

RESOLUTION NO. 4357

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SAN ANSELMO
ESTABLISHING A POLICY FOR THE RETENTION OF RECORDS**

Whereas, the destruction of certain public records is authorized by State law in Government Code sections 34090, *et seq* ; and

Whereas, a system for the retention and schedule for the destruction of records and working papers that are no longer needed for administrative, legal, fiscal, historical, or research purposes is deemed appropriate; and

Whereas, the Town Clerk has developed a Record's Management Program, including guidelines and procedures prepared pursuant to that Program; and

Whereas, it is now necessary and desirable to adopt a revised Town-wide records retention schedules; and

Whereas, the Town Attorney has reviewed and approved the proposed records retention schedules.

NOW THEREFORE, the Town Council of the Town of San Anselmo resolves as follows:

SECTION 1. Adoption of Record Retention Schedule:

1. In accordance with Government Code section 34090, the Town Council hereby authorizes the head of each department to maintain and destroy records in accordance with their respective departmental retention schedules attached hereto as Exhibit A and incorporated herein by reference.
2. When a department desires to destroy records, it shall follow the guidelines and procedures established under the Records Management Program. The Department Head and Town Attorney shall give their written approval prior to any destruction of records. A copy of the records destruction request shall be sent to the Town Clerk's office to update the records management system.
3. This resolution does not authorize the destruction of records set forth in Government Code section 34090(a)-(e).

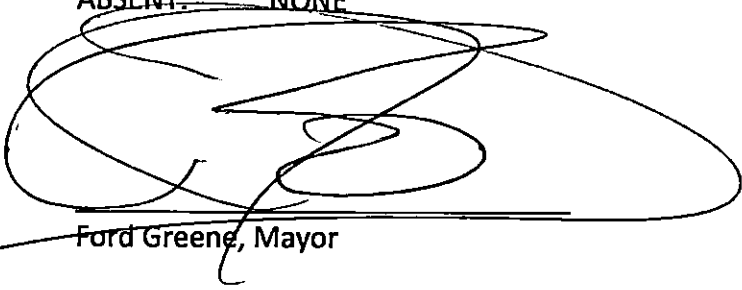
SECTION 2. Resolution Nos. 3535 and 3558 are hereby repealed in full.

SECTION 3. The Council finds that the adoption of this resolution does not constitute a project for purposes of the California Environmental Quality Act, and, therefore, no environmental assessment is required.

PASSED AND ADOPTED by the Town Council of the Town of San Anselmo this 25th day of August 2020.

AYES: GREENE, COLBERT, WRIGHT, FINEMAN, BURDO
NOES: NONE

ABSENT: NONE

A large, stylized handwritten signature in black ink, appearing to be 'Ford Greene', written over a horizontal line.

