizations	CU+2	-	CU+2	H	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d).

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RECORDS RETENTION SCHEDULE FOR THE CITY OF CATHEDRAL CITY

ENGINEERING					DATE: July, 2015	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V.H.C.	COMMENTS
		OFFICE	STORAGE	TOTAL		
35	Riverside County	CU+2	-	CU+2	V,H	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d).

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RECORDS RETENTION SCHEDULE FOR THE CITY OF CATHEDRAL CITY

PUBLIC WORKS					DATE: July, 2015	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V.H.C.	COMMENTS
		OFFICE	STORAGE	TOTAL		

MAINTENANCE PUBLIC STREETS, SIDEWALKS, THOROUGHFARES

1	Field Books	P	-	P	V,H	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(a).
2	Flooding/Traffic Safety	CU+2	-	CU+2		Note: Includes other unusual road conditions; barricades; emergencies related Authority: GC34090(d)
3	General Maintenance/ Operations Work Orders Inspection Repairs Cleaning Signals Striping	CU+2	-	CU+2	V,H	Authority: GC34090(d)
4	Irrigation	CU+2	-	CU+2		Note: Includes schedule Authority: GC34090(d)
5	Landscape Maintenance	CU+2	-	CU+2		Authority: GC34090(d)
6	Miscellaneous Drawings, Maps, Mylars, Blueprints, and Specifications	CL+2	-	CL+2		Authority: There is no specific statutory authority for the retention of this item; however, the Secretary of State has recommended this retention period per the authority of GC34090(d) which does not authorize the destruction of records less than 2 years old.
7	Photographs	CU+2	-	CU+2		Note: Includes aerials Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d).
8	Reports/Studies	CL+2	-	CL+2		Note: Studies/reports pertaining to those of private construction projects shall not be maintained by the Department unless required by law. Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d).

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RECORDS RETENTION SCHEDULE FOR THE CITY OF CATHEDRAL CITY

PUBLIC WORKS					DATE: July, 2015	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V.H.C.	COMMENTS
		OFFICE	STORAGE	TOTAL		
9	Sidewalk	L+2	-	L+2		Note: Includes records relating to replacement, construction; curbs, gutters and cross gutters Authority: GC34090(d)
10	Signage	L+2	-	L+2		Note: Includes records relating to replacement Authority: GC34090(d)
11	Storm Drains Retention Basins (Cleaning)	CU+2	-	CU+2		Note: Includes records relating to maintenance Authority: GC34090(d)
LEGAL RECORDS						
12	Appeals (Copies)	CL+3	-	CL+3	V,H	Note: Original copy should be date-stamped and forwarded to City Attorney. Authority: Secretary of State Local Government Records Management Guidelines (February 2006); CCP 583.320(a)(3); GC 34090.
13	City Attorney memoranda and legal opinions	S+2	-	S+2	C	Note: Retain until updated; these items are confidential Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090; GC 6254(k).
14	Citizen Complaints (See Correspondence under ADMINISTRATIVE)					
15	California State	CU+2	-	CU+2	V, H	Authority: GC34090
ADMINISTRATIVE and MISCELLANEOUS RECORDS						
16	Correspondence Chron Files; General/Public; Controlled; Reports; Citizen Complaints; Subject Files Reproduction/printing requests; and	CU+2	-	CU+2	V,H	Note: For electronic records, see below Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d).

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RECORDS RETENTION SCHEDULE FOR THE CITY OF CATHEDRAL CITY

BUILDING					DATE: July, 2015	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V.H.C.	COMMENTS
		OFFICE	STORAGE	TOTAL		

BUILDING INSPECTION AND PLAN CHECKS						
1	Backup files	CL+2	-	CL+2	V,H	Authority: GC34090(d)
2	Building Calculations	L	-	L		Note: L= Life of Building Authority: GC 34090
3	Building Code Review, Compliance	S+2	-	S+2		Note: Legislative items/ordinances are filed "P" with City Clerk Authority: GC34090(d)
4	Building Inspection Reports City Projects Other Inspections	CL+2	-	CL+2		Note: Includes Log Book; daily inspections Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090.
5	Field Books - Surveys	P	-	P	V,H	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(a).
6	Miscellaneous Drawings, Maps, Mylars, Blueprints, and Specifications	CL+2	-	CL+2		Note: Includes those submitted by contractors with application for permit and builds for Certificate of Occupancy; compare those for Plans of Buildings below Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d).
7	Permits	P	-	P	V	Authority: Secretary of State Local Government Records Management Guidelines (February 2006);

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RECORDS RETENTION SCHEDULE FOR THE CITY OF CATHEDRAL CITY

BUILDING					DATE: July, 2015	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V.H.C.	COMMENTS
		OFFICE	STORAGE	TOTAL		
						GC 34090(a).
8	Plans	L	-	L	V,H	Note: "L" = Life of building; for duplication, requires authorization from original or current owner of building and the professional signing off on the plan (H&S 19851). Except for plans for development as defined in Sections 4100 or 6534 of the Civil Code, plans need not be filed for: (a) Single or multiple dwellings not more than two stories and basement in height. (b) Garages and other structures appurtenant to buildings described under subdivision (a). (c) Farm or ranch buildings. (d) Any one-story building where the span between bearing walls does not exceed 25 feet. The exemption in this subdivision does not, however, apply to a steel frame or concrete building. Authority: H&S19850; H&S 19851
9	Plan Check Commercial/Industrial Single Family	P	-	P		Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(a).
10	Photographs	S+2	-	S+2		Note: Includes aerials Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d).
11	Receipt Books	CL+4	-	CL+4		Authority: CCP338
12	Reports/Studies	CL+2	-	CL+2		Note: Studies/reports pertaining to those of private construction projects shall not be maintained by the Department unless required by law. Authority: Secretary of State Local Government

