

RESOLUTION NO. 18-209 C.S.

A RESOLUTION OF THE COUNCIL OF THE CITY OF MONTEREY

**APPROVING MODIFICATIONS TO CITY OF MONTEREY RECORDS RETENTION /
DISPOSITION SCHEDULE**

WHEREAS, the City Council adopted the Records Management Policy and Records Retention / Disposition Schedule by Resolution No. 05-98, and amended both documents by Resolution No. 07-096;

WHEREAS, the City Council further amended the Records Retention / Disposition Schedule by Resolution Nos. 09-004, 10-079, 11-162, 14-116, and 16-226;

WHEREAS, certain amendments to the Records Retention / Disposition Schedule are necessary for the City to remain in compliance with applicable statutes, codes, and regulations;

WHEREAS, certain amendments to the Records Retention / Disposition Schedule would clarify administrative procedures;

WHEREAS, The City of Monterey determined that the proposed action is not a project as defined by the California Environmental Quality Act (CEQA) (CCR, Title 14, Chapter 3 (CEQA Guidelines), Article 20, Section 15378). In addition, CEQA Guidelines Section 15061 includes the general rule that CEQA applies only to activities which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA. Because the proposed action and this matter have no potential to cause any effect on the environment, or because it falls within a category of activities excluded as projects pursuant to CEQA Guidelines section 15378, this matter is not a project. Because the matter does not cause a direct or any reasonably foreseeable indirect physical change on or in the environment, this matter is not a project; and

WHEREAS, the City Attorney was consulted and recommends the approval of the additions, modifications, and deletions of series numbers, descriptions, remarks, and other notations as incorporated into the City of Monterey Records Retention / Disposition Schedule (Exhibit A);

NOW, THEREFORE, BE IT RESOLVED THAT THE COUNCIL OF THE CITY OF MONTEREY hereby:

1. repeals Resolutions Nos. 05-98, 07-096, 09-004, 10-079, 11-162, 14-166, and 16-226; and
2. approves the City of Monterey Records Retention / Disposition Schedule attached as Exhibit A and incorporated as part of this document.

PASSED AND ADOPTED BY THE COUNCIL OF THE CITY OF MONTEREY this 20th day of November , 2018, by the following vote:

AYES:	5	COUNCILMEMBERS:	Albert, Barrett, Haffa, Smith, Roberson
NOES:	0	COUNCILMEMBERS:	None
ABSENT:	0	COUNCILMEMBERS:	None
ABSTAIN:	0	COUNCILMEMBERS:	None

APPROVED:

ATTEST:



Mayor of said City



City Clerk thereof



CITY OF MONTEREY - RECORDS RETENTION/DISPOSITION SCHEDULE

Adopted __, 2018 - Resolution No. 18-__ C.S. EXHIBIT A

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	RETENTION PERIODS			FORMAT	VITAL	DoR	REMARKS	CITATION
	ACTIVE	INACTIVE	TOTAL					
	C	--	C	--	--	--	COPIES or DUPLICATES of documents for which a department is not the office of record.	See legend on last page GOV 6254(a) (drafts); GOV 34090.7 (copies)
100 GENERAL ADMINISTRATION								
101 OFFICE MANAGEMENT & REFERENCE								
101-01 General Information	2	--	2	E HC	--	Various		GOV 34090
101-02 Correspondence - Chronological Files	C	2	C+2	E HC	--	Various	Originaling Department	GOV 34090
101-03 Citywide Policies/Procedures	C	2	C+2	E	--	Various	Note: This does not include area specific policies and procedures. For those see the appropriate function (e.g. 200, 600, 800, etc). Includes reference materials: such as Help aids, Tutorials, and Software and Hardware Training Manuals	GOV 34090
101-04 Consultants	3	--	3	E HC	--	Various	Excluding consultant contracts	GOV 34090
101-05 Staff Meeting Notes	C	--	C	E HC	--	Various	Inter-agency memoranda not retained in the ordinary course of business	GOV 6254(a)
101-06 Work Plans	C	2	C+2	E HC	--	Various		GOV 34090
101-07 In-House Committees	C	3	C+3	E HC	--	Various	May be kept for research/historic purposes - e.g. MI3	GOV 34090
101-08 Departmental Analysis & Reports	5	--	5	E HC	--	Various	e.g. reorganization and transformation info, department and division mission statements, visions, drivers, initiatives, etc.	GOV 34090
101-09 Press Releases and Social Media	C	2	C+2	E	--	Various	Media releases, posts to official social media accounts (Facebook, Twitter, Instagram, YouTube, Pinterest, Flickr, NextDoor, etc.)	GOV 34090
101-10 General Subject Files	C	2	C+2	E HC	--	Various	Internal working files	GOV 34090(d)
101-11 Customer Response Management	2	--	2	E HC	--	Various	Correspondence, audio recordings, and staff memos regarding suggestions, complaints, and feedback from community (includes "Monterey Suggest", formerly known as "Goldenrods")	GOV 34090
101-12 Professional Associations	2	--	2	E HC	--	Various	(i.e. IIMC, CCAC, ICMA)	GOV 34090
101-13 Community Organizations	2	3	5	E HC	--	Various	(i.e. Business Associations)	GOV 34090
101-14 Community Promotions	2	3	5	E HC	--	Various	(i.e. Communications & Outreach info, surveys, City Focus, Community Connections)	GOV 34090
101-15 Publications from Outside Agencies	C	--	C	E HC	--	Various	Not in City's control (not a public record)	GOV 34090
102 RESERVED								
103 FORMS & PUBLICATIONS MANAGEMENT								
103-01 General Information	2	--	2	E HC	--	Various		GOV 34090
103-02 Blank Forms	C	2	C+2	E HC	--	Various	Templates/forms are considered preliminary drafts exempt from disclosure	GOV 6254(a)
103-03 Mailing Labels	C	--	C	E	--	Various		GOV 34090
103-04 Document Templates	C	--	C+2	E	--	Various	Templates are considered preliminary drafts exempt from disclosure	GOV 6254(a)
104 RECORDS MANAGEMENT								
104-01 General Information	2	--	2	E HC	--	Various	Damaged records assessment reports, Records disaster recovery worksheets (for records that are recoverable)	GOV 34090
104-02 Certificates of Destruction	2	P	P	E HC	yes	Various	Authorization to destroy obsolete records, Authorization to destroy unrecoverable damaged records	GOV 34090.5
104-03 Retention Schedules	C	4	C+4	E HC	yes	IR		GOV 34090; CCP 343
104-04 Records Management Policies/Procedures	C	--	C	E HC	yes	IR	Keep until superseded.	GOV 34090
104-05 Municipal Unified Functional Filing System Index	C	--	C	E	yes	IR		GOV 34090
104-06 Inventory, Records	C	2	C+2	E	yes	Various	Inventory of inactive records holdings & location	GOV 34090
104-07 Public Records Request	C	2	C+2	E HC	--	CA		GOV 34090
105 INFORMATION SYSTEMS								
105-01 General Information	2	--	2	E HC	--	IR		GOV 34090
105-02 Internet, World Wide Web	C	2	C+2	E	--	CM	Management/Policies & supporting documentation	GOV 34090
105-03 Inventory, Information Systems	C	2	C+2	E D HC	yes	IR	Hardware/Software Inventory logs; systems manuals	GOV 34090
105-04 Program Files and Directories	C	--	C	E	yes	Various	Backup tapes - not a record	GOV 34090.7