Ford Greene, Mayor

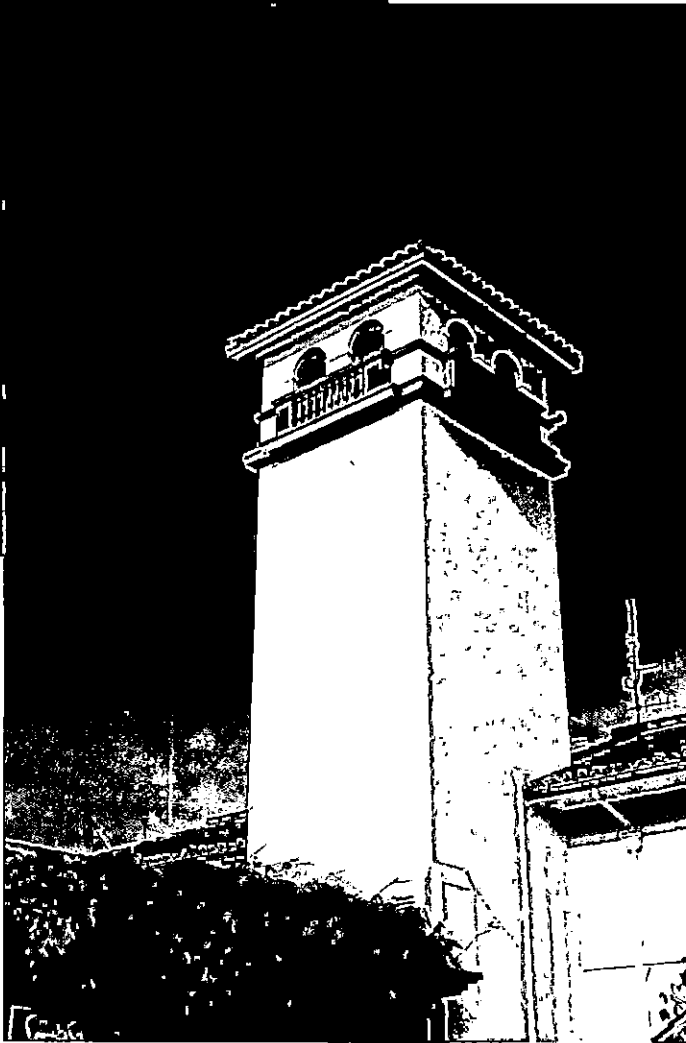
ATTEST

A handwritten signature in black ink, appearing to be 'Carla Kacmar', written over a horizontal line.

Carla Kacmar, Town Clerk



TOWN OF
SAN ANSELMO
EST. 1907

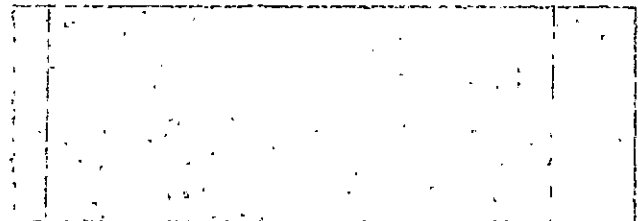


RECORDS RETENTION POLICY AND SCHEDULE

TOWN OF SAN ANSELMO

July 2020

Prepared by Carla Kacmar, Town Clerk





OVERVIEW OF RECORDS MANAGEMENT

One of the purposes for records management is to ensure that 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, and then documented when destroyed. Records management encompasses all the record-keeping requirements that allow an organization to establish and maintain control over information flow and administrative operations, seeking to control and manage records through the entirety of their life cycle, from creation to final disposition.

A sound records management program will help to improve customer service, increase staff efficiency, allocate scarce resources, and provide a legal foundation for how an agency conducts its daily mission. It helps identify and justify opportunities for new technology.. Other benefits include:

- Providing public access to and protecting the public's right to inspect public records in accordance with the California Public Records Act;

RECORDS RETENTION POLICY AND SCHEDULE

- Preservation of records with long-term or permanent value;
- Protection of records vital to Town government in the event of a disaster;
- Protection of records essential to Town government, but which are referenced infrequently;
- Demonstration of compliance with legal retention requirements established by federal, state, and local authorities;
- Orderly destruction of records no longer required by statute to be retained or needed for reference;
- Elimination of duplicate records filed in several departments;
- Ensuring proper administration of records not subject to public disclosure;
- Providing protection in litigation, audits, and other disputes;
- Saving space; and
- Increased efficiency in information retrieval.

A good records management program requires the Town to establish policies and procedures for the efficient and economical management of the creation, utilization, maintenance, retention, preservation, and disposal of Town records, based on federal and state statutes governing public records. And, further, to ensure that a responsible program of records management is practiced within the Town organization, serving the best interest of the Town and its citizens.

OVERVIEW OF RECORDS MANAGEMENT

Active Record

Records kept in the office and referred to on a regular basis.

Archives

A repository for housing historical records (whether in paper, microfilm, or digital) that should be protected or preserved.

Disposition

The length of time a record is kept, which may be permanent.

Historical Record

The retention of records that have enduring value because they reflect significant historical events or document the history and development of the Town.

Inactive Record

Any public record transferred to a records center for storage until disposition is reached.

Non-Record

Materials that are not retained in the normal course of business, such as records that contain no information of significant or lasting value such as transmittal letters, acknowledgements, and drafts, rough notes, and calculations created and used in the preparation or analysis of other documents.