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RECORDS RETENTION SCHEDULE FOR THE CITY OF CATHEDRAL CITY

BUILDING					DATE: July, 2015	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V.H.C.	COMMENTS
		OFFICE	STORAGE	TOTAL		
						Records Management Guidelines (February 2006); GC 34090(d).
LEGAL RECORDS						
13	Appeals (Copies)	CL+3	-	CL+3	V,H	Note: Original copy should be date-stamped and forwarded to City Attorney. Authority: Secretary of State Local Government Records Management Guidelines (February 2006); CCP 583.320(a); GC 34090.
14	City Attorney memoranda and legal opinions	S+2	-	S+2	C	Note: These items are confidential Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090; GC 6254(k).
15	Citizen Complaints (See Correspondence under ADMINISTRATIVE					
16	California State	CU+2	-	CU+2	V, H	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090.
ADMINISTRATIVE and MISCELLANEOUS RECORDS						
17	Correspondence Chron Files; General/Public; Controlled; Reports; Citizen Complaints;	CU+2	-	CU+2	V,H	Note: For electronic records, see below Authority: There is no specific statutory authority for retention of this item; however, the Secretary of State has recommended this retention period per the authority of GC34090(d) which does not authorize the destruction of records less than 2 years old.

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RECORDS RETENTION SCHEDULE FOR THE CITY OF CATHEDRAL CITY

BUILDING					DATE: July, 2015	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V.H.C.	COMMENTS
		OFFICE	STORAGE	TOTAL		
	Subject Files Reproduction/printing requests; and Correspondence not attached to agreement or project file					
18	Departmental Policies and Procedures	S + 2	-	S + 2	V,H	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d).
19	Department Projects, Programs, Events, Issues, Activities Publications	CU+2	-	CU+2	H	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090.
20	Electronic Mail	10 days	-	10 days	V,H,C	Note: Emails are those kept in the ordinary course of business, per City's Computer System Usage Policy. If email qualifies as another type(s) of record category, kept in the ordinary course of business, retain and/or maintain for that type of record as mandated by this schedule; i.e., generally 2 yrs for most records, unless other statute/policy applies. Caveat: may be confidential and/or attorney-client privileged item. Authority: City's Computer System Usage Policy
21	Equipment Files (Including Vehicles) Owners Manuals; Service/Maintenance/Gas Logs; Vendors; Catalogs; Purchase Information	T+2	-	T+2	-	Note: T for this record is termination of ownership of the equipment. Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d).
22	Federal Agencies	CU+2	-	CU+2	V,H	Authority: Secretary of State Local Government Records Management Guidelines (February 2006);

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RECORDS RETENTION SCHEDULE FOR THE CITY OF CATHEDRAL CITY

BUILDING					DATE: July, 2015	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V.H.C.	COMMENTS
		OFFICE	STORAGE	TOTAL		
						GC 34090(d).
23	Local Government Agencies	CU+2	-	CU+2	V,H	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d).
24	Organization Files Civic Organizations, Homeowners Associations Professional Organizations	CU+2	-	CU+2	H	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d).
25	Riverside County	CU+2	-	CU+2	V,H	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d).

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RECORDS RETENTION SCHEDULE FOR THE CITY OF CATHEDRAL CITY

PUBLIC WORKS					DATE: July, 2015	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V.H.C.	COMMENTS
		OFFICE	STORAGE	TOTAL		
	Correspondence not attached to agreement or project file					
17	Departmental Policies and Procedures	S + 5	-	S + 5	V,H	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d).
18	Department Projects, Programs, Events, Issues, Activities Publications	CU+5	-	CU+5	H	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d).
19	Electronic Mail	10 days	-	10 days	V,H,C	Note: Emails are those kept in the ordinary course of business, per City's Computer System Usage Policy. If email qualifies as another type(s) of record category, kept in the ordinary course of business, retain and/or maintain for that type of record as mandated by this schedule. i.e; generally 2 yrs for most records, unless other statute/policy applies. Caveat: may be confidential and/or attorney-client privileged item. Authority: City's Computer System Usage Policy
20	Equipment Files (Including Vehicles) Owners Manuals; Service/Maintenance/Gas Logs; Vendors; Catalogs; Purchase Information	T+2	-	T+2	-	Note: T= Termination of ownership of the equipment. Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d).
21	Federal Agencies	CU+2	-	CU+2	V,H	Authority: GC34090(d)
22	Local Government Agencies	CU+2	-	CU+2	V,H	Authority: GC34090(d)
23	Organization Files Civic Organizations, Homeowners Associations Professional Organizations	CU+2	-	CU+2	H	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d).
24	Riverside County	CU+2	-	CU+2	V,H	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d).

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RECORDS RETENTION SCHEDULE FOR THE CITY OF CATHEDRAL CITY

FINANCE: ADMINISTRATIVE SERVICES, ACCOUNTING SERVICES, and HUMAN RESOURCES					DATE: July, 2015	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V.H.C.	COMMENTS
		OFFICE	STORAGE	TOTAL		

FINANCIAL

1	Agreements, Contracts & Leases Executed documents, amendments & exhibits Non-infrastructure Infrastructure (DDA, OPA, MOU, MOA)	CL CL	10 P	CL+10 P	-	Note: CL= completion of all terms of the agreement or contract. Authority: Secretary of State Local Government Records Management Guidelines (February 2006); CCP 337.15.
2	Assessment District	P	-	P	V,H	Note: Collection information; original documentation files with municipal clerk Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090.
3	Audit & Tax Reports to State Agencies: Final reports; Source materials and backup data; Procedures for preparation;	CU+10	-	CU+10	-	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); CCP 337.15; GC 34090.
4	Bids/Proposals Files (Successful Bidders) Requests for bids/proposals; Specifications & backup data; Agreements/contracts; and Bids/proposals received	CL+1	9	CL+10	-	Note: For this record series, CL completion of all terms of the executed contract or agreement with the organization submitting the successful bid or proposal. Authority: Secretary of State Local Government Records Management Guidelines (February 2006); CCP 337.15.
5	Bonds	CL	10	CL+10	V	Note: Final bond documentation; drafts are not retained. Authority: GC34090; CCP337.5

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RECORDS RETENTION SCHEDULE FOR THE CITY OF CATHEDRAL CITY

FINANCE: ADMINISTRATIVE SERVICES, ACCOUNTING SERVICES, and HUMAN RESOURCES					DATE: July, 2015	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V.H.C.	COMMENTS
		OFFICE	STORAGE	TOTAL		

