

**CITY OF SEBASTOPOL
CITY COUNCIL
AGENDA ITEM**

Meeting Date: March 2, 2021

To: Honorable Mayor and City Councilmembers

From: City Administration

Subject: Resolution Adopting a Revised Records Retention Schedule/Destruction Management Policy for the City of Sebastopol and Authorizing the City Manager to Adopt and Publish Further Records Retention Policies

Recommendation: That the City Council Adopt the Attached Resolution

Funding: Currently Budgeted: Yes No N/A
Net General Fund Cost: \$ none

Account Code/Costs authorized in City Approved Budget AK (verified by Administrative Services Department)

INTRODUCTION/PURPOSE:

This item is for City Council consideration of Resolution Adopting a Revised Records Retention Schedule/Destruction Management Policy for the City of Sebastopol and Authorizing the City Manager to Adopt and Publish Further Records Retention Policies.

BACKGROUND:

The City of Sebastopol is required by law to retain its records for certain periods of time as prescribed by state and federal statutes. Compliance with these regulations, as well as management of the risks associated to records practices, requires the implementation of a City-wide records management program. The City on November 6, 2001 adopted Resolution No. 5221, approving the California Local Government Records Guidelines as the City of Sebastopol's Record Retention/Destruction Management Policy and has since then amended when needed the Records Retention Program to maintain update to date policies for City records.

The City's present records retention schedule is essentially a restatement of the California Secretary of State's recommendations in place at that time. As such, they contain large amounts of information that does not pertain to the City; such as, retention periods for records relating to airport administration and the organization and terminology discrepancies between the State and City's structure and naming conventions. The schedule is a static document that makes research cumbersome, and many of the statutory references have become outdated.

DISCUSSION:

The retention schedule is adopted as Council policy. The policy is paired with practices; such as, a destruction approval process and digitization procedures to affect a records management program that accomplishes the following goals: 1. Reduction of staff time spent archiving, monitoring, locating, and retrieving records; 2. Reduction of expenses relating to storage and retrieval of records; 3. Reduction of expenses relating to litigation; 4. Reduction of physical infrastructure required to store records; 5. Reduction of risk that can be associated with disorganized records management practices, premature destruction, belated destruction, failure to protect permanent and confidential records, and related legal actions.

The City recently conducted a thorough and detailed review of the records in each department. The Record Retention Schedule has been revised and amended in consultation with each department. Department Directors and their staff reviewed the records retention policy based on their expertise and knowledge of their respective departments.

Statutory retention requirements were used as the initial foundation for the proposed retention periods. For a number of series, “administrative decisions” have been implemented, whereby staff elected to extend retention for record series required by law because longer retention is warranted by administrative needs or evidentiary value. For example, City Council agendas have a statutory retention requirement of only two years but have great informational value and are thus proposed for a 10-year retention.

PUBLIC COMMENT:

As of the writing of this staff report, the City has not received any public comment. However, staff anticipates receiving public comment from interested parties following the publication and distribution of this staff report. Such comments will be provided to the City Council as supplemental materials before or at the meeting. In addition, public comments may be offered during the public comment portion of this item.

PUBLIC NOTICE:

This item was noticed in accordance with the Ralph M. Brown Act and was available for public viewing and review at least 72 hours prior to schedule meeting date.

FISCAL IMPACT:

There is no fiscal impact associated with the adoption of the new retention schedule. Cost savings are expected in the long term due to reduced demands on staff time, spacing and easier retrieval of records for the public.

RECOMMENDATION:

That the City Council City Council discuss and consider Approval of Resolution Adopting a Revised Records Retention Schedule/Destruction Management Policy for the City of Sebastopol and Authorizing the City Manager to Adopt and Publish Further Records Retention Policies.

ATTACHMENTS:

Resolution – City of Sebastopol Records Retention Schedule/Destruction Management Policy
City Council Policy Number 94 - Amended Records Retention Policy

RESOLUTION NUMBER 2021-xxxx

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEBASTOPOL AMENDING THE RECORDS RETENTION SCHEDULE/DESTRUCTION MANAGEMENT POLICY FOR THE CITY OF SEBASTOPOL AND RESCINDING ALL RESOLUTIONS IN CONFLICT WHEREOF

WHEREAS, Records Management deals with the creation, processing, maintenance, protection, retrieval, retention, preservation and disposition of recorded information required for the operation and continuance of government operations; and

WHEREAS, the Records Management Program Policy has been revised to serve as a concise and authoritative document to provide a comprehensive overview to adhere to the statutes and generally accepted best practices for Records and Information Management Administration; and

WHEREAS, The Records Management Program Policy remains the approved Policy related to the roles, responsibilities and guidelines for records management for City staff; and

WHEREAS, records disposition management is a paperwork management technique aimed at the systematic, timely and effective disposal or removal of obsolete or inactive records from office space and the effective, but economical preservation of permanent value; and

WHEREAS, except for records less than two years old and certain other records, Government Code Section 34090 authorizes the head of a City Department to destroy certain records, documents or instruments under his or her charge, without duplication, with the written consent of the City Attorney; and

WHEREAS, as a result of SB742, the Secretary of State of California, established the Local Government Records Retention Program for the purpose of establishing guidelines for local government records retention; and

WHEREAS, the Local Government Records Retention Guidelines have been endorsed by the League of California Cities and by the City Clerks Association of California; and

WHEREAS, Retention schedules are the key element in effective records management programs for City government; and Effective Records Management ensures that records are kept only as long as they have some administrative, fiscal, or legal value; and

WHEREAS, these Guidelines comply with California laws governing the retention of local government records and requiring the preparation of a specific Records Retention/Destruction Schedule for management of the City's Vital Records and Municipal Archives.

WHEREAS, the City Council Adopted on November 6, 2001, Resolution No. 5221, approving the California Local Government Records Guidelines as the City of Sebastopol's Record Retention/Destruction Management Policy; and Adopted Resolution 5231 Amending the City of Sebastopol's Record Retention/Destruction Management Policy; and

WHEREAS, A changes such as new laws and regulations, departmental name changes, new functions and programs can trigger amendments to an existing schedule and regardless of any amendments, best practices dictate that schedules should be reviewed periodically to ensure the schedule accurately and completely reflects the agency's records holdings and disposition.

NOW THEREFORE BE IT RESOLVED, the City of Sebastopol City Council approves adoption of the Amended City of Sebastopol's Record Retention/Destruction Management Policy Number 94; and

BE IT FURTHER RESOLVED that all policies, procedures and resolutions in conflict with this Resolution are hereby rescinded.

The above and foregoing Resolution was duly passed, approved, and adopted at a meeting by the City Council on the 2nd day of March 2021.

I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by City of Sebastopol City Council following a roll call vote:

VOTE:

Ayes:

Noes:

Absent:

Abstain:

APPROVED: _____
Mayor Una Glass

ATTEST: _____
Mary C. Gourley, Assistant City Manager/City Clerk, MMC

APPROVED AS TO FORM: _____
Larry McLaughlin, City Manager/City Attorney

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RECORDS RETENTION SCHEDULE/DESTRUCTION MANAGEMENT

POLICY March 2, 2021

City Council Policy Number 94



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The retention schedule is intended to direct City Staff on when and how to disposition City records after they have exceeded their lifecycle. The retention schedule is the most referenced document in a program's arsenal. Its purpose is to provide employees with direction as to how long their Official Public Records must be minimally retained in accordance with laws, regulations, and business need. The Records Management policy provides for the preservation, protection, retention and legal disposition of records. It provides standards regarding the retention or disposal of City of Sebastopol (City) Records and ensures information is available when it is needed. To do this efficiently and thoroughly, Records must be identified, organized, maintained for the requisite number of years as specified by the Retention Schedule, and then destroyed with proper documentation. A sound Records Management program improves customer service, increases staff efficiency, allocates scarce resources effectively, and provides a legal foundation for the maintenance and destruction of Records.

A sound Records Management Program provides many benefits to staff and the public who have a right to examine the City's records. This manual is designed to assist City staff and department level Records Coordinators in the management of the City's records.

The City's Records Retention Schedule establishes the retention periods for records and authorizes dispositions for many of the administrative, fiscal and legal records of the City. Retention periods are based upon federal, state, and local mandates, business needs, and general knowledge. Staff shall implement the Records Retention Schedule as it applies to their department's records.