Public Record

Any writing containing information relating to the conduct of the public's business prepared, owned, used, or retained by the Town, regardless of physical form or characteristics. (Cal. Gov't Code § 6252(a)).

Records Center

A storage area, whether physical or electronic, used for inactive records.

Records Management

The systematic control of the creation, processing, use, protection, storage, and final disposition of all public records pursuant to federal, state, and local laws and regulations.

Records Retention Schedule

The document identifying the length of time a record is maintained, including disposition.

Transitory Records

Records whose value is comparatively short-lived and should be discarded when they have fulfilled the purpose for which they were created. Examples: 1) copies of reproduced/printed material of general information; 2) originals/copies of documents kept solely for tickler or follow-up; 3) preliminary work materials used for preparation of

RECORDS RETENTION POLICY AND SCHEDULE

reports, studies, etc.; 4) duplicates/extra copies of records; and 5) appointment logs/calendars.

Vital Record

Records contain information essential for the resumption of operation after a disaster or the reestablishment of the legal and financial status of the Town.

Writing

Any handwriting, typewriting, printing, photographing, photocopying, transmitting by electronic mail or facsimile, and every other means of recording upon any tangible thing, any form of communication or representation, including letters, words, pictures, sounds, or symbols, or combinations thereof, and any record thereby created, regardless of the manner in which the record has been stored. (Cal. Gov't Code § 6252(g))

OWNERSHIP OF PUBLIC RECORDS

All public records are the property of the Town and shall be delivered by outgoing officials and employees to their successors. Public records are to be maintained in active file areas or in a designated records center.

PRIMARY RECORD-KEEPING DEPARTMENTS

Town Council - The ultimate policies for the keeping, producing, copying, and management of all public records of the Town shall rest with the Town Council. (Cal. Gov. Code §§ 34090 *et seq.*)

Town Attorney - The duty of the Town Attorney shall be to review and approve requests to dispose of records in accordance with the Town's adopted Records Retention Schedule; and to provide legal guidance to the Town Clerk in any review of or amendment to the retention schedule, in accordance with federal, state and Town regulations. (Cal. Gov. Code §§ 34090 *et seq.*)

Officers and Employees - Each officer and employee of the Town has the duty to protect, preserve, store, transfer, destroy or otherwise dispose of, use and manage public records in accordance with applicable federal and state regulations, and the established Records Retention Schedule and this policy.

Town Department Heads - Each Town Department Head shall establish and maintain an active, continuing program for the economical and efficient management of the public records of that department. Such program shall, among other things, provide for:

1. Effective controls over the creation, maintenance, and use of public records in the conduct of business.
2. The maintenance and security of records deemed appropriate for preservation. Segregation and disposal of records of temporary value in accordance with the established Records Retention Schedule and this policy. (Cal. Gov. Code §§ 34090 *et seq.*)

Town Clerk - The Town Clerk may, for the proper and efficient management of the public records:

1. Develop and circulate instructions and regulations necessary and proper to implement the Records Retention Schedule.
2. Advise and assist Town departments in the preparation of records inventories, retention periods, and make recommendations to the Town Attorney.
3. Maintain archives to protect records of historic nature, which should not be destroyed.
4. In consultation with the Town Attorney, revise the Records Retention Schedule and/or policy as appropriate.



HANDLING DOCUMENTS FROM INCEPTION TO DESTRUCTION

Creating Files



Department personnel are advised to begin new files with an eye to the future disposition of the file being created. For example, by knowing that the information/materials contained within a new file will be retained for a specific number of years, it would be prudent to create the file on a calendar year or perhaps fiscal year basis. Planning ahead avoids separating files later when it comes time for storage and/or destruction. Also, reviewing the department's retention schedule beforehand can avoid the necessity and time-consuming activity of separating permanent information/documents from short-term materials prior to time of destruction.

One other suggestion is to ensure some level of consistency in labeling and identifying files within a department, particularly at the time of creating new ones.

Disposition of Public Records

At least annually, each Department is responsible for reviewing all records in its custody. Records that have reached the end of their retention period under the Record Retention Schedule are to be destroyed pursuant to the Destruction of Public Records section of this manual. Electronic versions of those records must also be deleted at the same time.