6	Budgets Final budget documents	P	P	P	H	Note: This series is for the final budget documents only. Budget development files are held by Finance Department. Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090.
	Operating	S+2	-	S+2	V,H	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090.
7	Franchise Files Agreements; Bonds/Certificates of insurance; Statements & reports; and FCC forms	CL	P	P	H	Note: CL completion of all terms of the franchise agreement. Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090.
8	Property Taxes Records Assessed values total statements; Reports & studies;	P	-	P	-	Authority: GC34090(a)
9	Revenues Files: Revenues reports & studies; Correspondence & backup data	P	P	P	-	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090.
10	Sales Tax Records Sales tax revenue reports	P	P	P	-	Authority: GC34090(a)

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RECORDS RETENTION SCHEDULE FOR THE CITY OF CATHEDRAL CITY

FINANCE: ADMINISTRATIVE SERVICES, ACCOUNTING SERVICES, and HUMAN RESOURCES					DATE: July, 2015	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V.H.C.	COMMENTS
		OFFICE	STORAGE	TOTAL		

11	Special Assessment Districts Files: Includes the Public hearings documentation	P	-	P	H	Authority: GC34090(a)
RISK MANAGEMENT						
12	Certificates of Insurance	P	-	P		Note: Compliance, elevation, occupancy which affect real property Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090.
13	Certificates of Liability	E+1	P	P	-	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090.
14	Claims (Against the City) Files	CU+2	-	CU+2	-	Duplicate series. Official is held by claims adjustor or assigned attorney. If official pleadings, submit to City Attorney's office. Authority: GC34090.7
15	Claims Loss Runs (Fiscal Year End)	CU+5	-	CU+5	-	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090.
16	Claims Loss Runs (Monthly)	CU+2	-	CU+2	-	Note: Information from the monthly loss runs is restated in the fiscal year end report. Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d).
17	Insurance Certificates (Businesses Operating in the City)	E+2	-	E+2	-	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d).

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RECORDS RETENTION SCHEDULE FOR THE CITY OF CATHEDRAL CITY

FINANCE: ADMINISTRATIVE SERVICES, ACCOUNTING SERVICES, and HUMAN RESOURCES					DATE: July, 2015	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V.H.C.	COMMENTS
		OFFICE	STORAGE	TOTAL		
18	Insurance - Other Liability/Property Workers Compensation	P P P	- - -	P P P	V,H V,H V,H	Note: Includes Certificates of Insurance [filed separately from contracts, and includes insurance filed by licensees] Note: May include liability, property, Certificates of Participation, deferred used of facilities Note: Includes: Indemnity; PERS - working files; originals with Administrator/Human Resources Manager Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090.
19	Letters of Credit	T+5	-	T+5	-	Note: For this record series, T (Termination) represents termination of credit agreement. Authority: Secretary of State Local Government Records Management Guidelines (February 2006).
20	Reports/Studies	CL+2	-	CL+2	-	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d).
21	Tort Claim Administrative Files Budgets and financial statements; Reports & studies; Bulletins & publications; and Meetings agendas	CU+5	-	CU+5	-	Authority: Secretary of State Local Government Records Management Guidelines (February 2006).
22	Workers Compensation Insurance Policies	S	P	P	H	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090.
23	Workers Compensation Insurance Administration Records:	CU+5	-	CU+5	H	Authority: Secretary of State Local Government Records Management Guidelines (February 2006).

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RECORDS RETENTION SCHEDULE FOR THE CITY OF CATHEDRAL CITY

FINANCE: ADMINISTRATIVE SERVICES, ACCOUNTING SERVICES, and HUMAN RESOURCES					DATE: July, 2015	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V.H.C.	COMMENTS
		OFFICE	STORAGE	TOTAL		
	Loss analysis; and Statements					
PERSONNEL						
24	Action Requests/ Grievances	CU+2	-	CU+2	H,C	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 6254; Civil Code 1798.40.
25	Applications and Referral Records	CU+2*	-	CU+2*	H	* If pending civil action, retain until litigation resolved including time for possible appeal. Authority: GC12946
	Background (non-hired employees)	CL+2	-	CL+2	V,H	Authority: Secretary of State Local Government Records management Guidelines (February 2006); GC 34090(d).
	Psychological and polygraph examination reports on candidates not hired by Police Department	CU+2	-	CU+2		Authority: Secretary of State Local Government Records Management Guidelines (February 2006).
26	Awards, Commendations, Superior Accomplishments	CU+3	-	CU+3	H	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 6254; Civil Code 1798.40.
27	Compliance Requirements	S+2	-	S+2	-	Authority: GC 34090
28	Duty Statements	S+2	-	S+2	-	Authority: GC 34090
29	Employee Benefits Administration Records Plan documents; and Enrollment forms	P	P	P	V	Note: Benefits records are also held by the administering organization (PERS). Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090; 29 USC 1113.

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RECORDS RETENTION SCHEDULE FOR THE CITY OF CATHEDRAL CITY

FINANCE: ADMINISTRATIVE SERVICES, ACCOUNTING SERVICES, and HUMAN RESOURCES					DATE: July, 2015	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V.H.C.	COMMENTS
		OFFICE	STORAGE	TOTAL		

30	Employee Records	CL+2*	-	CL+2*	V,H,C	Note: Includes current and terminated/former employees' records: application, personnel, membership, or employment referral records. For Public Safety/Law Enforcement records pertaining to administrative investigations or citizen complaints against peace officer, refer to Police Department Record Retention Schedule. CL= Until employee leaves or terminates. These records are confidential subject to certain conditions for disclosure. Please consult City Attorney's Office. Includes records pertaining to "attendance". *If pending subject to pending complaint, retain until litigation resolved including time for any possible appeal. Authority: GC12946
31	Human Resources Policies	S+7	-	S+7	V,H	Authority: Secretary of State Local Government Records Management Guidelines (February 2006).
32	MOU Agreements Includes certificates, agreements, plans, notices, memoranda summarizing terms of oral agreements	CL+3	-	CL+3	-	Note: CL in this record series is Close/termination of agreement. Authority: 29 CFR 516.5
33	Organization Charts	S+2	-	S+2	-	Authority: Secretary of State Local Government Records Management Guidelines (February 2006).
34	Procedures (Including Emergency Preparedness)	S+2	-	S+2	-	Authority: Secretary of State Local Government Records Management Guidelines (February 2006).