Following the procedures listed in this manual will ensure the preservation of records that document the history of the City. In addition, the City is obligated to ensure that it is in compliance with local, state, and federal mandates that provide direction to the City regarding Records Retention.

The City's Records Retention Schedule is adopted by the City Council and maintained as necessary by the City Clerk and City Attorney.

General Rule for Records Retention. As a general rule, the City is required to retain public records for at least two years. (California Government Code Sections 34090, et seq.) There are limited exceptions to this general rule that authorize the City to destroy records earlier than two years; however, there are many more exceptions to this general rule (based on legal requirements and considerations of public policy) that require a longer period of retention.

Modifications and Additions

Because records reflect activities that are constantly changing, the retention requirements for records sometimes require revision as well. Consequently, records retention and disposition schedules often need modification or additions in order to be realistic and effective.

There may be some retention periods and disposition requirements within this schedule that may change between major reviews of the schedule.

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In accordance with this Resolution, the City Clerk in consultation with the City Attorney is authorized to adopt and amend the City's Retention Schedule as necessary. The Office of the City Clerk welcomes all comments and suggestions concerned with improvement of record retention schedules through modifications and additions.

The Records Retention Schedule is intended to direct City staff on how long to hold City records, when and how to disposition the records after they have exceeded their lifecycle.

Disclaimer

The guidelines as enclosed have been endorsed by resolution of the General Assembly of the League of California Cities, and by the City Clerks Association of California. They represent extensive research as to the minimum legal requirements for the retention of local government records and do not reflect the administrative, operational, financial or historical needs of the City. The following regulations have been used as professional guidelines applicable to the management of City records:

The California Public Records Act (Government Code sections 6250, et seq.) provides definitions for " writings" and " public records," for the purpose of determining which records are required to be disclosed to the public upon request. It also identifies which records are confidential or otherwise exempt from disclosure to the public.

Professional Standards and Retention Guidelines. Selected professional associations and other governmental agencies, such as the California Secretary of State, the Department of Justice, and the City Clerk' s Association, have published standards, model retention guidelines, and/ or articles recommending retention periods for different types of records. Although these standards and guidelines are not binding on the City, the City has taken these documents into consideration in establishing the City' s Retention Schedule.

Penalties for Destruction of Public Records. There are serious penalties for unlawful destruction of public records. California Government Code Section 6200 provides for punishment by imprisonment up to four years for any City employee who is found guilty of willfully destroying (including altering, falsifying, mutilating, defacing, or stealing, in whole or in part) a public record without complying with the requirements of law, including this Policy.

This document was developed with as much forethought as possible to include every City record and document. A thorough review of this Policy was completed and approved by the City Council, City Manager, City Attorney, City Clerk, and Department Heads. It is anticipated that there may be errors and omissions and will need review or revision from time to time to include additional records or to keep current with changes in the laws governing retention periods and local policy changes.

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LEGEND:

AC	= While Active
AD	= Adoption
AU	= Audit
CL	= Closed/Completion
CU	= Current Year
D.O.B	= Date of Birth
E	= Election
L	= Life of Program, Asset)
P	= Permanent
S	= Supersede
T	= Termination

Reference to retention periods, unless otherwise indicated, refers to the current year plus the years shown. For example, Cu + 2 refers to the Current year plus two.

CITATIONS

B&P - Business and Professions
CAC - California Administrative Code
CCP - Code of Civil Procedure
CCR - Code of California Regulations
CEQA- California Environmental Quality Act
CFR - Code of Federal Regulations
EC - Election Code
FMLA - Family & Medical leave Act, 1993
GC - Government Code
H&S - Health & Safety
HUD - Housing and Urban Development
OSHA- Occupational Safety & Health Act
PC - Penal Code
POST - Police Officers Standards Training
UFC - Uniform Fire Code
USC - United States Code
WIC - Welfare & Institutions Code

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PURPOSE. The purpose of this Records Management Program Policy (" Policy") is to establish a comprehensive and uniform policy for the cost effective and efficient management of the City's records and writings (including the creation, use, maintenance, security, retention, storage, preservation, and destruction), in accordance with the legal requirements and professional standards identified in this Policy.

A. AUTHORITY: The Schedule of Records attached as EXHIBIT A hereto are hereby adopted by the City Council as the schedule for destruction of City Records of the City of Sebastopol, which are no longer needed and which are no longer required by law pursuant to Government Code Section 34090. Said records may be destroyed, as directed by the Department Head and all records requested for destruction shall not be destroyed unless said Department has received written approval by the City Clerk and City Attorney. City Council approves and authorizes the City Attorney or his/her designee to be final signing authority for destruction of records.

B. PROCEDURE: When a Department Head determines that there exists records in their department that are no longer needed for City business, the Department Head may directly, or through delegation to his/her designee, prepare a written list which identifies and designates each record or record series thereon, and the category of retention. Records, which fall into more than one classification, shall be retained for the longest applicable retention period.

C. CERTIFICATION: The Department Head, or the authorized designee thereof, shall certify in writing, in the form attached as EXHIBIT B, that to the best of their knowledge, the descriptive titles, information and classification meet City requirements with respect thereto and are correct.

D. CITY CLERK REVIEW: The City Clerk shall review the list of proposed documents to be destroyed to verify it is in accordance with the adopted records retention schedule.

E. CITY ATTORNEY REVIEW: The City Attorney, when satisfied that all legal requirements which may affect the retention or destruction of records have been met, including existing or potential litigation considerations, shall certify and return to the City Clerk, with a copy to the Department Head, all lists of proposed records to be destroyed, and any proposed revisions. Following the approval of the City Attorney, all original lists of records proposed for destruction shall be retained by the City Clerk.

F. ACTUAL DESTRUCTION OF RECORDS: Unless otherwise provided herein or by other applicable law, no City department shall destroy, or cause or permit to be destroyed any original record, as that term is defined in this Chapter, without having first prepared a certified list consistent with the schedules adopted by the City Council and without first having obtained the written approval of the City Attorney. When satisfied with the completeness, accuracy and adequacy of a submitted request for authority to destroy records, the Department Head and/or the City Clerk may make arrangements for the actual destruction of said records. Department Head shall verify and attest to actual destruction of records once approved for destruction.

G. PERMANENT RECORDS: The following records, except as provided by Government Code Section 34090.5 which establishes conditions for approved permanent photographs and film records, may not be destroyed and must be preserved by the City permanently:

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1. Records affecting title to real property or liens thereon;
2. Court records;
3. Records required to be kept by statute;
4. Records less than two years old; and
5. The minutes, ordinances, or resolutions of the City Council, City Boards or Commissions.

H. ALTERNATE PROCEDURES: If a department Head determines that records exist which are no longer needed but which are not listed on the Records Retention Schedule adopted herein, or as amended from time to time, the destruction procedures shall still be followed except that prior to actual destruction, the City Attorney shall review the list of the uncategorized records and authorize their destruction. Additionally, nothing in this policy shall preclude the City from following the procedures set forth in Government Code Section 34096.6 which provides for the destruction of records, without prior approval, that are photographed, micro photographed, electronically stored or otherwise reproduced as set forth therein.

I. It is the City's policy that City email and email systems are intended to be used as a method of internal and external communication. City email systems are not intended to be, and may not be, used for the electronic storage or maintenance of City records. The email system, to function as intended, requires that employees regularly delete non-record communications from the system, and does not utilize the system as a record repository. City and its employees are required by law to retain all electronic mail that is an official public record and should be retained in accordance with the appropriate retention schedule in conjunction with the original record it references. It is recommended the email be printed and retained as an original record with appropriate retention schedule.

J. At least annually, each Department Head is responsible for reviewing all records in their respective departments. Records that have reached the end of their retention period are to be destroyed pursuant to the City's retention schedule.

K. In the event that a record's retention is inconsistent with the Secretary of State's Local Government Records Retention Guidelines, retention provided by the Secretary of State shall govern.

L. City has identified that shredding and recycling the paper produced from the destruction of these records is the most appropriate method of disposal. Accordingly, although the specific method used for destruction shall be at the discretion of the Department Head, it shall reflect a method of destruction that recycles any paper products and is in adherence with the City's Zero Waste Goals.