The Town Council, by adopting the Records Retention Schedule, authorizes Town Department Heads to destroy duplicate records less than two years old if the records are no longer required in accordance with adopted retention schedules. (Cal. Gov.Code § 34090.7).

All original records to be destroyed must be listed on requests for the destruction of the records. Requests must be approved by the responsible Department Head, the Town Attorney and Town Council prior to destruction. A Request for Records Destruction/Certificate of Destruction (sample 1) and listing of documents to be destroyed (sample 2), and copy of the appropriate page(s) from the records retention schedule shall be filed with the Town Clerk.

Note: Once authority has been received to destroy records, all forms of that record must be destroyed (or deleted): paper, microfilm/fiche, electronic format.



This section does not authorize the destruction of the following original records:

- A. Records affecting the title to real property or liens thereon;
- B. Records required to be kept by statute;
- C. Records less than two years old; or
- D. Minutes, ordinances, or resolutions of the Town Council or of a Town board or commission. (Cal. Gov. Code § 34090).

RECORDS RETENTION POLICY AND SCHEDULE

The Town 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 avoids the use of sanitary landfill sites.

GOING DIGITAL

Converting Hard Copy to Electronic Formats

Government Code Section 34090.5 authorizes the conversion of hard copy materials and records onto other electronic mediums (i.e., burning CDs or DVDs or other format reasonably accepted within the industry, as may be determined by the Town Clerk) as long as the following conditions are met:

- A. The record, paper, or document is photographed, microphotographed, reproduced by electronically recorded video images, recorded in electronic data processing system, recorded on optical disk, or any other medium that is a trusted system and that does not permit additions, deletions, or changes to the original document;
- B. The device or method used to reproduce the record, paper, or document reproduces the original in all details and does not permit additions, deletions, or changes to the original document images;
- C. The reproductions are made accessible for public reference as the original records were; and
- D. A true copy of archival quality of the film, optical disk, or any other medium reproductions shall be kept in a safe and separate place for security purposes.

Practical Application with Current Technology

If the above conditions are met, subject to system verification by the Town Clerk and Town Attorney, the public official having custody of the records (Department Head) may convert the hard copy to a permissible electronic format and destroy the hard copy.

The California Secretary of State's Local Government Records Management Guidelines, Trustworthy Electronic Document or Records Preservation Standards (2 CCR §§ 22620.1 *et seq.*), and Association for Information and Image Management's Recommended Practice for Analysis, Selection, and Implementation of Electronic Document Management Systems are on file with the Town Clerk's Office.

For Example

In accordance with the Secretary of State's best practices guidelines contained in the Trustworthy Electronic Document or Records Preservation Standards (2 CCR §§ 22620.1 *et seq.*), the Town Clerk, in consultation with the Town Attorney, has determined that hard copies of records may be destroyed only after they are scanned and electronically stored in JPEG, JBIG, JPEG 2000, TIFF, or PDF-A image format, retained in a document/library service, and the records are twice duplicated onto a trusted electronic media. Here is an example how this process might work:

1. Scan a document into the approved Electronic Document Management System.
 - a. Documents should be stored as JPEG, JBIG, JPEG 2000, TIFF, or PDF-A images.
2. Place the original hard copy (now scanned) in a banker box for pending destruction.
3. Now that several boxes of documents have been scanned and are electronically stored in the Electronic Document Management System:
 - a. Back-up the current Electronic Document Management System volume onto Archival Grade DVD-R.
 - b. Repeat the process to create a second duplicate copy.
 - c. Retain one back-up DVD on-site and one back-up DVD off-site.
 - d. Create a new volume in the Electronic Document Management System.

RECORDS RETENTION POLICY AND SCHEDULE

4. Now that the original hard copy has been scanned, stored in the Electronic Document Management System, and twice duplicated onto trusted media, the original hard copy may be destroyed.

SAMPLE 1 – Records Destruction Memorandum

July 28, 2020

To: Department Head
Megan Acevedo, Town Attorney
Town Council

From: Name, Title

Town of San Anselmo Resolution No. _____ authorizes the destruction of certain Town records with the written permission of the Department Head and Town Attorney. With your permission, the attached list of documents are ready for destruction, as per the Town's Records Retention Schedule.