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FINANCE: ADMINISTRATIVE SERVICES, ACCOUNTING SERVICES, and HUMAN RESOURCES					DATE: July, 2015	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V.H.C.	COMMENTS
		OFFICE	STORAGE	TOTAL		

35	Toxic Exposure Reports	S+2	-	S+2	-	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 6254; Civil Code 1798.40.
36	Training	CU+3	-	CU+3	-	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 6254; Civil Code 1798.40.
PURCHASING						
37	Checks/Registers/Ledgers	CU+7	-	CU+7	-	Authority: Secretary of State Local Government Records Management Guidelines (February 2006).
38	Fees/Receipts	CU+7	-	CU+7	-	Note: Or until audit completed Authority: Secretary of State Local Government Records Management Guidelines (February 2006).
39	Grants	S+2	-	S+2	-	Authority: Secretary of State Local Government Records Management Guidelines (February 2006).
40	Invoices	CU+7	-	CU+7	-	Authority: Secretary of State Local Government Records Management Guidelines (February 2006).
41	Purchasing - Other General Purchase Orders Requisitions Vendor Register	AR+2 A+4 A+2 P	- - - -	AR+2 A+4 A+2 P	- V V V,H	Note: Original documents Authority: Secretary of State Local Government Records

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FINANCE: ADMINISTRATIVE SERVICES, ACCOUNTING SERVICES, and HUMAN RESOURCES					DATE: July, 2015	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V.H.C.	COMMENTS
		OFFICE	STORAGE	TOTAL		
						Management Guidelines (February 2006); GC 34090; CCP 337.
LICENSE						
42	Business	T+4	-	T+4	-	Note: Includes applications, records of paid monies, and required reports Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090; CCP 337.
PAYROLL						
43	Adjustments	A+4	-	A+4	-	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090; 29 CFR 516.5-516.6.
44	Earnings Records Includes PERS Employee Deduction Reports, Wage Rate Tables, Earning Cards or Sheets, and Additions to and Deductions from Wages Paid	CL+4*	-	CL+4*	-	Note: CL= Due date for the tax owed. *"T+4" for PERS deduction reports. Authority: 29 CFR 516.6; Secretary of State Local Government Records Management Guidelines (February 2006).
45	Register	P	-	P	H	Note: Labor costs by employee and program Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090.
46	Salary Records	T+3	-	T+3	-	Note: T= Due date for the Tax owed or date of entry, whichever is applicable. Authority: 29 CFR 516.6.

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RECORDS RETENTION SCHEDULE FOR THE CITY OF CATHEDRAL CITY

FINANCE: ADMINISTRATIVE SERVICES, ACCOUNTING SERVICES, and HUMAN RESOURCES					DATE: July, 2015	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V.H.C.	COMMENTS
		OFFICE	STORAGE	TOTAL		

LEGAL RECORDS

47	Appeals (Copies)	CU+3	-	CU+3	V,H	Note: Original copy should be date-stamped and forwarded to City Attorney. Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090; CCP 583.320(a)(3).
48	Claims Against City	CL+2	-	CL+2	V,H	Note: Paid or denied claims Authority: GC34090(d).
49	City Attorney memoranda and legal opinions	S+2	-	S+2	C	Note: Retain until updated; these items are confidential Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090; GC 6254(k).
50	Citizen Complaints (See Correspondence under ADMINISTRATIVE)					
51	Legislation (affecting municipalities)	S	-	S	H	
52	Litigation Files (Copies)	S+2	-	S+2	C	Note: Duplicate series; original is with City Attorney Authority: GC 34090

ADMINISTRATIVE and MISCELLANEOUS RECORDS

53	California State	CU+2	-	CU+2	V,H	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d).
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RECORDS RETENTION SCHEDULE FOR THE CITY OF CATHEDRAL CITY

FINANCE: ADMINISTRATIVE SERVICES, ACCOUNTING SERVICES, and HUMAN RESOURCES					DATE: July, 2015	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V.H.C.	COMMENTS
		OFFICE	STORAGE	TOTAL		
54	Correspondence Chron Files; General/Public; Controlled; Reports; Citizen Complaints [against non-safety personnel; refer to Police Department Record Retention Schedule for record retention of complaints /reports <u>against peace officers</u>] Subject Files Reproduction/printing requests; and Correspondence not attached to agreement or project file	CU+2	-	CU+2	V,H	Note: For e-mails, see Row 57 Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d).
55	Departmental Policies and Procedures	S + 5	-	S + 5	V,H	Authority: Secretary of State Local Government Records Management Guidelines (February 2006).
56	Department Projects, Programs, Events, Issues, Activities Publications	CU+5	-	CU+5	H	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d).
57	Electronic Mail	10 days	-	10 days	V,H,C	Note: Emails are those kept in the ordinary course of business, per City's Computer System Usage Policy. If email qualifies as another type(s) of record category, kept in the ordinary course of business, retain and/or maintain for that type of record as mandated by this schedule; i.e., generally 2 yrs for most records, unless other statute/policy applies. Caveat: may be confidential and/or attorney-client privileged item. Authority: City's Computer System Usage Policy

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RECORDS RETENTION SCHEDULE FOR THE CITY OF CATHEDRAL CITY

FINANCE: ADMINISTRATIVE SERVICES, ACCOUNTING SERVICES, and HUMAN RESOURCES					DATE: July, 2015	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V.H.C.	COMMENTS
		OFFICE	STORAGE	TOTAL		
58	Equipment Files (Including Vehicles) Owners Manuals; Service/Maintenance/Gas Logs; Vendors; Catalogs; Purchase Information	T+2	-	T+2	-	Note: T=Termination of ownership of the equipment. Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d).
59	Federal Agencies	CU+2	-	CU+2	V,H	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d).
60	Local Government Agencies	CU+2	-	CU+2	V,H	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d).
61	Organization Files Civic Organizations, Homeowners Associations Professional Organizations	CU+2	-	CU+2	H	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d).
62	Riverside County	CU+2	-	CU+2	V,H	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d).
63	Service Requests: White & pink copies of service requests	CU+2	-	CU+2	V,H	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d).