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EXHIBIT A

RECORDS

INDEX OF RECORDS:

- ADMINISTRATIVE SERVICES (FINANCE/HUMAN RESOURCES/IT)
- ALL DEPARTMENTS (RECORDS THAT MAY PERTAIN TO ALL DEPARTMENTS CITY WIDE)
- CITY ATTORNEY – LEGAL
- CITY CLERK
- DEVELOPMENT (TO INCLUDE BUILDING, ENGINEERING, PLANNING)
- FIRE EMERGENCY/FIRE SAFETY
- POLICE DEPARTMENT/LAW ENFORCEMENT
- PUBLIC WORKS/ENGINEERING

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• ADMINISTRATIVE SERVICES (FINANCE/HUMAN RESOURCES/IT)

ACCOUNTING AUDITING			
Accounts Payable	AU + 4	GC34090; GC 34090.7	Invoices, check copies, register, supporting documents
Accounts Receivable	AU + 4	GC 34090	Invoices, supporting documents
Audits	P	GC 34090	
Bank Reconciliation's	AU + 5	GC34090; 26 CFR 16001-1	Statements, summaries for receipts, disbursements & reconciliation's
Bank Statements	AU + 2	FC 3368, 30210; GC 43900 et seq.	Financing authority
Comprehensive Annual Financial Report	CL + 2	GC34090	Independent auditor analysis
Deposits, Receipts	AU + 4	GC 34090; CCP 337	Checks, coins, currency
Financial, Annual	AU + 7	GC 34090.7	
General Administrative	S + 2	GC34090; 40801	All city policies and procedures
General Ledger	P	GC34090; *	* CCP 337
Hearing or Review	AU + 2	GC34090; OMB A-128	Documentation created and or received in connection with an audit hearing or review
Inventory	AU + 4	GC34090; 26 CFR 301 65- 1(F)	Reflects purchase date, cost, account number
Purchase Orders - Requisitions	AU + 4	GC34090; CCP 337	Original documents
Purchasing Reports	AU + 4	GC34090; OMB A-128	Internal and/or external
Purchasing Stores	CU + 2	GC34090	Completed forms for ordering
Reviews, Internal/External Periodic	CU	GC34090; GC6250	Daily, weekly, monthly, quarterly, or other summary, review, evaluation, log, list, statistics, except a report
State Controller	P	GC34090	Controller may destroy after 5 years
Taxes, Receivable	AU + 3	CCP338	
Vehicle Mileage Reimbursement Rates	S + 2	GC 34090	Annual mileage reimbursement rates
Vendor Register	P	GC34090	Alpha vendor listing of purchase orders, invoices, account numbers and check date
Voucher	AU + 4	GC34090; CCP 337	Account postings with supporting documents
BUDGETING			
Adopted Budget	P	GC 34090	Annual operating budget approved by Legislative Body
Assessment Districts	P	GC 34090	Collection information; Original documentation files with municipal clerk

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Budget Adjustments, journal entries	AU + 2	GC34090	Account transfers
Budget Operating (copies)	S	GC34090	Departmental Reference
Budget, Proposed	CU + 2	GC34090	Presented to Council
BUSINESS LICENSE			
Business	T + 4	GC34090; CCP 337	Paid & reports
FIXED ASSETS			
Accident Reports – City Assets	CL + 7	29 CFR 1904.2; 29;*	Reports and related records * CFR 1904.6
Motor Vehicle Pulls (DMV)	CL + 7	GC12946, *	*CA 91009; 8 USC 1324 (a)
Surplus Property - Auction	AU + 2	GC34090	Listing of property
Surplus Property - Disposal	AU + 4	GC34090; CCP 337	Sealed bid sales of equipment
Vehicle Ownership & Title	L	VC 9900 et seq.	Title transfers when vehicle sold
HUMAN RESOURCES PAYROLL			
Benefit Plan Claims	P	GC6250 et seq; OMB A-129 29 CFR 1602.30; 32; Lab Rel Sec 1174*	May include dental, disability, education, health, life and vision including dependent care and Employee Assistance *29 CFR 1637.3; 29 USC 1027; 29 CFR 1627.3; 29 USC 1113
Benefit Plan Enrollment, Denied	CL + 4	GC34090; OMB A-128	
CalPERS, Social Security, SSI	P	29 CFR 1627.3(2); GC 12946, 34090	EEOC/ADEA
Checks	AU + 5	GC34090; CCP 337	Includes payroll, canceled & voided checks
Claims, Damage	CL + 5	GC34090; GC25105.5	Paid/Denied
Compensation		CFR 1910.20	with Administrator
Deferred Compensation	T + 5	GC34090; 26 CFR 16001-1*	Records of employee contributions and city payments *29 CFR 1627.3(2)
Employee Handbook	S + 2	GC 34090	General employee information including benefit plans
Employee Programs	CL + 2	GC 34090; GC 12946	Includes EAP and Recognitions

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Employee Rights General Employees Safety (Police)	T + 2 T + 5	GC12946; 29 CFR 1602; 29 USC 211 (e); 203(m); 207(g)	May include Arbitration, grievances, union requests, sexual harassment and Civil Rights, complaints, disciplinary actions. May also reside in City Attorney Records
Employee Time Sheets	AU + 6	GC34090; 29 CFR 516.2*	Signed by employee for audit & FEMA Reports *20 CFR 516.6(1); IRS Reg. 31.6001-1(e)(z); R&T 19530; LC 1174(d)
Federal and State Tax	AU + 4	GC34090; 29USC 436 *	Forms 1096, 1099, W-4's and W-2's *26 CFR 31.6001.1-4; IRS REG 31.6001-1(e)(2); R&T 19530;29 CFR 516.5-516.6
Hourly Employees	T + 6	GC12946;GC34090*	*29 CFR 1627.3, Labor Relations Section 1174
Immigrant		Immigration Reform/Controll Act 1986 Pub. L 99-603	I-9's
Incident Reports	CL + 7	29 CFR 1904.2; 29 CFR 1904.6	Theft, arson, vandalism, property damage or similar occurrence (excluding fire/law enforcement)
Insurance, ACCEL JT Powers Agreement	P	GC34090	(Authority California Cities Excess Liability Insurance) B Accreditation/MOU=s/agreement/agendas
Insurance, Certificates	P	GC34090	Insurance certificates filed separately from contracts, includes insurance filed by licensees
Insurance, Liability/Property	P	GC34090	May include liability, property, Certificates of Participation, deferred, use of facilities
Insurance, Workers	P	GC6410; 29	Indemnity; PERS – working files – originals
Labor Distribution	AU + 2	GC34090	Costs by employee & program
Medical Leave	CL + 30	FMLA 1993 US OSHA; 29 CFR ; 1910.20*	May include Family leave; certifications; tests; W-4's; *29 CFR 1602.30.32; 49 CFR 193-9;
Negotiation	P	29 USC Sections 211(c), 203(m), 207(g)	Notes, notebooks, correspondence, contracts, and Memorandums of Agreements
Non-Safety		seq	training, class training materials, internships;

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Non-Safety Employees	T + 3	Reference: 29 CFR 1627.3; CCR Sec 1174; 29 CFR 1602.30,32; GC6250 et seq; 29 CFR; GC 12946, 34090*	Non-safety employees may include: Release Authorizations; Certifications; Reassignments; outside employment; commendations disciplinary actions; terminations; Oaths of Office; evaluations-pre-employee medicals; fingerprints; identification cards (ID=s) *1607.4; 29 CFR 655.202; 29 CFR 516.6 et seq; 45 CFR 1068.6(a)
Payroll Adjustments	AU + 4	GC 34090 29 CFR 516.5 – 516.6	Audit purposes
PERS Employee Deduction Reports	T + 4	GC34090; CAC 22-1085-2	Record of deductions (PERS Public Employee Retirement System) *26CFR 31.6001-1; 29 CFR 516.5, 516.6, LC 1174(d)
Personnel (by name)	T + 7	GC 34090	Paperwork documenting officers=internal and external training
Personnel Records (copies)	CU + 2	GC34090; GC6250	Attendance; evaluations; drafts; worksheets; postings
Photographs, Negatives, Film	CL + 2	GC34090	
Recruitment	CL + 3	Reference: GC12946; GC6250 et seq; 29 CFR 1602 et seq 29 CFR 1607; 29 CFR 1627.3	Applications, resumes, alternate lists/logs, indices; ethnicity disclosures; examination materials; examination answer sheets, job bulletins; eligibility; electronic database
Register	P	GC34090; GC37207	Labor costs by employee & program
Reports	CU + 2	GC34090	Employee statistics, benefit activity, liability loss
Risk Management Reports	CL + 5	OMB 1220-0029; 29 CFR1904.4; GC 34090	Federal OSHA Forms; Loss Analysis Report; Safety Reports ; Actuarial Studies
Safety	CU + 2	GC34090	Certifications/designations
Safety Employees	T + 5	Reference: 29 CFR 16273; CCR Sec 1174; 29	Includes EAP and Recognitions
Salary Records	T + 3	GC34090; 29CFR 516.2	Deduction authorization, beneficiary designations, unemployment claims, garnishments

