

Resolution No. 95-130

A Resolution of the City Council of the
City of El Paso de Robles Establishing a Records
Management System and Records Retention Schedule

Whereas, the destruction of certain old and useless papers and records of the City of El Paso de Robles is generally authorized by Government Code Section 34090; and

Whereas, the City of El Paso de Robles, is in the process of establishing an automated information system so as to store and retrieve records for use by the general public and policy makers; and

Whereas, to manage the new information system, a series of procedures are necessary so as to facilitate the implementation of the system;

NOW, THEREFORE BE IT RESOLVED, by the City Council of the City of El Paso de Robles that the City hereby establishes a Records Management System that will be administered pursuant to the rules and procedures outlined in the Records Management Manual attached hereto as Exhibit A and incorporated by reference to be a part of this Resolution; and

BE IT FURTHER RESOLVED, that the City Council, as part of said manual, hereby establishes a Records Retention Schedule attached as Exhibit "A" and incorporated herein by reference to be a part of this Resolution.

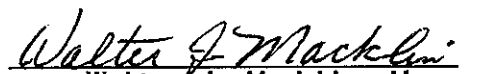
PASSED AND ADOPTED by the City Council of the City of El Paso de Robles, this 3rd day of October, 1995 by the following vote:

AYES: Heggarty, Iversen, Martin, Picanco, and Macklin

NOES: None

ABSENT: None

ABSTAINED: None


Walter J. Macklin, Mayor

ATTEST:



Richard J. Ramirez, City Clerk

Exhibit "A"

CITY
OF
EL PASO DE ROBLES
RECORDS MANAGEMENT SYSTEM MANUAL
AND
RECORDS RETENTION SCHEDULE
OCTOBER 3, 1995

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INTRODUCTION

The purpose of the City of El Paso de Robles' Record Management System is to facilitate reference to and preservation of City records. The program consists of record organization, indexing, selection, retention, destruction, and permanent storage.

The objective of the Records Management System is to maximize the usefulness of the records preserved and minimize the cost and effort of record keeping.

To achieve these objectives, the following procedures and standards are established in accordance with statutory requirements and sound records management practices.

CHAPTER I

RECORDS MANAGEMENT

1. Applicability: The following procedures are to be used in establishing, maintaining, and ordering all records and files for the City of El Paso de Robles.
2. Purpose: The purpose of the following procedure is to facilitate reference to and preservation of City Records.
3. Definitions:
 - a. "Archives" are those files of the City that must be preserved permanently: a.k.a. "Permanent File".
 - b. "File" is defined as a device (as a folder, case, or cabinet) by means of which records are arranged in an order; e.g., alpha/subject or numerical.
 - c. "File Plan" is a minimum category description to assist the City Manager in the storage and retrieval of files located in the RIMC. Departments are encouraged to use the File Plan to index their department records.
 - d. "Minutes" are the official records of the City regarding legislative action. The City, as a policy, only keeps action minutes. Action minutes record only the specific motion and/or records the Council's direction/action.. In short, "action minutes" only show the specific action of the City Council. A short summary of the discussion prior to the action may be provided by the recording secretary as directed by the City Manager or City Council.
 - e. "General category" shall refer to the broad classification of a subject; e.g., water.
 - f. "Order" is defined as a predetermined and uniform arrangement which facilitates the access, reference to, and preservation of City records.
 - g. "Record" is defined as a body of recorded information relating to the conduct of the City's business. A "record" must be distinguished from "non-records". Which include reference papers, notes, working papers, publications, catalogs, out-dated forms, and other similar material.

Active records shall refer to records which are used in the day to day operation of the department and normally retained within the department.

Inactive records shall refer to records which are not used in the day to day operation of the department.

- h. "Records Imaging Microfilm Center (RIMC)" may be a location or a medium (e.g., digitized information) where inactive records are stored (a.k.a. "records"). The RIMC is the responsibility of the City Manager's office. RIMC may be off premises. All documents sent to RIMC shall be labeled/coded per the File Plan.
 - i. "Specific subjects" shall refer to particular subjects within a general category; e.g., elevated tanks, pump stations (Four Digit -0000).
 - j. "Tapes" of the proceedings of any City/Board meeting may be used for the sole purpose of making sure the action of the City Council was recorded properly. After ninety days a tape of any City Council meeting may be destroyed unless directed otherwise by the City Manager, City Council or a Superior Court Judge.
 - k. "Storage Records" are inactive records which are forwarded to the Records Imaging Microfilm Center (RIMC).
 - l. "Waiting files" are files which do need repeated access to the department on an ongoing project (e.g., address packets held by the Building Division).
 - m. "Working files" are the sole responsibility of the affected department.
4. Files Plan: This is the official files plan for the City of El Paso de Robles. The files plan assigns departments the responsibility for accumulating and maintaining active records by subject or by numerical code if approved by the City Manager.

Inactive records are to be prepared for transmittal to the City's Records /Imaging/ Microfilm Center (RIMC) by the responsible department. Preparation shall be in accordance with the procedure entitled Maintenance Procedure.

Note: Prior to assignment Inactive Records shall be indexed and placed in boxes. Indexing shall be placed on the outside of the box and a copy placed on the file with the City Manager. The index will follow with the File Plan.

5. File Index: The indexing of records and files shall include the following indexing method:
- a. Files created prior to October 1995 may be indexed alphabetically - numerically, as assigned by the department. Files created after October 1995 should be coded/labeled per the file plan (see retention schedule).

- b. One copy of the file plan index shall be kept in the department maintaining such files orrecords and one in the City's RIMC.
 - c. It shall be the responsibility of the departments to update the indexes and to provide such information to the RIMC.
6. Ordering Within Files:
- a. Proper name arrangement: Files maintained by proper names will be arranged alphabetically by Surname, first name, and middle initial (in that order).
 - b. Geographical location arrangement: When papers are referred to by name of geographical location, one of the following arrangements will be used:
 - 1. By specific name or location and thereunder alphabetically by general name or location.
 - 2. By specific street and/or block number.
 - c. Chronological order: Is defined as current date, backwards; e.g., July 1, June 30, June 29, June 28, etc.

MAINTENANCE PROCEDURE

- 7. General: The procedures in this section are designed to provide maximum efficiency in processing papers for filing, using file guides and folders and labeling guides, folders and file containers. It is the responsibility of each department to maintain its files per this manual.
- 8. Inspection of Papers: Papers received for filing or storage will be inspected to insure completeness and to eliminate unnecessary material (e.g., duplicate copies).
 - a. Completeness: Papers received for filing will be checked to insure that all papers which should be included to complete the record are attached. An attempt will be made to obtain missing papers or copies of those papers. If the attempt fails, a notation of the action taken to obtain the missing papers, and the result, will be placed with the file papers.
 - b. Unnecessary material: Unnecessary documents such as used envelopes, routing slips and extra copies will be discarded. When the original of a paper is available, all copies will be discarded unless an extra copy contains additional information needed for record purposes.