Please indicate below if you approve of the destruction of these records.

Department Head Name, Department Date

Megan Acevedo, Town Attorney Date

Mayor, Town Council Date

Cc: Carla Kacmar, Town Clerk

RECORD TITLE	TOTAL RETENTION PERIOD	DEPARTMENT RESPONSIBLE FOR RETENTION AND DISPOSITION OF RECORD	CODE SECTION AND REMARKS
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COPIES or DUPLICATES of documents for which a department is not the office of record.

Duplicates and copies distributed to various departments for informational purposes may be destroyed by the departments when they are no longer useful for reference.

ADMINISTRATION			
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Town-wide policies and procedures	Permanent	Various	GC34090
Correspondence- External	2 years	Various	GC34090
Correspondence- Internal	2 years	Various	GC34090
Public Records Requests	2 years	Various	GC34090
Records Retention Schedule	Permanent	Clerk	CCP 343; Extended to permanent per CM Greene
Email of Town employees and elected officials that are not otherwise retained under another category in this schedule	2 years	Various	GC34090
CEQA Notices for Administration Projects	Permanent	Administration	GC34090(d)

TOWN COUNCIL FILES			
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Appeals heard by Council	Permanent	Clerk	GC34090
Council Agenda Packets	Permanent	Clerk	GC34090
Council Subcommittee Assignments	8 years	Clerk	GC34090
Audio/Video of Council Meetings	Permanent	Clerk	GC34090
Minutes of Council Meetings	Permanent	Clerk	GC34090
Oaths of Office	Permanent	Clerk	GC34090
Proclamations	2 years	Clerk	GC34090
Resolutions and Ordinances	Permanent	Clerk	GC34090(e)

BOARDS AND COMMISSIONS			
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Agenda/Agenda Packets	Permanent	Various	GC34090
Audio/Video of Planning Commission Meetings	Permanent	Clerk	GC34090
Bylaws	2 years after superceded	Clerk	GC34090
Membership file: (applications, correspondence, etc)	5 years after resignation/ termination	Clerk	GC34090
Minutes	Permanent	Various	GC34090(e)
Rosters	5 years after superceded	Clerk	GC34090

FINANCIAL AND FISCAL			
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Fixed Asset Subsidiary Ledger	5 years after audit	Finance	GC 34090 / 26 CFR §31.6001-1
Monthly Financial Statements	5 years after audit	Finance	GC 34090 / 26 CFR §31.6001-1
State Controller Reports	5 years after audit	Finance	GC 34090 / 26 CFR §31.6001-1
Surplus Property List	4 years after audit	Finance	GC 34090

ACCOUNTS PAYABLE			
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Accounts Payable Reports	5 years after audit	Finance	GC 34090 / 26 CFR §31.6001-1
Accounts Payable Supporting Docs (voucher, invoice, PO)	5 years after audit	Finance	GC 34090 / 26 CFR §31.6001-1
Bank Statements	5 years after audit	Finance	GC 34090 / 26 CFR §31.6001-1
Tax Reports (1099 Tax Info>Returns)	11 years after audit	Finance	GC 34090 / 26 CFR §31.6001-1

ACCOUNTS RECEIVABLE

Assessment Pay-offs	4 years after audit	Finance	GC34090
Business License Files	4 years after audit	Finance	GC34090
Cash Receipts	4 years after audit	Finance	GC34090
Credit Bureau Adjustments	4 years after audit	Finance	GC34090
Invoices	4 years after audit	Finance	GC34090
Journal Entries	4 years after audit	Finance	GC34090
Refunds	4 years after audit	Finance	GC34090
Revenue Backup	4 years after audit	Finance	GC34090

MISCELLANEOUS

Checks, cancelled	6 years after audit	Finance	GC34090
General Correspondence	4 years after audit	Finance	GC34090