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Surveys and Studies	CU + 2	GC 12946, 34090; 29 CFR 516.6(2); 29 CFR 1602.14	Includes classification, wage rates
Training Records	CU + 7	GC6250 et	Employee applications, volunteer program
Workers Compensation	P	CCR 14311; 15400.2; CA Labor Code 110- 139.6	Claim Files, Reports, Incidents (working files) originals filed with Administrator
INFORMATION TECHNOLOGY			
Internet, World Wide Web	S + 2	GC34090	Management/Policies and supporting documentation
Inventory, Information Systems	S + 2	GC34090	Hardware/Software Inventory logs; systems manuals
Network Information Systems (LAN/WAN)	CU + 4	GC34090; CCP 337.2; 343	Configuration maps and plans
Program Files and Directories	CU + 2 CU + (2 mos.) CU + 1 CU + .5	GC34090; GC34090.7	Annual backup Daily backup Monthly backup Weekly backup
Tapes Information Systems	CU + 2	GC34090	System Generation
TREASURER INVESTMENT			
Bond Account Statements	CL + 10	GC34090; CCP 337.5	Monthly statement of transactions.
Bond Administration	CL + 10	GC34090; CCP 337.5	Supporting documents
Bond, Personnel Fidelity	T + 2	GC34090	Employee Fidelity Bonds
Bonds	CL + 10	GC34090; CCP 337.5	Final bond documentation
Bonds and Coupons	CL + 2	GC34090; 53921	Paid/canceled
Bonds, Insurance	P	CCP 337.2; 343	Bonds and insurance policies insuring city property and other assets
Financial Records	P	GC 34090, 40802, 53901	
Investment Transactions	P	GC34090; CCP 3347; GC 53607	Summary of transactions, inventory & earnings report
Management Reports	2	GC 34090	
Public Financing Authority Administration	P	GC 34090	
UTILITY			
Applications	CL + 2	GC34090	Utility connections, disconnects, registers, services

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Billing Records	AU + 2	GC34090	Customer name, service address, meter reading, usage, payments, applications/cancellations
Invoices	AU + 2	GC34090	Copies sent for fees owed, billing, related documents
Meter Reading	CU + 2	GC34090	
Utility Billing	CU + 2	GC34090	Billing including monthly activity
Utility Rebates	CU + 2	GC34090	

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- ALL DEPARTMENTS (RECORDS THAT MAY PERTAIN TO ALL DEPARTMENTS CITY WIDE)

GENERAL SUBJECT			
Administration	P	GC 34090	
Awards/Certificates (departmental)	CU + 3		
Biographies	CU + 2	GC34090	
Classifications and Appointments	P	GC 34090; GC12946; 29 CFR 516.6(2); 29 CFR 1602.4	Includes supplemental Personnel records. Wage rate tables 2 years.
Correspondence/ Originating Department	CU + 2	GC34090(d)	If not attached to agreement or project file
Goals & Objectives	CU + 2	GC34090	Departmental goals & objectives
Policies & Procedures, Departmental	S + 5	GC34090(d)	Retain while current
Promotional Marketing			
External	CU + 7		
Internal	2		
Reports			
Departmental	CU + 2	GC34090	Special/or final summary, review or evaluation
Staff	CU + 2	GC34090	Non-agenda related, includes supporting documentation
Special Projects	CU + 2	GC34090	
Support Services	CU + 2	GC34090	Reproduction; printing; postal/ mailing services, other internal resources
Travel Records	CU + 2	GC34090	
GRANTS			
Community Development Block Grant and Urban Development	T + 4	CG34090; 24 CFR 570.502 24 CFR85.42*	Applications, reports, contracts, supporting documents; *OMB Cir. A-102, A-110, A-128
Federal and State	CL + 5	GC34090	Refer to grant application close-out procedure
Financial Records	CL + 5	GC34090	Refer to grant application close-out procedure
Unsuccessful	CL + 2	GC34090	Applications not entitled
LEGAL/LEGISLATIVE			
Agendas	CU + 10	GC34090	Original agendas and special meeting notices, including certificates of posting, original summaries, original communications and action agendas for Council, Boards and Commissions

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Agenda Reports (Master, Subject Files)	CU + 10	GC 34090 (d)	Documentation received, created and/or submitted to Council
Certificates of Insurance (General)	AC + 4	CCP 339	General certificates of insurance in connection with goods and services
Certificates of Insurance (construction related)	CL + 10	CCP 337.15	Certificates of insurance related to capital improvement projects or other city construction projects
Contracts and Agreements Excl. Capital Improvement	T + 5	CCP 337.2, 343; B&P7042.5;*	Includes leases, equipment services or supplies *PU7685; 48 CFR:2; GC53066
Incl.Capital Improvement	P	2.08.110;*	Construction *GC37090a; 4004; H&S 19850
Legal Advertising	CU + 4	CCP 343,349 et seq.; GC911.2; GC 34090	Includes public notices, legal publications
Minutes	P	GC34090(d); GC36814; GC40801	Official minutes and hearing proceedings of governing body or board, commission or committee
Notices, Meeting	CU + 2	GC 34090.7, 54960.1(c)(1)	Special meetings
Petitions	CU + 1	GC50115; GC6253	Submitted to legislative bodies
Resolutions	P	GC34090(d) 40801	Legislative actions
Tapes, Audio/Video	1 year	GC 3490.7 7-1-2008	When used for minute preparation and may have historical value.
PUBLIC INFORMATION			
Brochures, publications, newsletter, bulletins	S + 2	GC 34090	
Calendar, City	CU + 2	GC 34090	
Media Relations	CU + 2	GC 34090	Includes cable, newspaper, radio, message boards, presentations.

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• **CITY ATTORNEY – LEGAL**

LEGAL/LEGISLATIVE			
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Appeals, Civil	CU + 3	CCP 583.320(a)(3); GC 34090	
Articles of Incorporation	P	GC34090; CCP 337.2	
Case Log	CL + 7	CCP 337.2; 343	From Close of cases listed; Chronological listing of cases
Case Records	CO + 7	42 USC S1983	Includes logs, complaints, police reports, court orders, motions, notes, briefs, closing statements (unless minors - years after attaining 18)
Closed Session confidential memos	AC + 2		
Index, Attorney Case	L	GC6254	Including notations on activities related to case
Litigated cases	P	GC34090	Court documents/agreement re: final actions/settlements (received from legal counsel after disposition)
Logs, Attorney Service Request	CU + 2	GC34090	Service request, summaries of monthly requests
Non-Litigated Investigation Files	CU + 2		Potential claim files, civil claims files not resulting in litigation, any other investigation records not resulting in litigation
Opinions	S + 2	GC34090; GC6254	Confidential

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• CITY CLERK			
ELECTIONS			
Affidavit Index	CL + 5	EC 17001	
Applications, Absentee Ballots and Envelopes	E + .5	EC 17505; EC17302	From date of election
Assisted, Challenged Voters List	E _ .5	EC 17304	From date of election
Ballots	E + .5	EC 17302	From date of election; ballots submitted to precincts/City Clerk that were not used – unless contested (EC 17302(c)) retention by court order
Ballots Prop. 218 (Assessment Districts)	P	California Constitution Art. XIII	Property related fees (Assessment Ballot proceeding)
Code of Fair Campaign Practices	30 Days	EC 20442	
Election Work Files	CU + 2		
Council campaign statements Elected Officials	P	GC 81009	
Council campaign statements (not elected)	CU + 5	GC 81009	
Misc. reports or statements received by the City Clerk	CU + 2	GC 81009	
FPPC Forms 801 & 802	T + 7	GC 81009	
AUDIT			
Statement of economic interest – Not Elected	E + 5	GC 81009(b)	FPPC Filings
Conflict of Interest Statements (includes FPPC Annual Filing	CU + 7	GC 81009	Form 700
Lobbyist Registration	P	EC 81009(b)	Statements
Maps, Precincts/Voter Information	E + 2	GC34090; EC 17501; EC 17301	
Nomination Papers Successful Unsuccessful	E + 4 E + 2	EC 17100 GC 81009(b)	
Notifications and Publications	E + 2	GC 34090	Proof of publication or posting, certification and listing of notice of posting; copy of newspaper notice and