9. Assembly of Papers:

- a. Separate correspondence: A separate "chain" of correspondence, in chronological order, consists of the basic paper (the paper starting the action), any replies continuing the action, enclosures, and supporting papers forming a part of the whole correspondence action. If the file history is lengthy the method of assembling papers, in bottom to top order, is:
 1. The basic paper (letter, memorandum, city council reports, etc.)
 2. Letter endorsements, disposition, comments, in date order.
 3. Replies (letter, memorandum, etc.)
 4. Enclosures in numerical sequence.
 5. Internal actions which support the actions (studies coordinating actions, etc.)
- b. Related papers: Papers which are directly related or contain definite reference to earlier papers on the same subject will be combined with these papers only if reference requirements require such action. They will be assembled as described in "a" above. Combined papers will be filed behind the earlier papers or placed in file where earlier papers are filed.

10. Fastening:

- a. General: The fasteners described below will be used to hold papers together. Straight pins, paper clips, and rubber bands will not be used for fastening papers which are filed, other than those in a suspense file or those to be microfilmed/imaged.
- b. Microfilmed/Imaged: When the files are to be microfilmed/imaged, staples may not be used. Instead use paper clips, rubber bands and prong fasteners.
- c. Staples: Wire staples will be used to fasten related loose papers together. Wire staples are inexpensive, easy to apply and remove, cause little damage to file material, and can hold a fairly large number of papers together without increasing the bulk of the papers.
- d. Prong fasteners: Prong fasteners inserted in holes made with a two hole punch should be used to fasten related file material together only when the thickness of the material on a completed action, or related actions filed as a case, precludes the use of wire staples.

- e. String or tape: String or cloth tape will be used to hold bulky material together only when the use of other fasteners is not practicable or when an impression seal is required over the fastening.

11. RIMC CODE:

- a. At a minimum, a RIMC Code will appear on cover pages of all papers to be filed as to assist in their storage and retrieval. The RIMC Code should be located on the right corner of the cover page indicating date, subject file, plan code (see retention schedule), location of the subject/date of destruction (if any), other information.

12. Indexing:

- a. Indexing is determining the specific file into which material is to be placed. Indexing is done after each person concerned has seen the material before it is filed. It consists of marking the material by underlining, circling or writing in the subject under which it is to be filed in accordance with the file index. If a cross-reference is needed, it should be filled out at this time as discussed below.
- b. The File Index is the key to good filing. For this reason, it should be kept current at all times. Identify the exact topic as precisely and concisely as possible. Avoid headings which are meaningless as to what is covered, for example:

Instructions	Miscellaneous
Data	Correspondence
Office Memos	

- c. File Drawer: The front of each file drawer will have the alphabetical/code notation, function and/or an index list showing the files in the drawer.

13. Cross Referencing:

- a. Cross referencing is a part of indexing. It is a paper filed under one classification and/or date to show the location of material elsewhere. Cross references should be made when there is more than one file in which material could logically be filed or where a letter may have more than one subject. The cross reference is a form which is filed in a secondary subject file. For this purpose, a cross reference form may be used. Too many cross references in a file may indicate the need for a file breakdown on the subject in the master index or that the heading of the file was not properly chosen.

14. Labels:

- a. File drawers, guides and folders will be labeled to facilitate filing, searching and disposition. Whenever possible the material in a single file should ref. the appropriate heading found in the "File Plan". Gummed labels will be used for labeling guides and folders. Drawer labels will be prepared on card stock.
- b. Captions:
 1. Labels will bear the file title, year of the file and disposition instructions in that sequence.
 2. Various colored labels may be used on files to indicate different years to be forwarded to the Records/Microfilm Center. The City Manager's Office will establish the color code for a given year. Until the color code is established, all RIMC records will have red labels.

15. Use of Guides and Folders:

- a. Guides: Guides are placed in front of the functional or alphabetical areas to which they pertain in order to identify each division and to facilitate the filing and finding of particular pendeflex folders.
- b. File folders and guides are arranged alphabetically per File Plan from front to rear of the file drawer. Reference papers are placed in front of the functional folders to which they pertain. However, if limited papers are received in a certain function, one reference paper folder entitled, for example, "Planning (RP)" could be used for all reference papers in the planning area. Reference paper folders are placed in front of the functional or alphabetical areas to which they pertain. With the exception of reference papers, materials are to be fastened to the folders with prong fasteners. Each folder should not be over 2" thick.
- c. Pendeflex Folders: Folders are used to keep file folders relating to the same subject together, to provide a guide to those papers by the position of the label and to protect the papers when the material is in the folder.

16. Check-Out Record, Suspense, and Follow-up:

- a. A check-out record will be made and substituted for all papers removed from a file for reference purposes. The check-out form is placed in the filing location from which the file material is removed. When checked-out papers are refiled, the entries on the form are lined out, and the form is then available for reuse.

b. A suspense file may be established to provide control over records loaned outside the file area. The form will be filed by the suspense or tracing date established for the papers that are loaned. When the established suspense or tracing date is reached, the suspense copy will be withdrawn from the file, and the individual to whom the papers are charged will be notified.

c. Procedure:

1. The original folder will be filed in a suspense or tracing file, by date, established for the papers that are loaned from the folder.
2. One copy(ies) will be provided to the person requesting the papers from the file.
3. When the established suspense or tracing date is reached, the suspense copy will be withdrawn from the suspense file and the individual to whom the papers are charged will be notified.

17. Policy and Precedent files:

- a. Consist of extra copies of documents containing a statement of policy or precedent for future or continuing action. These files are not ordinarily cut off at the end of each year; only one series of files need to be maintained. Thus, each folder in the series might contain documents from several years (Administrative Policy Manual, etc.).
- b. Destruction should be made when superseded, obsolete, or when no longer needed for reference purposes.

18 Reference Papers: Reference papers are transitory papers, non-action papers, convenience copies, and working papers. They may consist of the following:

- a. Papers which after receipt, preparation, or when action has been completed may be discarded after a relatively short retention period as being without value and not needed for the conduct of future operations. Examples of these papers should be transmittal letters which do not contain information supplementing the document it transmits, notices of meetings, visits, charity drives, interoffice memorandums, papers accumulated for background purposes used in the preparation of survey reports, and copies of letters and other documents addressed to or received by an office other than the addressee which required no action.

- b. Reference papers when needed for 60 days or less will not be interfiled in other files but should be considered by the department as either a waiting document or a waiting file.
- c. Disposition instructions - to be destroyed when they no longer serve a purpose.

19. Suspense Files (a.k.a. Tickler File):

- a. Consist of papers arranged in chronological order as a reminder that an action is expected or required or the date on which the paper may be destroyed. A suspense file normally consists of 31 serially numbered folders (One through 31).
- b. Drawers or folders will be labeled "Suspense Files/Tickler Files".
- c. If the suspense copy is a file copy or other copy of outgoing correspondence, it will be incorporated with other file papers on the action or transaction.
- d. Examples of papers placed in suspense files are notes or other reminders to submit reports or take specific action; file copies or draft copies of outgoing communications, filed by dates when replies are expected; and reference papers which can be destroyed in 60 days or less.

20. Working Documents - Department Files: Are files which need to be referenced on an ongoing basis, are related to a work in process (e.g., a study or construction project) or are to be destroyed in 60 days or less per adopted city policy. Generally, working papers/documents should not be forwarded to RIMC.