PAYROLL

Payroll Charges	3 years after audit	Finance	GC34090(c) / 29 CFR 516.2
Payroll Report	10 years after audit	Finance	GC34090(c) / 29 CFR 516.2
Tax Report	11 years after audit	Finance	GC34090(c) / 29 CFR 516.2
Timesheets	4 years after audit	Finance	GC34090(c) / 29 CFR 516.2

GRANTS

Federal Grants, including FEMA/Other emergencies (Applications, reports, contracts, supporting documentation)	5 years after close	Various	GC34090
State Grants (Applications, reports, contracts, supporting documentation)	5 years after close	Various	GC34090

FINANCIAL REPORTS

Audited Financial Statements	Permanent	Finance	GC34090
Bonds Payable and Other Long-Term Indebtedness	10 years after termination	Finance	GC34090(c) / CCP 337.5 / GC53921
Town Mid-Year and Final Budget	Permanent	Finance/Clerk	GC 34090; 40802

HUMAN RESOURCES

DMV Records	2 years after termination	HR	GC12946
Discrimination Complaint	5 years after termination	HR	29 USC 255(a); Extended to 5 years after termination per Councilmember Greene
Employee Discipline	5 years after termination	HR	GC34090; Extended to 5 years after termination per CM Greene
Employee Files	5 years after termination	HR	29CFR1627.3; Extended to 5 years after termination per CM Greene

Employment Eligibility Verification - Immigration/Naturalization Service (I9 Form)	3 years after termination	HR	GC34090
Equal Employment Opportunity Reports	3 years	HR	GC34090(c), 29 CFR 1627.3
General Correspondence	2 years	HR	GC34090
Insurance/Benefits	4 years after audit	HR	GC34090, 29 CFR 1627.3(b)(2)
Labor Negotiations	5 years after termination	HR	GC34090; Extended to 5 years after termination per CM Greene
Risk Management Claims Against the City	5 years after close	HR	GC34090, GC 945
Risk Management Reports	5 years after close	HR	GC34090, GC 945
Safety - Cal/OSHA	5 years after calendar year of incident	HR	GC34090; 8 CCR 14300.33
Temporary Employees	5 years after termination	HR	29CFR1627.3
Workers Compensation	3 years after termination	HR	GC34090
Applications (unsuccessful applicants)	2 years after close	HR	29 CFR 30.8 / GC12946

TOWN PLANNING/BUILDING/PUBLIC WORKS

Address files	Permanent	Planning/Building	GC34090(a)
Code Enforcement files	Permanent	Public Works/Building	GC34090(a)
Construction files	Permanent	Public Works/Building	GC34090(a)
Home Occupation Permits	Permanent	Public Works/Building	GC34090(a)
Inspection cards	Permanent	Public Works/Building	GC34090(a)
CEQA Notices (NOD, NOE, EIR, etc.)	Permanent	Planning/Building	GC34090(d)
Environmental Impact Report	Permanent	Planning/Building	GC34090(a); 14 CCR §15095(c)
Project Files: Use Permit; Planned Development; — Certificate of Compliance; Architectural Review; Environmental Review; General Plan; Specific Plan; Rezone; Annexation; Variance; Lot Line Adjustment; Street Name Change; Deeds; Sign Applications Other	Permanent	Planning/Building	
Appeals heard by Planning Commission	Permanent	Planning	GC34090(a) GC34090

PURCHASING/CONTRACTING

Bids, RFPs (unsuccessful)	2 years	Various	GC34090
Bids, RFPs (successful)	5 years after expiration	Various	GC34090
Town-owned Property Files	Permanent	Clerk	GC34090(a)
General Information	2 years	Various	GC34090

LEGISLATIVE AND LEGAL

Affidavits of Publication	4 years	Various	GC34090
Certificates of Posting	4 years	Various	GC34090
Council Ordinances	Permanent	Clerk	GC34090(e)/GC40806
Council Resolutions	Permanent	Clerk	GC34090(e)
Planning Commission Resolutions	Permanent	Planning	GC34090(e)
Grand Jury	2 years	Clerk	GC34090

League of California Cities	2 years	Clerk	GC34090
Legal Notices and Legal ads	4 years	Various	GC911.2;GC34090
Municipal Code	Permanent	Clerk	GC34090(e); Database on Town website