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			certification of offices to be voted for at forthcoming election
Oaths of Office	T + 6	CG34090; 29 USC 1113	Elected Officials
Petitions	.75	EC 17200, 17400; GC 7253.5; EC 14700 + GC 3756:8	From date of filing or election; Initiative, referendum, recall, Charter Amendments
Precinct Records	E +.5	EC 17503	From date of election: Precinct official material; declaration of intention, precinct board member applications, orders appointing members of precinct boards and designating polling places Includes notice of appointment of office and record of service
Roster (Of Voters)	E + 5	EC 17300	From date of election; Initiative, referendum recall, general municipal election, Charter Amendments
Voter Affidavits	CL + 5	EC 17000	
Voter Registration Signature Copy	CU + 5	EC 17000	Fire, special or school district
Applications, Boards, Commissions, Committees	CL + 2	GC34090	Not selected
Applications, Boards, Commissions, Committees	T + 5	GC34090; GC40801	Selected
Municipal Code/Ordinances/Ordinance Posting Affidavits	P	GC34090(d)4 0806	Charter amendments; municipal code
MUNICIPAL CLERK			
City Council communication	CU + 2		
Formal Written Correspondence	CU + 2		
Inventory, Records	CU + 2	GC34090; 80 OPS Atty. Gen. 106	Inventory of non-current or inactive records holdings and location, indices. Tapes may be recycled.
Legal Advertising	CL + 4	GC 34090	Legal hearing notices for City Council Public Hearings
Legislative Body Agendas (City Council)	CL + 10	GC 34090	

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Legislative Body Minutes (City Council)	P	GC 34090	
Legislative Body Staff Reports (City Council)	CL + 10	GC34090	
Municipal Code	P	GC 34090	Supplements included
Public Records Request	CL + 2	GC 34090	
Records Management	CL + 2	GC34090	Document includes retrieval, transfers - inactive
Records Management Disposition Certification	P	GC34090	Documentation of final disposition or records
Records Retention Schedules	S + 4	CCP 343	
Policy, Council	S + 2	GC34090	Policies, directives rendered by Council not assigned a resolution or ordinance number
Proclamations	CU+ 2		Originals are presented in person or mailed

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• **DEVELOPMENT (TO INCLUDE BUILDING, ENGINEERING, PLANNING)**

ADMINISTRATION			
Benchmark Data	CU + 2	GC34090d	Horizontal, vertical & control
Bids & Proposals (Unsuccessful)	CL + 2	GC34090d	
Bonds Development	CL + 10	CCP 337.5	Housing; Industrial Development
Security	CL + 2	GC34090	Documentation created and or received in connection with the performance of work/services for the city, or for parcel maps and subdivision work
Code Books	P	GC34090e	National Electrical Code, Uniform Building, Fire, Mechanical, Plumbing & Supplements
Contractor	CU + 2	GC34090d	Current listing
Correspondence	CU + 2	GC34090d	Working documentation
Development Conditions	L	GC34090	Mitigation measures; filed with case files
Development Agreements	P	CCP337, 337.1(a), 337.15; GC34090;48 CFR 4.703	Infrastructure contracts, franchises. Original maintained for 7 years.
Development Standards	P	GC34090a	Landscape mediums, parkway landscape development, public works construction
Drawings, Project Plan	CU + 2	GC34090d	Does not include those usually filed with case or project
Franchises	P	GC65864, 65869.5, 34090*	Including subdivision agreements, contracts for sale or purchase of property, cable grant of easements and/pr involving construction of improvements *CCP 337.2, 343; AC16023
General Subject Files	CU + 2	GC34090d	Internal working files including correspondence
Grants, Community/Urban Development (includes CDBG)	CL + 4	24CFR 570.502(b) (3); 241CFR 85.42 & OMB Cir. A- 110, Attach. C;*	Project files, contracts, proposals, statements, reports, sub-recipient dockets, Environmental review, grant documents, applications, inventory, consolidated plan, etc. Includes Section 108 loan guarantee *OMB Cir. A-102 & 128, HUD regulations
Historic Preservation Inventory	2	GC34090d	Historic structures & landmarks
Incident Files	2	GC34090d	Emergency Call Outs

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Land Uses, nonconforming	P	GC34090a	Building or site usage which does not conform to current standards
Logs	CU + 5		Logs, registers or similar records listing permits, certificates of occupancy issued; may include inspection, building activity, daily, plan check, utility
Maps & Plats	P	GC34090a	Engineering & field notes and profiles; cross-section of roads, streets, right-of-way, tracts, block, storm drains, water easements, bench marks, trees, grading, landfill, fire hydrants, base maps, etc.
Master Plans, Annual	S + 2	GC34090	Special or long range program plan for municipalities – coordination of services; strategic planning
Permits, Construction	P	GC34090a; H&S19850; 4003; 4004	Plans, building, signs, grading, encroachment, including blueprints and specifications
Permits, Other	CL + 2	GC34090d	Alterations, encroachment, excavations, road, street sidewalks & curb alterations, transportation, swimming pool drainage, temporary uses, etc.
Photographs	S + 2	GC34090d	Aerial photographs
Projects, Not Completed or Denied	CL + 2	GC34090d	Building, engineering, planning
Reports	CU + 2	GC34090	Activity, periodic
Seismic Retrofit Program	P	GC34090a	Includes Certificates of Compliance
Street Names and House Numbers	P	GC34090a	Street dedications, closings, address assignment/changes
Studies, Special Projects & Areas	CL + 2	GC34090d	Engineering, joint powers, noise, transportation
Surveys	P	GC34090a	Recording data and maps
BUILDING			
Blueprints, Specifications	CL + 2	GC34090d	Submitted by contractors with application for permit and builds for Certificate of Occupancy
Certificates	L	GC34090a	Compliance, elevation, occupancy which affect real property
Construction (Approved)	P	GC34090a; 4003; 4004; H&S 19850, 19853	New commercial and residential construction, tenant improvements room additions, spa, signs, block wall, remodel including security bonds
Inspection	CL + 2	GC34090d	Correspondence, fees, appeal requests, reports

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Permits	P	GC34909a; H&S 19850; 4003;4004	Plans, building, signs, grading, encroachment permits
Signs (Temporary)	S + 2	GC34090d	Home occupations, off-premise signs
CODE ENFORCEMENT			
Abandoned Vehicles	CL + 2	GC34090d	
Case Files	CL + 2	GC34090d	Building, housing and mobile home code violation records including inspections; public nuisance rubbish and weed abatement, vehicle abatement, citations, massage parlor permits, general
Liens & Releases, Supporting Recorded	CL + 2 P	GC34090	Utilities, abatement, licenses
Logs	CU + 2	GC34090d	Lien Recovery, citations, complaints
Regulations	S + 2	GC34090d	Includes rules
Reports, Federal and State	P	GC34090a	Code enforcement statistics; may contain records affecting title to real property or liens thereon
Violations, Building, Property & Zoning	CL + 2	GC34090d	Supporting code enforcement activity
ENGINEERING			
Capital Improvement Projects	CL + 10	CC337.15	Supporting documents including bidders list, specifications, reports, plans, work orders, schedules, etc.
Construction Tracking, Daily	P	GC34090a	Signs, signing & striping, road construction
Flood Control	CL + 2	GC34090d	Storm Drains
Special Districts	P	GC34090a	Supporting documents re: improvement, lighting, underground utility; bonds, taxes & construction
Street/Alley (Abandonment/Vacation)	CL + 2	GC34090d	Relinquishment of rights and fee title
Traffic Signals	CL + 2	GC34090d	Counts, collisions, accidents
ENVIRONMENTAL QUALITY			
Air Quality (AQMD)	CU + 7	CCP 338(k); GC34090	Participants/voucher logs, Total Daily Mileage Survey (TDM); various local authorities; Commute Alternative
Asbestos	P	GC34090a	Documents abatement projects, public buildings