21. Modifications: Except for the records retention schedule, this manual may be modified by the City Manager to further the purpose of the records management system as identified on page four (4) of this document.

CHAPTER II

FUNCTIONS AND DUTIES OF THE RECORDS/IMAGING/MICROFILM CENTER (RIMC)

Under general direction of the City Manager, in addition to their other duties, the RIMC personnel will:

1. Preserve records as determined by the responsible department (in the retention schedule) and systematically eliminate all other records; provide records reference service and be responsible for the Central Files for the City of El Paso de Robles.
2. Manage a RIMC for the orderly storage, care, management and safeguarding of "storage records" of the departments and offices of the City of El Paso de Robles.
3. Notify department heads when records in storage are available for destruction and process the proper documents through the department head, City Attorney, and any other required approving authority.
4. Furnish any record or volume of records entrusted to the Records when called upon by the departments.
5. Provide intended customer service to departments in the preservation and management of their storage records.
6. Transfer and index records for proper placement in the Records.
7. Remove records from the Center for destruction in accordance with the retention schedule.
8. Supervise and control City of El Paso de Robles interdepartmental forms.

CHAPTER III

FILES MAINTENANCE, RETENTION, STORAGE AND DESTRUCTION

I. PURPOSE

The purpose of a files management program is to provide guidelines for City departments concerning files maintenance, retention, storage, and destruction. The main objectives of the program are to increase the usefulness of the record by preserving only the material that is truly essential or desirable, and to make that information quickly accessible by accurate classification of the file. Another objective is to provide a procedure for the orderly and lawful destruction of all files. By controlling the creation, maintenance, and disposition of all files, efficiency and economy of City business can be enhanced and sound files management practices vastly improved.

II. PREPARATION OF TEMPORARY FILES FOR TRANSFER TO THE RECORDS/MICROFILM CENTER (RIMC)

Section 34090 of the California Government Code, requires cities and their agents to retain records for a minimum of two years unless otherwise required by law. The total time of retention is determined by the file retention needs of the various departments.

- a. When transferring inactive temporary files to the RIMC, the department must submit a Records Transmittal form. The nature of the file will dictate whether it falls within a general category (File Plan) which refers to the broad classification of a subject, or a specific subject which refers to a particular matter within a general category. This information must appear on the Records Transmittal form. Selection of a proper category description is very important for file retrieval purposes. Special care should be taken when filling out the retention and destruction date blanks on the form. The total number of years a record must be retained will be entered in the appropriate space. The number of years to retain the record is determined by the files retention list of the particular department found in the Records Management Manual and Records Retention Schedule ("Manual"). The total retention time is computed from the date of the last entry in the file.
- b. A review of the material in the file should be made to insure the record is complete. If the record is not complete, an effort must be made to obtain missing papers. In addition, all unnecessary materials should be eliminated at this time. These include "reference papers" as explained by the Manual.
- c. The logical assemblage of papers and order within the file is critical in order to enhance its value as an informational tool. A correspondence "chain" consists of

the basic paper commencing an action, any replies continuing the action, enclosures, and any supporting papers functioning as a part of the whole correspondence action. The papers are assembled in chronological order. If the file history is lengthening, the department may wish to divide the file folder as described below:

1. The basic paper (letter, memorandum, City Council staff reports, etc.).
 2. Endorsement letter, disposition, comments, in date order.
 3. Replies (letter, memorandum, etc.).
 4. Enclosures in numerical sequence.
 5. Internal actions supporting the actions (studies coordinating actions, etc.).
- d. The files may now be sent to the Center accompanied by two typed copies of the Records Transmittal form. The third copy is retained by the department as a tracer. A location number is assigned to the file and applied to the first and second copies of the form by the Center. Upon receipt of the second copy the department may then discard the tracer.

NOTE: A file which is designated a temporary file will be destroyed per the Retention Schedule. A "T" shall be placed onto both the file and the transmittal form.

III. PREPARATION OF PERMANENT FILES FOR TRANSFER TO THE RECORDS/IMAGING/MICROFILM CENTER

Files to be retained permanently as required by law or by a City department will be scheduled for microfilming or imaging. The department will coordinate with the Center on a time for filming. A determination will be made by the City Manager concerning the labor and other resources required in order to decide upon a schedule for the file to be microfilmed/imaged.

Except as noted below, permanent files will be transferred to the Center using the same procedure as for temporary files. Failure to comply with these guidelines will mean the rejection of all permanent files sent to the Center for microfilming/imaging.

- a. When transferring inactive permanent files to the Center, the department will type out the Transmittal form in the same manner as for temporary files. The destruction date blank of the Transmittal form, however, will not be applicable. The permanent status of the file will be entered in the total retention time space.

- b. Permanent files to be microfilmed/imaged must contain no staples, although acco fasteners/binder clips, paper clips and rubber bands may be used instead. Small notes in the file must be mounted with transparent tape onto an 8-1/2 x 11 inch sheet or an 8-1/2 x 5-1/2 inch sheet depending on the quantity.

NOTE: A file designated as a Permanent File should have a "P" placed onto both the file and the transmittal form.

IV. FILE RETRIEVAL

The Center will furnish any record to a department upon request. The requesting department will provide the Center with the necessary file reference number. At the time the record is removed, Records Center personnel will fill out a Central Files Check-out form in duplicate and attach the original copy of the form to the file. The check-out procedure applies to microfilmed files also. Imaged files may be accessed via password assigned by the City Manager.

Outside representatives not employed by the City of El Paso de Robles wishing to request a file of a particular department must be accompanied to the Center by a member of that department's staff before the file can be released. This assures the department that no confidential material is released without the necessary approval. Requests for certain records normally accessible under the California Public Records Act may require the advance approval of the City Attorney's Office.

V. DESTRUCTION OF FILES

- a. Temporary Files: At the beginning of each calendar year, the Center personnel will review those records whose retention period have expired, and which are no longer needed for legal, administrative, fiscal, historical, or research purposes per the retention schedule. The Center will submit a "Destruction of Temporary Records Notice" to the department concerned for department head approval. The departments are asked to approve the destruction notice as quickly as possible in order to avoid receiving subsequent notices on the same files. The Center will request approval for the destruction of the expired files in accordance with the following procedure:
 - 1. A "Destruction of Temporary Records Notice" form will be typed in triplicate by the Center.
 - 2. An original and one copy will be forwarded to the department or office concerned for department head signature. The destruction notice will then be sent to the City Manager and the City Attorney's office for co-signatures.

3. The Center will retain the third copy of the destruction form as a tracer copy and attach to it the transmittal slip(s). This tracer copy will be discarded by the Center only after it has received the first two copies of the notice with the required signatures.
4. Upon receipt of the approved "Notice", the file copy of the Records Transmittal will be attached to the destruction slip and placed in a pending file until the record is destroyed.
5. Upon destruction of the records the duplicate copy of the form will be returned to the department or office involved.

NOTE: If the Department does not respond in writing within 30 days ("Notice to Destroy" the document will be destroyed.