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RECORDS RETENTION SCHEDULE FOR THE CITY OF CATHEDRAL CITY

FIRE					DATE: July, 2015	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V.H.C.	COMMENTS
		OFFICE	STORAGE	TOTAL		

ADMINISTRATIVE AND MISCELLANEOUS RECORDS						
1.	Correspondence Chron Files; General/Public; Reports; Citizen Complaints; Subject Files; Reproduction/printing requests; and Correspondence not attached to agreement or project file	CU+2	-	CU+2	V,H	Note: See row 2 for electronic mail communications Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d).
2.	Electronic Mail	10 days	-	10 days	V,H,C	Note: Emails are those kept in the ordinary course of business, per City's Computer System Usage Policy. If email qualifies as another type(s) of record category, kept in the ordinary course of business, retain and/or maintain for that type of record as mandated by this schedule; i.e., generally 2 yrs for most records, unless other statute/policy applies. Caveat: may be confidential and/or attorney-client privileged item. Authority: City's Computer System Usage Policy
3.	Emergency Medical Services Reports	CL+6	-	CL+6	V,H	Note: These records are considered open until they are completed, billed and paid. Authority: CCP 340.5 Note: Patients Health Insurance Portability and Accountability Act original, signed documentation of Disclosures, Consent, Treatment, amendments. Authority: 45 CFR 164.526(f)and 164.530(j)(1)
4.	Equipment/vehicle Files:	CU+3	-	CU+3	V,H	Authority: 8 CCR 3203(b)(1); CCP 340.5

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FIRE					DATE: July, 2015	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V.H.C.	COMMENTS
		OFFICE	STORAGE	TOTAL		
	Owners manuals; Service/ maintenance information; Purchase information; and Correspondence & backup data					
5.	Events	CU+2	-	CU+2		Note: Includes plans for gates, special event/ layouts, temporary conditions Authority: GC 34090(d)
6.	Field reports, non-fire, non-arson	CU+2	-	CU+2	-	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d).
7.	Fire Code (Uniform)	S + 2	-	S+2	V,H	Authority: GC 34090(d)
8.	HIPPA Forms	CU+6	-	CU+6	V,H	Note: Patients Health Insurance Portability and Accountability Act original, signed documentation of Disclosures, Consent, Treatment, amendments. Authority: 45 CFR 164.526(f)and 164.530(j)(1)
9.	History Files (Departmental): Selected historical records, including: Maps & drawings; Photographs; Reports & studies; Articles & news-clippings; Publications; Newsletters; and Press releases	CU+2	-	CU+2	V,H	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d).
10.	Homicide Investigations - Evidence Arson	P	-	P		Note: Supports prosecution resulting in homicide; see more - row 16

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Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V.H.C.	COMMENTS
		OFFICE	STORAGE	TOTAL		
						Authority: PC 799
11.	Hydrant System	P	-	P		Authority: GC 34090(a)
12.	Incident Report	CL + 3	-	CL+3	-	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); CCP 338; GC 34090(d).
13.	Inspections; Fire Prevention	CL+3	-	CL+3	-	Note: Includes alarm/sprinkler systems, prevention efforts Authority: Secretary of State Local Government Records Management Guidelines (February 2006).
14.	Insurance Liability/Property	P	-	P	V,H	Note: Include Certificates of Insurance [filed separately from contracts], insurance filed by licensees, liability, property, Certificates of Participation, deferred used of facilities. Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090.
15.	Inventory, Equipment & Supplies	CU+2	-	CU+2	-	Note: Includes narcotic inventory - various drugs distributed to the department for patients, cataloging distribution and use. Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d).
16.	Investigations, Evidence (Crimes punishable by death, life with or without parole, embezzlement of public money)	P	-	P	-	Authority: Secretary of State recommends this retention period per PC799,800,801 (relating to statute of limitations for certain crimes); UFC104.32 (I.e., to support prosecution resulting in homicide; great bodily harm; inhabited structure or property).
	Other Crimes	CL+6	-	CL+6		Authority: PC 800 (6 yr statute of limitations), PC 801 (3 year statute of limitations)

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FIRE					DATE: July, 2015	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V.H.C.	COMMENTS
		OFFICE	STORAGE	TOTAL		
17.	Journals, Fire Station	CU + 2	-	CU + 2	-	Note: Activities, personnel, engine company Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d).
19.	Logs (Field, non-fire, non-arson)	CU+2	-	CU+2	-	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d).
20.	Logs, Fire Equipment/Gear	CU+2	-	CU+2	V,H	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d).
21.	Organizations Files - Civic Organizations: Reports & studies; Publications; and Backup data	CU+2	-	CU+2	V,H	Note: Examples include Chamber of Commerce, Rotary Club, Homeowners' Associations. This record series is for general correspondence and communications with civic organizations. Records pertaining to agreements or projects with these organizations are addressed by and subject to the retention requirements in the record series 'Agreements, Contracts & Leases'. Authority: GC 34090(d).
22.	Organizations Files - Federal, State, County, Local Government Agencies and Indian Tribes: Reports & studies; Publications; and Backup data	CU+2	-	CU+2	V,H	Note: Examples include FPPC, County of Los Angeles, LAFCO, and other cities. This record series is for general correspondence and communications with government agencies. Records pertaining to agreements or projects with these organizations are addressed by and subject to the retention requirements in the record series 'Agreements, Contracts & Leases'. Authority: GC 34090(d).
23.	Organizations Files - Professional Organizations: Reports & studies; Publications; and Backup data	CU+2	-	CU+2	V,H	Note: Examples include SCAG, CCAC, and IIMC. This record series is for general correspondence and communications with professional organizations are addressed by and subject to the retention requirements in the record series