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California Environmental Quality Act (CEQA)	P	GC34090a + CEQA Guidelines	Exemptions, Environmental Impact Report, Mitigation monitoring, negative declaration, notices of completion and determination, comments, statements of overriding considerations
Congestion Management	CU + 2	GC34090d	Ride sharing, trip reduction
Environmental Review	CL + 2	GC34090d	Correspondence, consultants, issues, conservation
Pest Control	CU + 2	GC34090d	Pesticide applications, inspections & sampling, documents
Soil	CL + 2	GC34090d	Analysis, construction recommendations
Soil Reports	P	GC34090d	Final Reports
HOUSING			
Bonds	CL + 4	CCP 337	Revenue Bond Documentation
Programs	CL + 3	24 CFR 570.502(b) (3); 24 CFR 85.42 & OMB Cir. A-110, #C	Includes comprehensive Housing Authority Strategy, Meeting Credit Certificate, Housing bond advisory, HOME, In-Lieu Housing Mitigation, Low/Moderate Housing, Rental Housing Assistance
Redevelopment Budgets	P	GC 34090, 40802, 53901	Includes annual audit
Bond Issues	P	GC43900 et seq.	
MUNICIPAL FACILITIES			
Capital Improvements, Construction	P	2.083110; GC34090a; 4004; H&S 19850; GC34090a	Contains records re: Planning, design construction, conversion or modification of local government-owned facilities, structures & systems
Facilities Rentals/Use	CU + 2	GC34090	Permits, contracts, diagrams, schedules, insurance binders
Maintenance & Operations	CU + 2	GC34090d	Service requests, invoices, supporting documentation; buildings, equipment, field engineering, public facilities, including work orders and graffiti removal
PLANNING			

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Case files, Planning and Zoning	P	GC34909a; H&S 19850; 4003; 4004	Pertains to real property. May include blueprints, drawings, maps, plans, reports, evaluations, correspondence, uses, permits, variances, studies, appeals, compliance certificates, lot line adjustments or other planning-related matters brought before legislative body
Certificates	L	GC34090	Retain during life of structure
Flood Records	CU + 2	GC34090	
General Plan and Elements	P	GC34090	Includes sphere of influence
General Plan Amendments Approved Denied	CL + 2 CU + 3	GC34090 GC65103; *	*GC50110
Interpretations	CU + 2	GC34090	
Maps, Plans, Drawings, Exhibits, Photos	P	GC34090; H&S 19850; GC34090.7	Zoning, tentative subdivision, parcel, land use map, aerial photos, specific plans
PROPERTY			
Abandonment	P	GC34090a	Buildings, Condemnation, Demolition
Acquisition/Disposition	CL + 10	GC34090a; GC6254	Supporting documents re: sale, purchase, exchange, lease or rental of property by City
Annexation Case Files	P	GC34090a	Reports, agreements, public notices
Appraisals	CL + 2	GC34090; GC6254(h)	Exempt until final acquisition or contract agreement obtained
Deeds & Promissory Notes	P	GC34090a *	* 24 CFR 570.502(b)(3); 24 CFR 8.42 & OMB Circ. SA-110
Maps, City Boundary	P	GC34090d	Recorded maps, surveys, monuments
Lot Split Cases	P	GC34090	
Relocation Files	CL + 2	GC34090	e.g., Redevelopment
Bids, RFQ's, RFP's Successful Unsuccessful	AU + 4 AU + 5 CU + 2	GC34090; CCP 337; *	Requests for Qualifications; Requests for Proposals regarding goods and services *GC 25105-1; GC 34090

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• FIRE EMERGENCY/FIRE SAFETY			
Mutual Aid, Strategic Plans	S + 2	GC34090	
ADMINISTRATION			
Books, Fire Code	S + 3	GC34090.7 CCP 340.5	Includes OPS manuals
General Orders, Policies/Procedures	S + 2		
Inspections, Fire Prevention	CL + 3	UFC 103.34	Alarm/sprinkler systems, prevention efforts
Investigations, Evidence Arson	P	PC 799	Support prosecution resulting in homicide
Investigations, Evidence Arson	CL + 6	PC 800	Great bodily harm, inhabited structure or property
Journals, Fire Station	CU + 2	GC34090	Activities, personnel, engine company
Permits, Uniform Fire Code	CL + 2	GC34090	
PERSONNEL			
Exposure	T + 30	29 CFR 1910,1020	Sampling results, collection methodology, background
Exposure	T + 1	29 CFR 1910.1020	Laboratory reports and worksheets
Medical	T + 30	29 CFR 1910.1020	
Medical	T + 2	29 CFR 1910.1020; *	Employees less than one year *GC34090
Training	T + 2	GC34090	Certifications/designations
PROPERTY			
Apparatus/Vehicle	CU + 2	GC34090 CCP 340.5 *	Repair and Maintenance *8 CAL Code Reg. 3203 (b) (1)
Inventory, Equipment & Supplies	CU + 2	GC34090	
Logs, Fire Equipment/Gear	CU + 2	GC34090	
REPORTS			
Incident	CL + 3	GC34090 CCP338 *	Dispatch and daily logs *CCP 340.5
Field, Non-fire and Logs	CU + 2	GC34090	

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Fire, Non-arson and Logs	CU + 5	GC34090	
Investigations, Evidence Arson	CL + 5	PC 801; UFC 104.32	Structure
Weed Abatement	CL + 5	GC34090	Reports, assessments, resolutions, documentation
Hazardous Waste Disposal	CU + 10	CAL OSHA; 40 CFR 122.21	Documentation re handling and disposal of hazardous waste
Permits, Hazardous Materials Storage	CU + 5	GC34090	Departments consistently recommend permanent retention of environmentally sensitive materials
Programs, Household Hazardous Waste	S + 2	GC34090	
Training Materials	S + 2	Cal Code *	Standards and Administration *Reg. 3204(d), et seq.
Underground Storage Tank Compliance Maintenance & Oper.	P CU + 2	GC34090a GC34090	Documents re: storage Location, installation, removal, remediation

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• POLICE DEPARTMENT/LAW ENFORCEMENT			
Alarm Records		CU + 2	GC 34090
Grievance Files	Grievance filed by Employees, supporting documentation	CL + 2	GC 34090
Internal Affairs Investigations/ Complaints	Initiated by citizens' complaints or internally initiated; includes complaint, reports, findings	CL+ 5	EVC 1045, GC 12946, 34090 PC 801.5, 803(c), 832.5, VC 2547
Department Manual/Polices & Procedures	Changes to manual are recorded in General Orders	S + 2	
General Orders		P	GC 34090
Personnel Background Packet(hired)		Separation + 5	29 CFR 1627.3(b)(1), 29 CFR 1602.14; GC 12946, 45090
Personnel Background Packet- Unsuccessful (not hired)		CL + 3	29 CFR 1627.3(b)(1), 29 CFR 1602.14; GC 12946, 45090
Field Training Officer Program		Separation +5	GC 34090.7
Personnel Files		Separation + 5	GC 34090.7
Personnel Psychological & Polygraph -Successful		Hire Date	GC 34090
Personnel Psychological & Polygraph -Unsuccessful (not hired)		CL + 3	29 CFR 1602 & 1627.3(a)(5) & (6), 2 CCR 7287.0(c)(2) GC 12946,34090
Department Recruitment and Selection Files		CL + 3	GC12946; GC 6250, 29 CFR 1602, 29 CFR 1607, 29 CFR 1627.3
Department Time Sheets		CU + 2	GC 34090
Routine Video Recordings	Example: Body Cam, In-Car Video, Building Security	CU + 1	GC 34090.6, 26202.6, 60201 PC 832.18 Those videos determined to be evidence are retained as evidence.
Dispatch & Communications Records	911 Emergency Call Logs	CU + 2	GC 34090,34090.6, 26202.6