- b. Permanent Files: Permanent files are destroyed only after the files have been microfilmed/imaged (read only) and the film record edited, duplicated and permanently stored. When this is accomplished, the Center will prepare a "Destruction of Microfilmed Records Notice" in triplicate, and follow the destruction procedure as outlined in the destruction of temporary files procedure.
- c. Destruction of Files Held by the Department: The destruction of temporary records (as opposed to the periodic weeding out of files) is the total elimination of a file or record. Temporary records held by the department and not in the Center will require a "Destruction of Records Not Sent to Records/Microfilm Center" notice typed in duplicate by the department. The original copy of the notice must be sent to the department head, the City Manager and the City Attorney's office for approval signatures. The second copy is held by the department as a tracer copy and may be discarded when the signed original is received from the City Attorney's office.
- d. Destruction of Confidential Files: "Confidential" records or files are those which are exempt from disclosure under the California Public Records Act, (Government Code 6250 et seq.), under any other provision of law establishing a privilege or confidentiality as to such records, or those designated as confidential by the department from which such records originate.

All files of a confidential nature will be destroyed by shredding only. Retention requirements and the destruction procedure also apply to confidential files. All City departments will follow the destruction of confidential files procedure outlined below only after the proper destruction notices have been completed and approved. These guidelines apply to records stored in a department and not in the Records/Microfilm Center.

1. If a department has a large volume of confidential records to destroy, arrangements for pick-up of the records by an outside agency must be made through the Records/Microfilm Center. An individual from the department, designated by the department head, must accompany the records to the site of destruction to witness the total destruction of the files. Only after watching the destruction process of the records may the witness sign and date the destruction notice.

2. If a department has a small volume of files to destroy, the files may be destroyed by a designated individual from the department on the City owned shredder. After shredding the files, the individual may sign and date the destruction notice.

EXHIBIT I

EXHIBIT II

CHAPTER IV

RECORDS RETENTION SCHEDULE & FILE PLAN

1. The purpose of the schedule is to provide a guide for the periodic destruction of records that have outlived their usefulness to the City from a legal, operational, and administrative standpoint.
2. City Council approval of this Records Management Manual by Resolution constitutes authority to dispose of records listed herein without further reference to the City Council.
3. The schedule is arranged in alphabetical order (File Plan) by responsible department according to record title. The schedule only covers records and does not provide a retention for non-records. All records need approval for destruction (see Chapter III). Non-records on the other hand do not need formal approval for destruction and may be destroyed when they are no longer of value and have served their purpose. Non-records are reference papers (see Chapter I, #17), notes, working papers, publications, catalogs, outdated forms, utility bills prior to 1990, and other similar material, which are of no use to the department in relation to the duties which it performs and is not required to support or substantiate any City transactions. Duplicate copies of records may be destroyed without formal approval provided the information is contained on original copies which are retained, the only exceptions to this are noted on the schedule. All other documents are records. Any doubt as to whether a document is a record or not should be resolved by describing the document as a record or, if many similar documents are in question, the City Attorney's office should be asked for advice.
4. Retention - The retention time represents that amount of time the record is required to be kept after it has become inactive. For example, if a record of a project begun in 1990 and completed in 1995 was required to be kept 2 years, it could be destroyed after 1997. All numbers refer to years unless otherwise indicated. The retention periods are as follows:
 - a. Legal Minimum - Number of years the record is required to be retained under state law and for legal purposes. Generally the minimum is as follows:

<u>Type of Record</u>	<u>Legal Minimum</u>
1. The originals of ordinances, resolutions and minutes of the City Council and City boards and commissions: Permanent	
2. Records affecting the title to real property, easements or liens thereon: Permanent	

3. Bonds and coupons that have been previously paid or canceled:
5 Years
4. Other original records: 2 Years
5. Federal and state financed projects: 5 Years

The above guidelines establish the minimum legal retention time as required by general state law, however, departments may have additional requirements for records retention imposed by state law or the Municipal Code. Retention beyond the legal limitation is a matter of city policy to be based on the continuing need for the document.

- b. Department Minimum - Number of years or other time as stated that the record must be retained before it can be destroyed as determined by the department in consultation with the City Manager.

5. Retention Codes - The codes used in the "Retention" columns are explained below:

- a. P - permanent
- b. T - temporary, the record is kept until it serves its purpose as determined by the department.
- c. I - are documents that will be imaged beginning 1996, provided funding is available to undertake the work.

CITY ATTORNEY FILE PLAN

PERMANENT RECORDS:

Administration (Attorney Client Privilege): Destruction of Records Not Sent to Records Center Notice

Law Enforcement and Litigation: Complaints issued (Criminal) Pleadings; Litigation, Civil, numerically

Library

Organization (Includes Municipal Code)

Property

Public Works: Improvement Districts

RECORDS TO BE RETAINED FOR SPECIFIC PERIOD: Legal: Dept.: Imaged:

Administration: Conflict of Interest; City Attorney's Office's Code And Statements (copies)	4	4
Claims	5	5
Health	2	2
Insurance	2	2
Intergovernmental Relations	0	2
League Of California Cities	0	2
Reserved	0	0
Reserved	0	0
Reserved	2	2
Reserved	2	5

CITY CLERK FILE PLAN

PERMANENT RECORDS:

Agreements

Annexations

Audit Reports

Bids

Boards, Commissions, Committees - Oaths

Bond Documents by Issue

Bonds, Miscellaneous

Campaign Statements - Mayor, City Council Candidates (Original),
Committees Supporting Mayor And City Council Candidates (Original)

Census - United States

Codified Municipal Code

Claims Against City; Releases

Conflict Of Interest Codes

Deeds/Leases (All Finalized Property Acquisition Records)

Confidential Records Not Sent To Records Center

Elections, Municipal

Grant Applications

Franchises

Improvements Districts

Insurance Claims

PERMANENT RECORDS:
(City Clerk File Plan - Continued)

- Inventory - Fixed Assets
- Liens, Releases
- Minutes (Action Minutes Only)
- Special Districts; Landscaping and Lighting District, All Others
- Municipal Code
- Ordinances
- Resolutions: City Council, Planning Commission
- Retirement Records
- Statements Of Economic Interests; Originals
- Street Proceedings/Closures
- Subdivision Maps

RECORDS TO BE RETAINED FOR SPECIFIC PERIOD: Legal: Dept.: Imaged:
(City Clerk File Plan - Continued)

Salary - City Employees	5	5
Census - State Dept. Finance	5	5
City Council	2	2
Agenda reports before 1995	5	5
Agenda reports after 1995	5	5
Environmental Assessment/Review		
Final EIT/NEGA	5	5
Negative Declarations/CAT. Exceptions	5	5
Insurance Certificates	5	5

RECORDS TO BE RETAINED FOR SPECIFIC PERIOD: Legal: Dept.: Imaged:
 (City Clerk File Plan - Continued)

Minutes - Audio Tape Recordings	T	T
Video Recordings	90 days	90 days
Permits (Filming, Sound Truck, Etc.)	2	2
Resolutions		
Other Standing Advisory bodies	2	2
Statements Of Economic Interests:		
Copies	4	4

CITY MANAGER FILE PLAN

PERMANENT RECORDS:

Property (Deeds, leases, easements, permits issued to the City)