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FIRE					DATE: July, 2015	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V.H.C.	COMMENTS
		OFFICE	STORAGE	TOTAL		
						'Agreements, Contracts & Leases'. Authority: GC 34090(d).
24.	Permits	CU+2	-	CU+2	V,H	Note: Form, related documentation required by local, federal or state agencies Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d).
25.	Permits, Uniform Fire Code	CL+2	-	CL+2	-	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d).
26.	Petty Cash Receipts/Requisitions	CU+2	-	CU+2	-	Authority: GC 34090(d)
27.	Plan Checks	CU+2	-	CU+2	-	Note: Includes all documentation of plan check submittals Authority: GC 34090(d)
28.	Plans (Technical)	P	-	P	-	Note: Plans for structural components or auxiliary systems and/or devices Authority: GC 34090
29.	Records Management - Destroyed Records Lists & Approvals	P	-	P	-	Note: Originals to Exhibit of Resolution Approving Destruction of Specified Records Authority: GC 34090(e)
30.	Records Management - Retention Schedules	S+2	-	S+2	-	Authority: 34090(d)
31.	Request for Proposals	CU+2	-	CU+2	-	Authority: GC 34090(d)
32.	Revenue Collection Receipt books	CU+2	-	CU+2	V,H	Authority: GC 34090(d)

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RECORDS RETENTION SCHEDULE FOR THE CITY OF CATHEDRAL CITY

FIRE					DATE: July, 2015	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V.H.C.	COMMENTS
		OFFICE	STORAGE	TOTAL		

33.	Riverside County Board of Supervisors Flood Control Health Department/AQMD Planning	S+2	-	S+2	V,H	Authority: GC 34090(d)
34.	Underground Storage Tanks	P	-	P		Note: Includes compliance and maintenance operations Authority: GC 34090(a)
BIDS AND AGREEMENTS						
35.	Agreements, Contracts & Leases Executed documents Amendments Attached exhibits	CL+1	9	CL+10	-	Note: For this record series, CL(Closed/Completed) represents completion of all terms of the agreement or contract. Authority: Secretary of State Local Government Records Management Guidelines (February 2006); CCP 337; CCP 337.15.
36.	Bids/Proposals Files (Unsuccessful Bidders) Unaccepted bids/proposals received on any building, structure, or other public work	CL+2	-	CL+2	-	Authority: GC34090(d)

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Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V.H.C.	COMMENTS
		OFFICE	STORAGE	TOTAL		

37.	Appeals	CU+3	-	CU+3	V,H,C	Note: Original served copy should be immediately date-stamped upon receipt and forwarded to City Attorney. All else, retain original unless City Attorney's Office assistance is requested. Authority: Secretary of State Local Government Records Management Guidelines (February 2006); CCP 583.320(a)(3); GC 34090.
38.	Claims (Copies)	CL+6	-	CL+6	V,H	Note: Patients Health Insurance Portability and Accountability Act original, signed documentation of Disclosures, Consent, Treatment, amendments. Authority: 45 CFR 164.526(f)and 164.530(j)(1)
39.	General Orders, Policies/Procedures	S+2	-	S+2	V,H	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d).
40.	Legal/City Attorney (Copy) General Opinions	P P	- -	P P	C C	Note: These documents are confidential. Original is with City Attorney Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090; GC 6254(k).
41.	Legislation	CU+2	-	CU+2		Note: Legislation affecting Fire Department: bills, laws, and practices per legislative action Authority: GC 34090(d)

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RECORDS RETENTION SCHEDULE FOR THE CITY OF CATHEDRAL CITY

FIRE					DATE: July, 2015	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V.H.C.	COMMENTS
		OFFICE	STORAGE	TOTAL		

42.	Litigation Files (Copies)	P	-	P	H,C	Note: Official is with City Attorney. These documents are confidential. Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090.
43.	Petitions	CU+2	-	CU+2	V,H	Authority: GC 34090(d).

NOTICE RECORDS

44.	Advertising (Legal)	CU+2	-	CU+2	V,H	Note: Includes other public notices, legal publications Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090.
45.	Public Hearings and Notices: Proof of publication; Mailing lists; Certified mail receipts	CU+2	-	CU+2	V,H	Authority: GC34090(d).

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		OFFICE	STORAGE	TOTAL		

46.	Exposure	T+30	-	T+30	V,H	Note: Does not include health insurance claims records or first aid records (one-time treatment) or the medical records of employees who have worked for less than (1) year for the employer - need not be retained beyond the term of employment if they are provided to the employee upon the termination of employment. Note: Background data to environmental (workplace) monitoring or measuring, such as laboratory reports and worksheets, need only be retained for one (1) year as long as the sampling results, the collection methodology (sampling plan), a description of the analytical and mathematical methods used, and a summary of other background data relevant to interpretation of the results obtained, are retained for at least thirty (30) years. Also, material safety data sheets and specified records concerning the identity of a substance or agent need not be retained for any specified period as long as some record of the identity (chemical name if known) of the substance or agent, where it was used, and when it was used is retained for at least thirty (30) years.
	Background data	CU+1	-	CU+1		
	Material safety data sheets Biological monitoring results	*	-	*		Note: * - Material safety data sheets must be kept for those chemicals currently in use that are effected by the Hazard Communication Standard in accordance with 29 CFR 1910.1200(g). Biological monitoring results designated as exposure records by specific occupational safety and health standards shall be preserved and maintained as required by the specific standard.
	Analyses using exposure or medical records.	T+30	-	T+30		Note: Each analysis using exposure or medial records shall be preserved and maintained for at least thirty (30) years.
						Authority: All subcategories above - 29 CFR 1910.1020(d)
	Staff Meeting Minutes					