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	Audio Recordings Radio Recordings CAD Log		Those recordings determined to be evidence are retained as evidence.
Equipment – Communication	Manuals, instructions, procedures	T + 2	GC 34090
Equipment – Inventory	Listing of equipment and to whom it is assigned	S + 2	GC 34090
Vehicle/Apparatus	Repair and Maintenance	CU + 2	GC 34090
Licenses	Dog license, Bicycle etc.	CU + 2	GC 34090
Pawn/Tickets		CU + 3	BP 21628
Citations	Originals forwarded to Court	CU + 2	GC 34090, 34090.7
Crime Reports – All Felonies EXEPT those specifically mentioned in the schedule: Domestic Violence	Providing there are no warrants, unadjudicated, unrecovered identifiable items, criminal deaths, and is not classified under PC 800 & 290, & HS 11850	CU + 10	H&S 22361.5, GC 34090, PC 802, PC 187, 800 et seq.
Crime Reports – All Misdemeanors & Attempted Suicides, 5150, HazMat (Complaint/No Complaint), Information Only, 871 W&I, Non-Fatal Collisions and 20002 CVC, Stored/Impounded/Towed Vehicle Reports EXEPT those specifically mentioned in the schedule		CU + 5	GC 34090
Crime Reports – Found Property, Death by Natural Cause		CU + 2	GC 34090
Crime Reports – Misdemeanor or Infraction	Except those with outstanding stolen	CU + 2	“Shall” Destroy; GC 68152(e)(8)

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– Adult Marijuana Violations- HS 11357(b)(c)(d)(e) or HS 11360(b) (with procedure in H&S 11361.5)	property, including firearms or lost firearms		
Crime Reports – Misdemeanor or Infraction – Juvenile Marijuana – HS 11357(E)		CU +2 or Juvenile is 18 years old	“Shall” Destroy; HS 11361.5
Crime Reports – Missing Person – Outstanding		P	GC 34090
Crime Reports – Sealed Juvenile and Ward Cases	Except those with outstanding stolen property, including firearms or lost firearms; Statute of Limitations runs up to age of majority+8years; sealed records for juveniles and ward of the court must be destroyed 5 years after sealing date	Sealing date + 5	CCP 340.1, GC 26202, WI 389(a) 781(d)
Crime Reports – All offenses punishable by death or life imprisonment, or involving embezzlement of public funds, suicide, child sexual assault or child sexual abuse		P	PC 261, 286, 288,288a, 288.5, 289.5,290, and 799
Crime Reports – Factually Innocent Petition accepted Records Sealed Pending Destruction	Except those with outstanding stolen property, including firearms or lost firearms	Date of Arrest +5	“Shall” Destroy; GC 26202; PC 851.8(a)
Crime Reports – Firearms entered into CLETS (if not permanent record)		Until Firearm Found or Recovered	PC 11108(b); GC 34090
Crime Reports – Misdemeanor or Infraction Marijuana 11357(e) Juvenile on School Grounds		Offender is 18 years old	“Shall” Destroy; HS 11361.5, 11357(e)

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during School Hours (with procedure in HS 11361.5)			
Crime Reports – Information only/Non-Criminal/Outside Assistance/City Ordinance Violations/Closed missing persons and runaway reports		CU + 5	GC 34090
Criminal Registrants – Narcotic/Gang		CU + 5	GC 34090; HS 11590, 11594(a), PC 186.32
Criminal Registrants – Sex Offenders/Arsonist		Life of Offender + 2	GC 34090, PC 290(b)
Criminal Registration for Juveniles Released from California Youth Authority		Life of Offender + 2 or Sealing Date + 5 years	PC 290 or sealing pursuant to WI 781
Traffic Collisions – Fatalities		P	
Records of Gun/Narcotic Destruction		P	
Juvenile Detention Logs		CU + 2	GC 34090
CCW Applications – Approved		Expiration + 2	GC 34090
CCW Applications – Denied		CU + 2	GC 34090
Subpoenas		CU + 2	GC 34090
Statistical – Crime Analysis	Internally Generated Information	CU + 2	GC 34090
UCR	Filed Online with the State	When no longer needed	GC 34090
Seized or Unclaimed Property Records	Documents tracking and management of physical property seized by police department but unclaimed, and not assigned a case number or considered evidence	CU + 2	
Press Releases		CU + 2	GC 34090
Volunteer Files		CL +2	GC 34090
Canine Program Files – Action Reports, Monthly Reports	When no longer needed	Minimum CU + 2	

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Canine Program Files – Animal Files		Separation + 3	FA 32003(e), Pc 597.1(d) GC 34090 et seq.
PAS Device Calibration Logs		CU + 2	GC 34090
Special Event Action Plans	When no longer required	Minimum CU + 2	GC 34090 et seq.
Personnel Training File		Separation + 5	29 CFR 1627.(b)(ii), 8 CCR3204(d)(1) et seq., GC 12946,34099
Training – Department Course Training Records (Attendance Rosters, Outlines and Materials: includes Use of Force training, safety training, etc.)	When no longer required	Minimum CU + 7	29 CFR 1627.(b)(ii), 8 CCR3204(d)(1) et seq., GC 12946,34099
GROUND TRANSPORTATION			
Auto for Hire	T + 4	GC34090	

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- **PUBLIC WORKS/ENGINEERING**

PARKS			
Agendas, Board	CU + 5	GC34090	
Grants (<i>refer to Admin.</i>)			
Inventory, Equipment	AU + 2	GC34090	Warranties, purchase orders
Landscape	CU + 2	GC34090	Drawings, contracts, complaints, specifications, photos, reports
Maintenance/Operations	C + 2	GC34090	Includes work orders, inspection, repairs, cleaning, reports, complaints
Maps	P	GC34090	Irrigation, plot plans
Minutes, Board	P	GC34090	
Photographs	S + 2	GC34090	
Plans, Proposed	CU + 2	GC34090	Future plans, new sites, expansions
Policies and Procedures	S + 2	GC34090	Includes rules and regulations
Railroad Right-of-way	CL + 3	36 CFR 64,11	Land acquisitions, correspondence, improvements, statutory records
Reports			
Accident	CL + 2	GC34090	Patrons, employees
Others	CL + 2	GC34090	
Studies	CL + 2	GC34090	Future sites, expansions
Resolutions, Board	P	GC34090	
Schedules, Class & Events	CU + 2	GC34090	Enrollment, liability releases, evaluations, attendance, flyers
SANITATION/ SOLID WASTE/ WASTEWATER			
Collections/Landfill	CU + 2	GC34090	Daily records, usage
Facilities	CU + 2	GC34090	Correspondence, maps, patron list
History, Sanitation	P	GC34090	Where City-owned
Incineration Plants, Sludge	CU + 2	40 CFR 61.54	Sludge, sampling, charging rate to measure mercury content
Incinerator Operations, Treatment Plant	CU + 2	40 CFR 60.153	Gas flow through wet scrubbing, oxygen content of exhaust gas, sludge rate, temperatures, fuel flow, total solids and volatile solids
Maintenance and Operations	CU + 2	GC34090	Includes work orders, inspection repairs, cleaning, reports, complaints
Maps, Septic Tank	P	GC34090	Location maps
Rates	CU + 2	GC34090	
Recycling Programs	S + 2	GC34090	
Regulations	S + 2	GC34090	Includes legislation
Reports			

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Studies	CL + 2	GC34090	
Tonnage	CU + 2	GC34090	
STREETS/ALLEYS			
Abandonments/Vacations	P	GC34090	
Closures	P	GC34090	
Easements, Dedications, Rights-of-Way	P	GC34090	
Field Books	P	GC34090	
Grants (<i>see Admin.</i>)			
Intersection Records	CU + 2	GC34090	Includes correspondence, volume counts, accident history
Inventory, Traffic Control Device	S + 2	GC34090	Signs, lights
Landscaping	CU + 2	GC34090	Plants, tree maintenance, work orders
Lighting	CU + 2	GC34090	Maintenance, work orders
Maintenance/Operations	CU + 2	GC34090	Includes work orders, inspection, repairs, cleaning, reports, complaints, signals, striping
Maps	P	GC34090	Fire hydrants, lighting districts, wheel chair ramps, storm drains, streets, sidewalks, sewers
Master Plans	CU + 2	GC34090	Copies
Parking			
Lots	CU + 2	GC34090	
Regulations	S + 2	GC34090	
Reports/Studies	CL + 2	GC34090	
Permits			
Encroachment	P	GC34090	
Improvement	CL + 2	GC34090	May include curbs, sidewalks; Applications for excavation, fill, alterations
Oversize Load	CL + 2	GC34090	
Parking	CL + 2	GC34090	Residential
Paving	CL + 2	GC34090	
Use (Temporary)	CU + 2	GC34090	Includes Special Events
Photographs	S + 2	GC34090	Includes aerials
Plans, Capital Improvement, Projects	P	GC34090	Streets, curbs, gutters, sidewalks, storm drains
Policies and Procedures	S + 2	GC34090	Includes rules, regulations, standards
Naming and numbering	P	GC34090	
Speed limits	S + 2	GC34090	
COMMUNITY SERVICES			