RECORDS TO BE RETAINED FOR SPECIFIC PERIOD: Legal: Dept.: Imaged:

Administrative	2	2
Advertising/Marketing/PublicInformation	2	2
Air Pollution	2	2
Reserved	5	5
Reserved	2	2
Biographies	5	5
Reserved	5	5
Capital Improvement Program	5	5
Reserved	2	2
Chamber Of Commerce	2	2
City Council	5	5
City-County Relations	2	2
City Employees	2	2
City-School Relations	5	5
Committees	5	5
Conferences	2	2
Reserved	4	4

RECORDS TO BE RETAINED FOR SPECIFIC PERIOD: **Legal: Dept.: Imaged:**
 (City Manager File Plan - Continued)

Consultants	5	5
City (Executive Management Team - C/R)	2	2
Equipment	5	5
Federal And State Fund Assistance	5	5
Filing System	0	2
Franchises	2	2
Hospitals	5	5
Industry And Jobs	0	T
International City Managers' Association	2	2
League Of California Cities	2	2
Legislation	2	2
Pacific Gas And Electric Company	2	2
Pacific Telephone & Telegraph Company	5	5
Questionnaires	0	T
Railroads/SP	5	5
Paso Robles Union/Unified School District (General)	5	5

RECORDS TO BE RETAINED FOR SPECIFIC PERIOD: Legal: Dept.: Imaged:
(City Manager File Plan - Continued)

Suggestion Program	2	2
Customer Requests	0	1
Human Resources	See Following Pages	
Economic Development	See Following Pages	

CITY MANAGER CUSTOMER INFORMATION SERVICE FILE PLAN

PERMANENT RECORDS:

NONE

RECORDS TO BE RETAINED FOR SPECIFIC PERIOD: Legal: Dept.: Imaged:

Forms	0	T
Solid Waste - AB 939	5	5
Health	2	2
Noise (all except the following)	5	5
A. Parade/Party Permits	2	2
Publications	0	T
Safety, Committee (Memos & Records)	2	2
Storm Drains	5	5
Air Pollution	2	2
Reserved	0	0
Solid Waste Management/Integrated waste BD.	5	5
Tipping Fees	2	2
LEA/Chicago Grande Landfill	2	2
Surveys	2	2
(all except the following)	2	2
A. Council/City Manager matters	2	5
B. Internal Customer Survey	2	5
C. Citizen/Customer Survey	2	5

CITY MANAGER: HUMAN RESOURCES FILE PLAN

PERMANENT RECORDS:

Classification Plan

Fringe Benefits - Retirement, P.E.R.S. & P.E.R.S - O.A.S.D.I

MOU'S

Worker Rules and Regulations

Internal Customer Survey (Raw Data)

RECORDS TO BE RETAINED FOR SPECIFIC PERIOD: Legal: Dept.: Imaged:

Administrative (all except the following)	0	T
A. Department Head Meetings	0	1
B. Position Allocation List	2	5
C. Purchase Orders	2	2
D. Secretary Meetings	0	1
E. General Correspondence	2	2
 Comparative Cities	 0	 T
Customer Counter Issues	2	2
Department Issues	2	2
Employee Organizations	2	2
Employee Personal Records		
Active	5	P
Inactive	5	5
Employment		
A. Anti-Discrimination	2	2
B. Employment Log	2	2
Examinations	2	2

RECORDS TO BE RETAINED FOR SPECIFIC PERIOD: Legal: Dept.: Imaged:
 (City Manager: Human Resources File Plan - Continued)

Fringe Benefits		
A. Deferred Compensation Plan	2	2
B. Dental Insurance	5	5
C. Health Insurance; Current Carrier, Prior Policies	5	5
D. Life Insurance; Current Carrier, Prior Policies, & Management & Confidential	5	5
E. Sick Leave	2	2
F. Social Security	2	2
G. Uniform Allowance	2	2
H. Vacation	2	2
Job Descriptions, Current	2	2
Job Descriptions, Prior	2	2
Labor Relations	2	2
Loss Prevention	2	2
Management Benefits	2	2
Newsletter (Prior)	0	T
Personnel Appeals	2	2
Personnel Organizations	2	2
Protocol Committee	2	2
Recruitment	2	2
Safety		
A. Accident Reports & Tabulations	5	5
B. Departmental Safety Committee Minutes	2	2
C. General Safety Committee Minutes	2	5
D. National Safety Council	0	1

RECORDS TO BE RETAINED FOR SPECIFIC PERIOD: **Legal: Dept.: Imaged:**
 (City Manager: Human Resources File Plan - Continued)

Salaries (Information)	0	T
A. Consumer Price Index	2	5
B. Salary Schedules, Current	2	2
Service Awards	0	T
Suggestion Plan (all except the following)	0	T
A. Annual Report	2	2
B. Committee Agenda & Minutes	2	2
C. Correspondence	0	2
Surveys	0	2
Training	2	2
Turnover	2	5

CITY MANAGER: REDEVELOPMENT FILE PLAN

PERMANENT RECORDS:

Property Acquisition (Deeds, Easements, Etc.)

Redevelopment Plan

Ordinances

Minutes

Resolutions

Agreements

RECORDS TO BE RETAINED FOR SPECIFIC PERIOD: Legal: Dept.: Imaged:

Administration	2	5
Bond Issues	2	5
Budget	2	5
Economic Development Incentive Program	2	5
Expansion Efforts	2	5
Housing Projects	2	5
Housing Reports	2	5
Monthly Reports	2	5
Probe	2	5
Project Area Committee	2	5
Recruitment (Firms)	2	5

RECORDS TO BE RETAINED FOR SPECIFIC PERIOD: Legal: Dept.: Imaged:
(City Manager : Redevelopment File Plan - Continued)

Retail Projects	2	5
Retention Efforts	2	5
State Controllers Reports	2	5
Woodland II	2	5

**CITY MANAGER: REDEVELOPMENT FILE PLAN
MAIN STREET/DOWNTOWN IMPROVEMENT DISTRICT DIVISION**

PERMANENT RECORDS:

NONE

RECORDS TO BE RETAINED FOR SPECIFIC PERIOD: Legal: Dept.: Imaged:

Beautification Plans	2	5
City Park	2	5
Correspondence	2	5
Main Street	2	5
Office Development	2	5
Promotions	2	5

ADMINISTRATIVE SERVICES FILE PLAN

PERMANENT RECORDS:

Audits - Annual Audit of City Records

Banking--correspondence & miscellaneous information

Insurance - Inactive Policies

Investment Information

Investment Policy

Treasurer's Records

RECORDS TO BE RETAINED FOR SPECIFIC PERIOD: Legal: Dept.: Imaged:

Administrative Orders And Directives:

 Finance Department

2 2

Buses/Transit

5 5

Capital Improvements

2 2

Civic Projects

2 2

Conflict Of Interest Code And Statements (copies)

4 4

Damage To City Property

2 2

Deferred Compensation For Public Employees

2 2

Deferred Compensation

 Historical Records

5 5

 Operating Procedures

5 5

Districts--Miscellaneous Correspondence

5 5

RECORDS TO BE RETAINED FOR SPECIFIC PERIOD:
(Administrative Services File Plan - Continued)