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RECORDS RETENTION SCHEDULE FOR THE CITY OF CATHEDRAL CITY

FIRE					DATE: July, 2015	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V.H.C.	COMMENTS
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47.	Action items	CU+2	-	CU+2	V,H	Authority: GC34090(d)
48.	Timesheets	A+3	-	A+3	V,H	Note: Departmental timesheets signed by the employees and maintained by within department Authority: 29 CFR 516.2, 516.5 through .6; LC 1174(d)
49.	Training Conference Minutes	CU+2	-	CU+2	V,H	Authority: GC34090(d)
50.	Training Folders Certifications Designations Continuing Education	CU+2	-	CU+2	-	Authority: GC 34090(d)
51.	Travel Reimbursement	CU+2	-	CU+2	-	Authority: GC 34090(d)

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		OFFICE	STORAGE	TOTAL		

ADMINISTRATIVE AND MISCELLANEOUS RECORDS						
1	Community Pride Property Evaluation	CU+2	-	CU+2	V	Authority: GC 34090(d)
2	Complaint Form	CU+2	-	CU+2	V	Note: This form is regarding property-related complaints. Refer to City Attorney's Office if may be disclosed under Public Records Act. Authority: GC 34090(d)
3	Correspondence Chron Files; General/Public; Reports; Citizen Complaints; Subject Files; Reproduction/printing requests; and Correspondence not attached to agreement or project file	CU+2	-	CU+2	V,H	Note: See Row 5 for electronic mail communications Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090 (d).
4	Daily Progress Journals	CU+2	-	CU+2	V	Authority: GC 34090(d)
5	Electronic Mail	10 days	-	10 days	V,H,C	Note: Emails are those kept in the ordinary course of business, per City's Computer System Usage Policy. If email qualifies as another type(s) of record category, kept in the ordinary course of business, retain and/or maintain for that type of record as mandated by this schedule; i.e., generally 2 yrs for most records, unless other statute/policy applies. Caveat: may be confidential and/or attorney-client privileged item. Authority: City's Computer System Usage Policy

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6	Equipment/vehicle Files: Owners manuals; Service/ maintenance information; Purchase information; and Correspondence & backup data	*	-	*	V,H	*These records are to be maintained for the service life of the vehicle. Authority: There is no specific statutory authority for retention of this item. See also 8 CCR 3203(b)(1).
7	Events	CU+2	-	CU+2		Note: Includes plans for gates, special event/ layouts, temporary conditions Authority: GC 34090(d)
8	Fire Code; All Uniform/Adopted Codes	P	-	P	V,H	Authority: GC 34090(d)
9	Garage Sale Permits	CL+2	-	CL+2	V	Note: See Row 54 for other permits Authority: GC 34090(d)
10	Inventory, Equipment & Supplies	CU+2	-	CU+2	-	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d).
11	Licenses	CU+2	-	CU+2	V,H	Note: Forms, documentation required by local, federal or state agencies Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d).
12	Log of Investigation and Enforcement Actions	CU+2		CU+2	V,H	Authority: GC 34090(d)

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13	Organizations Files - Civic Organizations: Reports & studies; Publications; and Backup data	CU+2	-	CU+2	V,H	Note: Examples include Chamber of Commerce, Rotary Club, Homeowners' Associations. This record series is for general correspondence and communications with civic organizations. Records pertaining to agreements or projects with these organizations are addressed by and subject to the retention requirements in the record series 'Agreements, Contracts & Leases', retained by City Clerk. Authority: GC 34090(d).
14	Organizations Files - Federal, State, County, Local Government Agencies and Indian Tribes: Reports & studies; Publications; and Backup data	CU+2	-	CU+2	V,H	Note: Examples include FPPC, County of Los Angeles, LAFCO, and other cities. This record series is for general correspondence and communications with government agencies. Records pertaining to agreements or projects with these organizations are addressed by and subject to the retention requirements in the record series 'Agreements, Contracts & Leases', retained by City Clerk. Authority: GC 34090(d).
15	Organizations Files - Professional Organizations: Reports & studies; Publications; and Backup data	CU+2	-	CU+2	V,H	Note: Examples include SCAG, CCAC, and IIMC. This record series is for general correspondence and communications with professional organizations are addressed by and subject to the retention requirements in the record series 'Agreements, Contracts & Leases', retained by City Clerk. Authority: GC 34090(d).
16	Petty Cash Receipts/Requisitions	CU+2	-	CU+2	-	Authority: GC 34090(d)

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CODE COMPLIANCE					DATE: July, 2015	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V.H.C.	COMMENTS
		OFFICE	STORAGE	TOTAL		
17	Records Management - Destroyed Records Lists & Approvals (Duplicate)	When no longer required	-	When no longer required	-	Note: Originals to Exhibit of Resolution Approving Destruction of Specified Records are filed with City Clerk. Authority: GC 34090.7
18	Records Management - Retention Schedules (Duplicate)	S+2	-	S+2	-	Note: Original with resolution is filed with City Clerk's Office Authority: GC 34090 (d)
19	Revenue Collection Receipt books	CU+2	-	CU+2	V,H	Authority: GC 34090(d)
20	Smoke Detector Inspection Forms	CL+3	-	CL+3	V	Authority: Secretary of State Local Government Records Management Guidelines (February 2006).
LEGAL RECORDS						
21	Appeals (Copies)	CL+2	-	CL+2	H	Note: Original retained by City Attorney; this record series does not include documents pertaining to Municipal Code Title XIII (see Row 29 et seq. below) Authority: GC 34090(d)
22	Claims (Copies)	CL+2	-	CL+2	V,H	Note: Original retained by Administrative Services. Authority: GC 34090

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RECORDS RETENTION SCHEDULE FOR THE CITY OF CATHEDRAL CITY

CODE COMPLIANCE					DATE: July, 2015	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V.H.C.	COMMENTS
		OFFICE	STORAGE	TOTAL		
23	General Orders, Policies/Procedures	S+2	-	S+2	V,H	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090.
24	Legal/City Attorney (Copies) General Opinions	P	- -	P	C C	Note: These documents are confidential. Original is with City Attorney. Authority: GC 34090
25	Legislation	When no longer required	-	When no longer required		Note: Legislation affecting Code Compliance: bills, laws, and practices per legislative action; consists of reference material not kept in the ordinary course of business
26	Litigation Files (Copies)	P	-	P	H,C	Note: Official records are with City Attorney. These documents are confidential. Authority: GC 34090
27	Petitions	CU+2	-	CU+2	V,H	Authority: Section 34090(d)
28	Small Claims (Includes Complaint, Proofs of Service, Notices, Other Pleadings, Judgments)	P	-	P	V,H	Authority: GC 34090(b)