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Libraries	CU + 2	GC34090	Books, art, gifts, donations, exhibits, theatre, music, special events, etc.
Plaques	P		Historic value
Sports Organization	S + 2		
Parades & Special Events File	CL + 2	GC34090	Reports, memos, correspondence, scripts, supplier information, assignments, deployments, supporting documentation
Programs			
Federal Aid Urban	CL + 3	23 CFR 633 (a) & (c)	
Traffic Safety	S + 2	GC34090	Drivers Education, Pedestrian Safety, Bicycle Lanes
Reports			
Bridges & Overpasses	L	GC34090	Life of structure
Inspection	CU + 2	GC34090	Includes intersection, sidewalks. Bridges and Overpasses, keep life of structure
Studies	CL + 2	GC34090	Traffic volume, accident history, requests, statistics, drawings supporting traffic devices
Traffic Count	CL + 2	GC34090	Evaluation of traffic volume
Vehicle Accident	CL + 2	GC34090	
Routes, School Bus & Truck	S + 2	GC34090	Truck routes, access ramps, rest areas
Signage	L + 2	GC34090	Log books, index register cards, inventory lists, recordings of traffic signs
Traffic Signals	L		Logs, drawings, wiring diagrams, codes, circuit numbers, installation records, testing and maintenance.
Weigh Scales	S + 2	GC34090	

UTILITIES			
Facilities	T + 2	GC34090	If city owned
Gas & Electric Rates	S + 2	GC34090	
Underground	P	GC34090	GC4003, GC4004; H&S 19850
WATER			
Billing/Customer Records	CU + 2	GC34090	Billings, correspondence, complaints

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Connection Records	P	GC34090	Maps, water line connections
Flood Control			
Drainage Facilities	P	GC34090	Includes dams, lakes, basins, creeks
Flood Zones	P	GC34090	Includes flood maps
Insurance Programs	S + 2	GC34090	Includes copies of policies, rules, programs
Policies/Procedures	S + 2	GC34090	Rules and Regulations
Reports/Studies	CL + 2	GC34090	
Grants (<i>see Admin.</i>)			
Inventory, Equipment	CU + 2	GC34090	
Locations	P	GC34090	Mains, valves, hydrants, wells
Maintenance and Operations	CU + 2	GC34090	Includes work orders, inspection, repairs, cleaning, reports, complaints
Service	CU + 2	GC34090	Includes work orders, entry cards, manholes, service to property owners
Well & Pumping	CU + 2	GC34090	Times operational, power used and quantity
Maps	P	GC34090	Line location; easements
Master Plans	CU + 2	GC34090	Copies
Meter Operations	CU + 2	GC34090	Reader reports, orders, tests Maintenance Reports
Permits			
National Pollutant Discharge Elimination System (NPDES)	P	40 CFR 122.28	Municipalities of 100,000/more, compliance with Clean Water Act re: pollutants
Others	CU + 2	GC34090	May depend on terms of state or federal agency
Policies and Procedures	S + 2	GC34090	Includes rules and regulations
Rates	S + 2	GC34090	
Reclamation	CU + 5	40 CFR 122.41	Daily operations including sewage flow, grit removal, chlorine usage, lab analysis results, etc.
Reports			
Conservation	CU + 2	GC34090	
Consumption	CU + 2	GC34090	
Corrosion Control	CU + 12	40 CFR 141.91	Compliance documentation
Discharge Monitoring	CU + 5	40 CFR 122.41	Average amount of pollution discharged into waters of municipality.
Drinking Water Corrections	CU + 10	40 CFR 141.33	
Hydrograph	P	GC34090	Daily flow of streams

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Lead Service Line	CU + 12	40 CFR 141.91	Compliance documentation
Public Education	CU + 12	40 CFR 141.91	Compliance documentation
Quality Parameters	CU + 12	40 CFR 141.91	Compliance documentation
Sanitary Surveys	CU + 10	40 CFR 141.33	Statistics, reports, correspondence
Source Water	CU + 12	40 CFR 141.91	Compliance documentation, e.g. lead & copper
State Certification	CU + 12	40 CFR 141.91	Compliance documentation
Variations, Water System	CU + 5	40 CFR 141.33	
Well Level	CU + 2	GC34090	
Sources	CU + 2	GC34090	May include wells, rivers, lakes, districts
Surveyor Field Notes	P	GC34090	Notes preparatory to maps of water installations

Surveys, Water System Sanitary	CU + 10	40 CFR 141.33	Statistics, reports, correspondence
Tests			
Bacteriological Analysis	CU + 5	40 CFR 141.33	Compliance records include location, date, method and results; corrections, analysis of bacterial content
Chemical Analysis	CU + 10	40 CFR 141.33	Compliance records include location, date, method used and results; corrections, analysis of chemical content
Quality	CU + 12	40 CFR 141.91	Compliance documentation including sampling data, analysis, reports, surveys, documents, evaluation, schedules, valves, etc.
Valve Main Records	P	GC34090	
Violations, Drinking Water	CU + 3	40 CFR 141.33	Retention applies to each violation
ADMINISTRATION			
Agreements	T + 4	CCP 337	Including concessionaire, facility storage

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Applications Parking	T + 2	GC34090	Payment invoices, inventory listings, billing correspondence and other related documents
Special Events	CU + 2	GC34090	Permits, correspondence, related documents re use of rights of way
Fueling	AU + 3	CCP 337	Meter readings, fuel consumption reports, invoices, receipts and records pertaining to refueling operations
Hazardous Waste Disposal	CU + 10	CAL OSHA; 40 CFR 122.21	Documentation re: the handling and disposal of hazardous waste
Inventory, Equipment Parts & Supplies	L + 2		Includes vehicles, and related documents re repairs
Inventory, Vehicle Ownership and Title	L + 2		Owner's manual, warranty documents, Department of Motor Vehicle title and registration, and related documents
Licenses, Permits	CU + 2		Forms, related documentation re: licenses and permits required by federal and state agencies
Maintenance/Operations	L + 2	GC34090	Related to requests for service and work orders for fuel, vehicle and equipment maintenance and repairs
Report, Accident (Copies)	CU + 2	GC34090	Memos and working documents
Vehicle Assignment	CU + 2	GC34090	Log books, request forms, lists

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EXHIBIT B/Certification of Records for Destruction

MEMORANDUM

DATE: XX/XX/XX
TO: Department Head
City Attorney
City Clerk
FROM: Department Head
SUBJECT: REQUEST FOR RECORDS DESTRUCTION

On _____, 20____, the City Council adopted Resolution No. _____ establishing the City of Sebastopol’s Records Retention Policy.

In accordance with that policy and schedule, certain records have been identified as eligible for destruction. A listing of those records and relevant sections from the records retention schedule are attached.

After a thorough review of the records described in the attached lists, I hereby certify that, to the best of my knowledge, the records are no longer required (1) for operations of the department; or (2) for operations of the City; or (3) to satisfy a City Council policy adopted by resolution, or a City Council request; or (4) by the City for any other reason of which I am aware.

I have personally reviewed all of the records identified on the attached list and I certify that to the best of my ability, I have identified and categorized them pursuant to City Council Resolution.

Please sign below indicating your approval for the destruction of the attached listing of records.

Person Preparing List of Records to be Destroyed

Preparer Signature/Date

Approval of Department Head

Department Head Signature/Date

APPROVED FOR DESTRUCTION:

City Attorney Signature/Date

CERTIFICATE OF APPROVAL OF DESTRUCTION

I, _____(employee name), do hereby certify that the records listed on the attached were approved by the City Attorney for Destruction.

City Clerk: _____

CERTIFICATE OF DESTRUCTION

I, _____(employee name), do hereby certify that the records listed on the attached were properly disposed of on _____(date).

Department Head: _____

Original To Be Filed At the : City Clerk’s Office