Legal: Dept.: Imaged:

Insurance - Miscellaneous Reports and Memos	5	5
Investment Information	0	T
Miscellaneous Studies	2	2
Organizations, Associations Societies, Committees	0	T
Property -- Acquisition Of Property	5	5
Property, City	5	5
Purchase Orders And Requisitions - General Information	2	2
Requisitions and Purchase Orders	2	2
Revenue Sources	0	T
Surplus Properties, City State	5	5

ADMINISTRATIVE SERVICES - FINANCE FILE PLAN

PERMANENT RECORDS:

Deferred Compensation - Passbooks

RECORDS TO BE RETAINED FOR SPECIFIC PERIOD: Legal: Dept.: Imaged:

Accounting And Reporting(except the following)	2	5
Adjustments to General Ledger--Appropriation Transfers, Fund Transfers, Journal Vouchers	2	5
Reports		
Annual Operating Budget		
Annual Report of Financial Transactions To the State Controller	2	2
Accounting-Special (all except the following)	5	5
Grants	5	5
Accounts Payable	5	5
Budget	2	2
Workbooks & Misc. Information	2	5
Final Program Budget	5	5
Cost Accounting	2	2
Deferred Compensation Individual Payments and Interest	5	5
Inventory--Fixed Assets	5	10
Payroll	5	5
Time sheets	5	5
Reports	5	5
Canceled Checks (See Treasury Division)		
Deduction Cards	5	5
Payroll Register	5	5
Year-to-Date Earnings	5	5
Correspondence	2	2

ADMINISTRATIVE SERVICES: FINANCE: LICENSE & COLLECTION FILE PLAN

PERMANENT RECORDS:

NONE

RECORDS TO BE RETAINED FOR SPECIFIC PERIOD: Legal: Dept.: Imaged:

Agreements	5	5
Assignments To Collection Agency	5	5
Audits	5	5
Bankruptcy	2	2
Business License, Correspondence	2	2
Business License, Inactive Applications	2	2
Business License, Paid Receipts	2	2
Dog License	2	2
Mill Tax Reports	5	5
Policy And Procedure	0	T
Receivables - Paid	2	2
Receipt Books, Departmental	2	2
Record Of Cash Receipts - Daily	2	2
Trust	2	2

ADMINISTRATIVE SERVICES: PURCHASING FILE PLAN

PERMANENT RECORDS:

NONE

RECORDS TO BE RETAINED FOR SPECIFIC PERIOD: Legal: Dept.: Imaged:

Agreements, Service	5	5
Bids For Equipment Or Services		
Formal--Working Papers	5	5
Informal	2	2
Correspondence (Everyday file for 31 days)	2	2
Key Schedule And Control (Master List)	5	5
Purchase Orders (All) Numerical	5	5

ADMINISTRATIVE SERVICES : TREASURY RECORDS DIVISION FILE PLAN

PERMANENT RECORDS:

Banking - Facsimile Signatures

Investments - Bank Contracts

RECORDS TO BE RETAINED FOR SPECIFIC PERIOD: Legal: Dept.: Imaged:

Banking - Canceled Checks--Payroll and Accts. Payable 5 5

Bond And Interest--General Obligation 5 5

Special Assessments (all except the following) 5 5
 Treasurer's Records 5 5

Taxes, Property And Assessment Roll 2 5

ADMINISTRATIVE SERVICES: UTILITIES FILE PLAN

PERMANENT RECORDS:

NONE

RECORDS TO BE RETAINED FOR SPECIFIC PERIOD: Legal: Dept.: Imaged:

Industrial Waste	2	4
Credit Cards/Receipts	2	2
Water And Sewer (all except the following)	2	4
Deposits--Active and Inactive	3	3
Policy and Procedure	2	2
Tap and Connection Receipts	2	2
Rates and Billing Authority (Schedules, Resolutions, Code Sections)	2	4

FIRE SERVICES FILE PLAN

PERMANENT RECORDS:

Administrative - Destruction of Records Not Sent to Records Center Notice
(Confidential)

Daily Log Book -- Fire Reports

Fire Prevention Bureau - Inspections

RECORDS TO BE RETAINED FOR SPECIFIC PERIOD: Legal: Dept.: Imaged:

Administrative - Fire Department Directives	2	2
Alarm Systems	5	5
Annexations	2	2
Associations And Organizations	2	2
City Property (all except the following)	2	2
Equipment	5	5
Civil Defense/Disaster Prep.	2	T
City Department Correspondence	2	2
Conflict Of Interest Code And Statements (copies)	4	4
Fire Prevention Bureau (all except the following)	2	2
Hydrant-Master Card	5	5
Personnel Records	2	5
Purchasing (all except the following)	2	2
Stores Issues and Requisitions	2	2
Reports And Records (all except the following)	2	2
Fire Report	5	5
Investigation Report	5	5
Safety	2	2

COMMUNITY SERVICES FILE PLAN: ADMINISTRATION

PERMANENT RECORDS:

- Administration - Confidential Records Not Sent to Records Center Notice
- Parks/Bldg. - Facilities and Buildings, Irrigation Systems, Master Park Plan
- Construction Plans: Facilities, Walkways, Sidewalks
- Trees - Hold Harmless Agreements, Master Plan, Personnel, Physicals, Easements, Property Damage, Spraying
- City Owned Buildings (Title, Mechanical Drawings, Etc.)

RECORDS TO BE RETAINED FOR SPECIFIC PERIOD: Legal: Dept.: Imaged:

Administration (all except the following)	2	2
Activity Reports	2	5
Annual Reports	2	2
Capital Improvement Plan	2	5
City Council Minutes	2	0
City Equipment	5	5
City Hall	0	T
Civil Defense/Disaster Prep	0	2
Conflict of Interest Code and Statements (copies)	4	4
Fuel	0	2
Inter-Department Correspondence & Information	2	2
Outdoor Festivals	2	2
Personal Injuries Non-City Employee	5	5
Public Relations/Marketing	2	2
Rental Agreements - Regular Users	5	5
Rental Agreements - One-time Users	2	2
Park & Rec. Committee Meetings; Minutes	2	5
Self Insured (Automobile & General) Reports	2	2
Street Closures	0	0
Surplus Property	2	5
Surveys	0	2
Training	0	2
Youth Task Force	2	2

RECORDS TO BE RETAINED FOR SPECIFIC PERIOD: **Legal: Dept.: Imaged:**
 (Community Services File Plan: Administration Continued)

Parks/Bldg.	2	5
City-Owned (listed by name) Parks,		
Barney Schwartz		
Centennial	2	2
Pool		
Tennis Courts		
Gym		
Grounds		
City Hall		
Conference Center		
Library		
Conference Center		
Foyer		
Reading Room		
Municipal Pool		
Moore		
Pioneer		
Parking lots - General		
Sherwood		
Contributions and Donations	2	2
County (SLO)	2	2
Federal Programs	2	2
General	2	2
Grants (Non-Funded)	5	5
Handicapped Facilities	2	2
History; Parks, Buildings	2	2
Lights	2	2
Maintenance	2	2
Open Space Program	5	5
Educational Material	2	2
Park Acreage	2	2
Park Ordinance	2	2
Pictures, Signs	0	0
Contractors (Rec.etc.)	2	2
Playground Equipment Safety Check	2	5
Publicity	0	2
Reservation Information	2	2
Sound System	2	5