ELECTION

FPPC Form 700 Campaign Disclosure Statements: Successful Candidates	Permanent	Clerk	GC81009(b)
FPPC Form 700 Campaign Disclosure Statements: Unsuccessful Candidates	7 years after election	Clerk	GC81009(e)
Correspondence	2 years after election	Clerk	GC34090
Election Documents: Expenses, Proofs	2 years after election	Clerk	GC34090
Election History	Permanent	Clerk	GC34090
Election Notices, publications, certificates	2 years after election	Clerk	GC34090
Initiative, Referendum, Recall Petitions	8 months after certification of results	Clerk	EC17200/EC17400 Confidential
Municipal Election File/ Sample Ballots	Permanent	Clerk	GC34090
Nomination Papers :Successful Candidates	Term of office + 4 years	Clerk	GC17100(a)
Nomination Papers: Unsuccessful Candidates	5 years after election	Clerk	EC17100
FPPC Form 400-501	Permanent (2 years paper, then can be digitized)	Clerk	GC81009(b)
FPPC Form 801-806	Permanent (2 years paper, then can be digitized)	Clerk	GC81009(b)

LITIGATION

Administrative files	5 years	Clerk	GC34090
Civil Litigation	10 years after closed/completed	Clerk	GC34090(b)
Civil Litigation regarding property (including settlement and releases)	Permanent	Clerk	GC34090(a)
Criminal Cases going to court	5 years after closing	Clerk	GC34090(b)

GENERAL LEGAL

Agreements/Contracts (consultants, purchase agreements, and others not shown elsewhere in the retention schedule)	5 years after expiration	Various	CCP337
Claims/Subpoenas	2 years	Clerk	GC34090
Donor and Donation Agreements	Permanent	Various	GC34090

Ethics Training Certificates	5 years after official receives training	Clerk	GC34090; 53235.2
Recorded Documents	Permanent	Various	GC34090(a)
Joint Powers Authority	10 years after closed	Clerk	GC34090
Lease agreements of real property (long term; le more than 5 years)	5 years after completed	Clerk	GC34090
Liens	Permanent	Clerk	GC34090

STATEMENTS OF ECONOMIC INTEREST

General Correspondence	2 years	Clerk	GC34090
87200 Filers	7 years after termination	Clerk	GC81009e & CCAC Guidelines
Town Code Filers	7 years	Clerk	GC81009e

PUBLIC INFORMATION/COMMUNITY RELATIONS

General Correspondence	2 years	Various	GC34090
Press Releases	2 years	Various	GC34090
Social Media Posts	2 years	Various	GC34090

PUBLIC WORKS

Contractor Bids (not awarded)	2 years after close	Public Works	GC34090
Temporary Encroachment Permits	4 years after close	Public Works	GC34090
Engineering Standards	Permanent	Public Works	GC34090
General Correspondence	2 years	Public Works	GC34090
Job Files: Certified payroll; pay estimates; original bid documents; legal ads; preliminary notices/liens; engineer's daily logs or inspector's diaries; DAS 13	2 years after close	Public Works	GC34090
Job files: Autocad drawings, photos/videos; agreements; CMR/CAR; change orders; env. Docs; final pay estimate; notice of completion; haz mat docs; inspection certs; performance bonds; proposals; spec reports (haz mat, bio, soils), submittals (materials, drawings), warranty, daily logs or inspector's reports, bids/plans/specs	Permanent	Public Works	GC34090; CCP 337.15
Final Tracts and Minor subdivisions (includes subdivision improvement agmts; development agmts; in-lieu agmts	Permanent	Public Works	GC34090
Official building plans of every building for which the department issued a building permit	Life of the building	Public Works	HS 19850

STREET/ADDRESS FILES

General Correspondence	2 years	Public Works	GC34090
Street Files	Permanent	Public Works	GC34090

PARKING

Downtown Parking Study	Permanent	Public Works	GC34090
General Correspondence	2 years	Public Works	GC34090
Parking Meters	5 years	Public Works	GC34090
Parking Policies	5 years	Public Works	GC34090