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Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V.H.C.	COMMENTS
		OFFICE	STORAGE	TOTAL		

TITLE 13 RECORDS						
29	Abatement Cost Report (Open cases)	CL+2	-	CL+2	V,H	Authority: GC 34090
30	Advertising (Legal) (Open cases)	CL+2	-	CL+2	V,H	Authority: GC 34090
31	Administrative Citation (Open cases)	CL+2	-	CL+2	V,H	Authority: GC 34090
32	Administrative Hearing Packet (Open cases)	CL+2	-	CL+2	V,H	Authority: GC 34090
33	Administration Inspection Warrant	CL+2	-	CL+2	V,H	Authority: GC 34090
34	Appeal of Administrative Citation (Open cases)	CL+2	-	CL+2	V,H	Authority: GC 34090

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Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V.H.C.	COMMENTS
		OFFICE	STORAGE	TOTAL		
35	Notice of Public Nuisance and Order to Abate Other related Code Compliance-issued notices to real property owners Non-real property related	P CU+2	- -	P CU+2	V,H V,H	Note: Includes related documentation. Authority: GC 34090(a) Authority: GC 34090(d)
36	Building Permits; Conditional Use Permits – not issued by Code Compliance (Copies)	CL+2	-	CL+2		Note: Original is maintained by Engineering, Public Works, Building Department Authority: GC 34090
37	Certificate of Occupancy	P	-	P	V,H	Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(a).
38	Compliance Order	P	-	P	V,H	Authority: GC 34090(a)
39	Criminal Misdemeanor Complaint (Copies)	P	-	P	V,H	Note: Original complaint is retained by City Attorney Authority: GC 34090
40	Declarations (Open cases)	P	-	P	V,H	Authority: GC 34090

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		OFFICE	STORAGE	TOTAL		

41	Demand for Payment	CL+2	-	CL+2	V,H	Authority: GC 34090
42	Field Citations (Open cases)	CL+2	-	CL+2	V,H	Authority: GC 34090
43	Inspection Warrant (copies)	CL+2	-	CL+2	V,H	Note: Original Retained by City Attorney Authority: GC 34090
44	Licenses (Copies)	CL+2	-	CL+2	V	Note: Issuing department retains original Authority: GC 34090
45	Notice of Action Recommended	CL+2	-	CL+2	V	Authority: GC 34090(d)
46	Notice of Compliance	CL+2	-	CL+2	V,H	Authority: GC 34090
47	Notice of Decision (Appeals Officer)	CL+2	-	CL+2	V,H	Authority: GC 34090

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48	Notice of Hearing (All Types of Hearings; includes Notice of Administrative Appeals Hearing) (Open cases)	CL+2	-	CL+2	V,H	Authority: GC 34090
49	Notice of Violation	CL+2	-	CL+2	V,H	Authority: GC 34090
50	Order to Abate	CL+2	-	CL+2	V,H	Authority: GC 34090(a)
51	Proof of Service	CL+2	-	CL+2	V,H	Authority: GC 34090(a)

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52	Property/case files and attachments therein	CL+2	-	CL+2	V	Authority: GC 34090
53	Permits, Conditional Use Permit - issued by Code Compliance and affecting title to real property	P		P	V,H	Note: This record series does not include Garage Sale Permits, see Row 9 Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(a)
54	Weed Abatement	CL+2	-	CL+2	-	Note: includes reports and documentation Authority: Secretary of State Local Government Records Management Guidelines (February 2006); GC 34090(d).

PERSONNEL RELATED

55	Exposure	T+30	-	T+30	V,H	Note: Does not include health insurance claims records or first aid records (one-time treatment) or the medical records of employees who have worked for less than (1) year for the employer – as need not be retained beyond the term of employment if they are provided to the employee upon the termination of employment.
	Background data	CU+1	-	CU+1		Note: Background data to environmental (workplace) monitoring or measuring, such as laboratory reports and worksheets, need only be retained for one (1) year as long as the sampling results, the collection methodology (sampling plan), a description of the analytical and mathematical methods used, and a summary of other background data relevant to interpretation of the results obtained, are retained for at least thirty (30) years.
	Material safety data sheets	*	-	*		Note: *- Material safety data sheets and specified records concerning the identity of a substance or agent need not be retained for any specified period as long as some record of the identity (chemical name if known) of the substance or agent, where it was used, and when it was used is retained for at least

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	Biological monitoring results Analyses using exposure or medical records	* T+30	- -	* T+30		<p>thirty (30) years. Material safety data sheets must be kept for those chemicals currently in use that are effected by the Hazard Communication Standard in accordance with 29 CFR 1910.1200(g).</p> <p>Note: * - Biological monitoring results designated as exposure records by specific occupational safety and health standards shall be preserved and maintained as required by the specific standard.</p> <p>Note: Each analysis using exposure or medial records shall be preserved and maintained for at least thirty (30) years beyond the duration of employment.</p> <p>Authority: All subcategories above - 29 CFR 1910.1020(d), 8 CCR 3204</p>
56	Staff Meeting Minutes Action items	CU+2	-	CU+2	V,H	Authority: GC34090(d)
57	Timesheets	CU+3	-	CU+3	V,H	<p>Note: Timesheets signed by the employees and maintained by/ within the City.</p> <p>Authority: 29 CFR 516.2, 516.5 through .6; LC 1174</p>
58	Training Conference Minutes	CU+2	-	CU+2	V,H	Authority: GC34090(d)
59	Training Folders Certifications Designations Continuing Education	CU+2	-	CU+2	-	Authority: GC 34090(d)
60	Travel Reimbursement	CU+2	-	CU+2	-	Authority: GC 34090(d)

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