RECORDS TO BE RETAINED FOR SPECIFIC PERIOD: **Legal: Dept.: Imaged:**
 (Community Services File Plan: Administration Continued)

Speech Material	2	2
State of California and Federal	2	5
State Park Bond Fund	5	5
Trails	2	2
Urban Park Information	2	5
Utilities	2	3
Vandalism and Misuse		5
Recreation (all except the following)	2	2
Allocation from Schools, County	5	5
Bicycle Race and Trails	2	5
California Public Outdoor Recreation Plan	2	T
Camping	0	0
Oak Park	2	2
Organizations	0	0
Program Costs	2	5
Publicity	0	0
Recreation, State of California	2	2
Senior Citizens Center	2	5
Legislation and State Department of Education	2	2
Volunteer Service	2	2
Participation Waivers	2	5
Trees (all except the following), General	2	5
Chemicals	5	5
Diseases and Controls	5	5
Property Damage	5	5
Spraying	5	5

FLEET MAINTENANCE: FILE PLAN

RECORDS TO BE RETAINED FOR SPECIFIC PERIOD: Legal: Dept.: Imaged:

Administration	2	2
Safety Checks	2	2
Work Orders	2	2
Yard Operations	2	2

COMMUNITY DEVELOPMENT FILE PLAN: ADMINISTRATION

PERMANENT RECORDS:

File Management & Records Destroyed

Approved/adopted guidelines and policies (e.g. CEQA Guidelines, Design Guidelines)

Historic Structures Inventory (in set of red binders)

Sanborn Map records (in black binders)

Air Photo collection (in separate storage shelf)

Base Maps (originals)

Federal Census Data (may be in CDROM format)

Street Name designation files

Revision to Fees for Services, Impact Fees

RECORDS TO BE RETAINED FOR SPECIFIC PERIOD: Legal: Dept.: Imaged:

Staff training log; conference, workshop & seminar log	0	2
Work Program/Project Priorities	2	5
List of Approved consultants for Environmental Impact Studies	2	2
Planning Division Correspondence	2	2
Time Logs/Budget Performance Docs.	2	2

RECORDS TO BE RETAINED FOR SPECIFIC PERIOD: Legal: Dept.: Imaged:
(Community Development File Plan: Administration)

Main Street Program Correspondence	2	2
Chamber of Commerce Correspondence	2	2
Redevelopment Related Correspondence	2	2

COMMUNITY DEVELOPMENT FILE PLAN: CURRENT PLANNING

PERMANENT RECORDS:

Planning Commission Agendas, Minutes and Resolutions

Development Review Committee Minutes

Sign Approvals

Home Occupation Permits

Zone Variances (approved)

Planned Development Files

Site Plan Files (Approved)

Zoning Code Interpretations

Conditional Use Permits

Parcel/Subdivision Files (not maps)

Subdivision Maps

Street Abandonments/Waivers/Easements

RECORDS TO BE RETAINED FOR SPECIFIC PERIOD: Legal: Dept.: Imaged:

Inactive Application/Projects that have not been processed or approved	2	3
Incomplete Applications	2	2
Code Enforcement Actions	2	2
Conceptual Project Reviews	2	2
Plot Plan Approvals	2	2

COMMUNITY DEVELOPMENT FILE PLAN: ADVANCED PLANNING

PERMANENT RECORDS:

General Plan Amendments/General Plan Elements (approved)

Zoning Map and Code Text Amendments (approved)

Specific Plans (approved)

RECORDS TO BE RETAINED FOR SPECIFIC PERIOD: Legal: Dept.: Imaged:

Annexation/Sphere Amendment Related Files for proposals not approved	0	5
Amendments, plans and projects that have not been approved	2	3
County project referrals and City comments	5	5
SMARA Records of Inspection/Reclamation	2	5

COMMUNITY DEVELOPMENT FILE PLAN: HOUSING

PERMANENT RECORDS:

CDBG-Residential Rehabilitation: Original of Agreement between City and State

CDBG-Los Robles Terrace: Original of Agreement between City and State

CDBG-Entitlement: Originals of Cooperation and Subrecipient Agreements

EDBG-Airport Marketing Study: Original of Agreement between City and State

1989 Technical Assistance Grant: Original of Agreement between City and State

CUP File Status Inventory Report

RECORDS TO BE RETAINED FOR SPECIFIC PERIOD: Legal: Dept. Imaged

CDBG-Residential Rehabilitation		
Administrative File	3	5
Insurance File	15	15
Client Files by Address	15	15
CDBG-Los Robles Terrace		
Application	3	5
CDBG-Entitlement		
CHAS & Final Statement and Consolidated Plans	3	5
Annual Proposals	2	2
Cooperation and Subrecipient Agreements	3	5
Regulations for CDBG, NEPA, Federal Labor Standards, etc.	2	2
CDBG-Related Programs Files	2	2
1989 Technical Assistance Grant		
Administrative File	3	5
EDBG Airport Marketing Study; Administrative File	5	5

RECORDS TO BE RETAINED FOR SPECIFIC PERIOD: **Legal: Dept.: Imaged**
 (Community Development File Plan: Housing)

Housing Element		
Update Administrative Files	5	5
Master Copies of Element	5	5
File Copies of Elements	5	5
Informational Files	5	5
General Plan Annual Report	5	5
Redevelopment Housing		
Implementation Plan	5	5
Annual Reports (copies)	5	5
Budgets (copies)	5	5
Informational Files	5	5
Land Use Inventory & Statistics	5	5
Niblick Bridge Environment Review	5	5
Housing Studies	2	2
Housing Programs Informational Files	2	2
Proposed Housing Project Files	2	3
Housing Code Enforcement	2	2
Letters	2	2
Address Files	2	2
Log	2	2

COMMUNITY DEVELOPMENT FILE PLAN: BUILDING

PERMANENT RECORDS:

Seismic Safety Retrofit Program (Inventory of Unreinforced Masonry Buildings, Program for addressing retrofit, related correspondence)

Code Up-date related files (staff report, description of code changes)

Code Books from Prior Years

Commercial and Multi-Family Plans (Exempt from this provision: Single or multi-family dwellings less than two stories and basement in height along with garages and structures appurtenant to some farm/ranch buildings)

Revisions to Building Permit Fee (if not included in Code Up-date)

Building Division Activity Reports

Building Permit Envelopes

RECORDS TO BE RETAINED FOR SPECIFIC PERIOD: Legal: Dept.: Imaged:

Building Division Correspondence	2	3
Asset Inventory (copy)	2	2
Building Plans, Single Family	90 days (Per UBC)	90 days
Emergency Operations Plan	2	2
Sierra "Permits" user Guide, Documentation for current version	2	2

POLICE FILE PLAN

PERMANENT RECORDS:

Reports - Destruction of Records Not Sent to Records Center Notice

Personnel Training Records

Case Investigation - Misdemeanor Citation

Case Investigation - Felonies

Criminal Statistics

RECORDS TO BE RETAINED FOR SPECIFIC PERIOD: Legal: Dept.: Imaged:

Administrative & Statistical Reports (except the following)	2	2
Bicycle Registration Forms Control	2	5
Special Permits and Licenses	2	2
 Budget Control (all except the following)	 2	 2
Investigation Fund	2	2
 Case Investigation		
Marijuana Case Reports Regulated by Health And Safety Code 11361.5	2	2
Juvenile Court Records Welfare and Institutions Code 781 (Retention Period begins after court notification)	5	5
Parking Citation	2	2
Traffic Citation	2	2
Warning Citation	2	2
 Conflict Of Interest Code And Statements (copies)	 4	 4
 Equipment Inventory And Maintenance	 2	 2
 Investigative Support		
Bar, Alcohol Licensed Premises	0	T
Bicycle Registration	2	5
Daily Bulletin	5	5
Evidence, documentary	2	5

RECORDS TO BE RETAINED FOR SPECIFIC PERIOD: Legal: Dept.: Imaged:
(Police File Plan - Continued)

Intelligence	2	2
Pawn Shop Ticket	2	2
Prisoner Custody, Extradition	5	5
Prisoner Custody, In-State Transportation	2	2
Property, Contraband	5	5
Property, Evidence	5	5
Property, Lost and Found	2	2
Property, Stolen and Embezzled	2	2
Towed Auto	2	2
Citizen Complaint, Unfounded or Exonerated	5	5
Duty Records	2	2

PUBLIC WORKS FILE PLAN: ADMINISTRATION

PERMANENT RECORDS:

Confidential Records Not Sent to Records Center

Policies & Procedures

Land Acquisition

RECORDS TO BE RETAINED FOR SPECIFIC PERIOD: Legal: Dept: Imaged:

DPW Projects	2	10
Energy	2	5
Federal & State Grants	2	2
Floods	2	5
Invoices	2	2
Safety	5	5
Bids	5	5
Computer	5	5
Copy Fees	2	2
Contract Information	2	5
Electrical	2	5
Fire	2	5
Wages	2	2
Training Information	2	10

PUBLIC WORKS FILE PLAN: STREET DIVISION

PERMANENT RECORDS:

Bridges

Traffic Signals

Trees - Hold Harmless Agreements
Right of Entry

Master Plan

Policies & Procedures

Graffiti Program - Consent to Enter

Oak Trees

RECORDS TO BE RETAINED FOR SPECIFIC PERIOD: Legal: Dept. Imaged:

Storm Drains	5	10
Streets	5	10
Alleys	5	10
Traffic Signals	5	
Trees	2	10
Chemical	5	5
Diseases & Controls	5	10
Property Damage	5	5
Spraying	5	5
Curb & Gutters	5	10
Sidewalks	5	10
Caltrans		10
Graffiti Program		10
Signs	5	10

PUBLIC WORKS FILE PLAN: WASTE WATER DIVISION

PERMANENT RECORDS:

NPDES

Industrial Dischargers

Industrial Discharge Permit

Templeton CSD

Water Reclamation

WQCB

Industrial Discharge Violations

Lift Stations

Policies & Procedures

APCD

RECORDS TO BE RETAINED FOR SPECIFIC PERIOD: Legal: Dept: Imaged:

Waste Water Collection	5	5
Waste Water Treatment	5	10
Notices	2	2

PUBLIC WORKS FILE PLAN: WATER DIVISION

PERMANENT RECORDS:

WQCB

Reservoirs

Distribution

Production

Treatment

Conservation

Nacimiento Water Project

Permit 5956

Salinas River

Riparian Rights

Salinas Reservoir

State Water Permit

Production Reports

Water Mains

Pump Stations

Testing

Policies & Procedures

PUBLIC WORKS FILE PLAN: LANDSCAPING & LIGHTING DISTRICT NO. 1

PERMANENT RECORDS:

Policies & Procedures

Annual Levy

RECORDS TO BE RETAINED FOR SPECIFIC PERIOD: Legal: Dept: Imaged:

Landscape Maintenance

2 5

PUBLIC WORKS FILE PLAN: AIRPORT DIVISION

PERMANENT RECORDS:

Airport Advisory Committee Minutes

Grant Applications

Grant Projects

Airport Master Plan

Operating Certificate

Rules & regulations

Federal Aviation Administration

Leases

Policies & Procedures

Property

Runways

RECORDS TO BE RETAINED FOR SPECIFIC PERIOD: Legal: Dept.: Imaged:

Accidents/Fatalities	2	5
Airport Advisory Committee	2	5
Operating Certificate	2	
Facilities	2	5
Leases	5	
Insurance	5	5
Property	2	

RECORDS TO BE RETAINED FOR SPECIFIC PERIODS: Legal: Dept: Imaged:
(Public Works File Plan: Airport Division)

Rates & Charges	2	5
Runways	2	
Terminal		10
Traffic Control Tower	2	10
Zoning		10
Land Use Commission	2	5

PUBLIC WORKS FILE PLAN: LANDFILL

PERMANENT RECORDS:

Operating Permit

Franchise Agreement

Tipping Fees

Closure & Post Closure Assurance

WQCB

RDSI

Solid Waste (AB939)

Policies & Procedures

RECORDS TO BE RETAINED FOR SPECIFIC PERIOD: Legal: Dept.: Imaged:

Management

10

PUBLIC WORKS FILE PLAN: ENGINEERING DIVISION

PERMANENT RECORDS:

Abandonments

Easements

Streets

Annexations

Assessment District (e.g. warrants, record of surveys, payment records, bidders list, bids and diagrams)

Bridges (By name)

City Public Works Projects (e.g. plans specifications, bidders list, bids and cost records)

FEMA

Land Development Projects

Tracts

Conditional Use Permits (CUP)

Planned Development (PD)

Grading Plans (GP)

Parcel Maps (PR)

RECORDS TO BE RETAINED FOR SPECIFIC PERIOD: Legal: Dept: Imaged:

Engineering (General)

2

5

Grants

10

Ordinance Revisions

5

Standards

20

RECORDS TO BE RETAINED FOR SPECIFIC PERIOD:

Bids:

The engineer is required to file in his office, prior to the commencement of any public work, full, complete and accurate plans and specifications or a work authorization approved by the engineer describing the work to be performed, and an estimate of the cost thereof. Within 60 days of the completion of any public work, the engineer is required to file in his office the following information:

- a. Names of bidders with prices bid, if bids there be.
- b. Changes in adopted or approved plans and specifications or a work authorization describing the work to be performed.
- c. That the work performed has or has not been done in accordance with such plans and specifications or work authorization.
- d. The total cost of the work, segregated so as to show the actual cost of all labor, materials, equipment, engineering or architectural services, including the services of public employees in connection with such work and other expense. The cost shown for equipment shall include rentals paid or, if the equipment is publicly owned, a reasonable amount for depreciation and the cost of repairs thereon while so used.

These requirements do not apply to maintenance work, work occasioned by emergency and work costing less than \$15,000.

If the records in the bids file are a part of the information described above, they must be maintained permanently. In addition, the City must insure that a list of bidders and prices bid has been prepared and is maintained permanently before destroying unaccepted bids.