FACILITIES MAINTENANCE

Corporation Yard	4 years in-house/ 4 years after termination	Public Works	GC34090
General Information	2 years	Public Works	GC34090
Government Building Maintenance	4 years in-house/ 4 years after termination	Public Works	GC34090
Library Maintenance	4 years in-house/ 4 years after termination	Public Works	GC34090
Parking Lot Maintenance	4 years in-house/ 4 years after termination	Public Works	GC34090
Recreation Facilities Maintenance	4 years in-house/ 4 years after termination	Public Works	GC34090
Street Landscape Maintenance / Medians	4 years in-house/ 4 years after termination	Public Works	GC34090

STORM DRAINAGE//FLOOD CONTROL

Creek Policies	Permanent	Public Works	GC34090; Extended to permanent per CM Greene
Drainage maps	Permanent	Public Works	GC34090; Extended to permanent per CM Greene
Flood Management	Permanent	Public Works	GC34090; Extended to permanent per CM Greene
Flood Studies for projects	Permanent	Public Works	GC34090; Extended to permanent per CM Greene
Base Flood Elevation Certificates	Permanent	Public Works	GC34090
General Information	Permanent	Public Works	GC34090; Extended to permanent per CM Greene
Storm Drain and Water Way Program	10 years after superceded	Public Works	GC34090
Stormwater Management Plan	5 years after superceded	Public Works	GC34090

TRAFFIC OPERATIONS (STREETS/BRIDGES)

Abandonments	Permanent	Public Works	GC34090(a)
Bicycle Lanes/Paths	Permanent	Public Works	GC34090
Bridges and Creeks	Permanent	Public Works	GC34090
General Information	2 years	Public Works	GC34090
Pavement Management Plan	5 years after close	Public Works	GC34090
School related	5 years after close	Public Works	GC34090
Street Signs and Pavement Markings	5 years after close	Public Works	GC34090
Street Widening	Permanent	Public Works	GC34090(a)
Traffic Patterns	5 years after close	Public Works	GC34090
Traffic Regulations	3 years after close	Public Works	GC34090

Traffic Safety	5 years after close	Public Works	GC34090
Traffic Signals and Streetlights	5 years after close	Public Works	GC34090
Traffic Studies	10 years after close	Public Works	GC34090

INFORMATION SYSTEMS

General Information	2 years	Clerk (or Department in Charge of IT)	GC34090
Hardware	2 years after superceded	Clerk (or Department in Charge of IT)	GC34090
Software	2 years after superceded	Clerk (or Department in Charge of IT)	GC34090
Video Monitoring	1 year	Clerk (or Department in Charge of IT)	GC34090.6(a)

TOWN OWNED PROPERTY

Appraisals	2 years after close	Various	GC34090
Property Files	Permanent	Various	GC34090

PARKS & RECREATION & CULTURE

Accident / Injury Reports	7 years	Clerk	GC34090
Banner Applications	5 years	Community Services	GC34090
Contract Instructors Contracts	5 years	Community Services	GC34090
Contract Classes Waivers, Rosters	5 years	Community Services	GC34090; Extended to 5 years per DH Mauk
Children Services Billing/Facilities	5 years	Community Services	GC34090; Extended to 5 years per DH Mauk
Facility Rental Information	5 years	Community Services	GC34090
Facility Use Permits	5 years	Community Services	GC34090
General Information	5 years	Community Services	GC34090
Homeless Camp Postings	5 years	Public Works	Penal Code 602 et al.
Pesticide Certification Records (use, purchase, training, MSDS)	4 years	Public Works	GC34090
Playground Audits	Permanent	Public Works	GC34090(a)
Public Facilities (including parks): Capital Improvements and Construction	4 years in-house/ 4 years after termination	Public Works	GC34090(a)
Public Facilities (including parks): Maintenance and Operations	4 years in-house/ 4 years after termination	Public Works	GC34090(a)
Scholarships	5 years	Community Services	GC34090; Extended to 5 years per DH Mauk
Special Event Permits	5 years	Community Services	GC34090
Sports Waivers	5 years	Community Services	GC34090; Extended to 5 years per DH Mauk