		RETENTION PERIODS		FORMAT	VITAL	DoR	REMARKS	CITATION
		ACTIVE	INACTIVE	TOTAL	See legend on last page			
		C	4	C+4	E HC	yes	IR	See legend on last page GOV 34090; CCP 337.2; CCP 343
105-05	Network Information Systems (LAN/WAN)						Configuration maps & plans	
105-06	Intraweb	C	2	C+2	E	--	CM	Internal communications, management/policies & supporting documentation GOV 34090
105-07	Software Program Management	C	2	C+2	E HC	--	IR	GOV 34090
105-08	Application Integrations	C	2	C+2	E HC	--	IR	GOV 34090
105-09	Technology - Monterey Information Innovation & Integration	C	2	C+2	E HC	--	IR	GOV 34090
105-10	Business Process Workflows	C	2	C+2	E HC	--	IR	GOV 34090
105-11	City Software Design Documents	C	2	C+2	E HC	--	IR	GOV 34090
106	PRINTING & POSTAGE							
106-01	General Information	2	--	2	E HC	--	Various	GOV 34090
106-02	Printing/Reproduction	C	2	C+2	E HC	--	Various	GOV 34090
106-03	Postal/Mailing	C	2	C+2	E HC	--	IR	GOV 34090
107	TELECOMMUNICATIONS							
107-01	General Information	C	2	C+2	E HC	--	Various	These are not broadcasted files; these are City documents relative to these subjects GOV 34090
107-02	Cable Television	C	2	C+2	E HC	--	Various	These are not broadcasted files; these are City documents relative to these subjects GOV 34090
107-03	Telephone Carriers, Antennae and Telephone Services	C	2	C+2	E HC	--	Various	These are not broadcasted files; these are City documents relative to these subjects GOV 34090
107-04	Public Education and Government Cable Television	C	2	C+2	E HC	--	Various	These are not broadcasted files; these are City documents relative to these subjects GOV 34090
107-05	Institutional Network Services	C	2	C+2	E HC	--	Various	These are not broadcasted files; these are City documents relative to these subjects GOV 34090
107-06	Media Information	C	2	C+2	E HC	--	Various	Media contact information GOV 34090
107-07	Emergency Communications Systems	C	2	C+2	E HC	--	Various	(e.g. Narrowbanding equipment) GOV 34090
200	COMMUNITY DEVELOPMENT							
201	DEVELOPMENT ADMINISTRATION							
201-01	General Information	2	--	2	E HC	--	CD	GOV 34090
201-02	Development Bonds	C	10	C+10	E HC	yes	FF	Housing; industrial development GC43901 requires that you list publications requirements before destroying. All destruction must be approved by City Attorney. A development bond is what a developer posts to insure that required public improvements (roads, curbs, gutters, sidewalks, schools, etc) are built. BONDS INSURING REAL PROPERTY MUST BE RETAINED PERMANENTLY. GOV 34090; GOV 43900; CCP 337.5
201-03	Security Bonds	C	2	C+2	E HC	yes	FF	Documentation created/received in connection with performance of work/services for parcel maps & subdivision work GOV 34090; GOV 43900; CCP 337.5
201-04	Reserved							
201-05	Reserved							
201-06	Development Conditions & Development Agreement Supporting Materials	C	P	P	E	yes	CD	Mitigation measures; filed with case files. Supporting documents for development agreement filed here; Executed development agreement filed under 704. GOV 65668.5; CCP 337.15
201-07	Reserved							
201-08	Development Standards	C	P	P	E HC	--	CD	Landscape medians, parkway landscape development GOV 34090(a)
201-09	Community Development Block Grants (CDBG)	Au	4	Au+4	E	yes	CD	Applications, reports, supporting documents; actual grant contract filed under 704 24 CFR 570.502(a)(7), 2 CFR 200.333; OMB cir A-102, A-110, A-28
201-10	Land Uses, Nonconforming	2	P	P	E HC	yes	CD	GOV 34090(a)
201-11	Maps & Plats	2	P	P	E	yes	Various	Engineering & field notes & profiles; cross-section of roads, streets, right of way maps, bridges; annexations, deannexation parks, tracts, block, storm drains maps, water easement maps, etc. HSC 19850; GOV 34090(a)

CITY OF MONTEREY - RECORDS RETENTION/DISPOSITION SCHEDULE

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	ACTIVE	INACTIVE	TOTAL					
201-12 Plans - Regulatory	C	P	P	E	yes	CD	Master Plans, General Plans & Elements to General Plan, Area Plans, Local Coastal Plans, Land Use Plans, Zoning Ordinance, Zoning Maps, Zoning Text Amendments, Plans, Drawings, Exhibits, and Photos	See legend on last page GOV 34090(a); GOV 65106; GOV 50110; HSC 19850
201-13 General Plan Amendments	C	3	C+3	D E HC	yes	CD	Includes approved and denied	GOV 34090(a); GOV 65106; GOV 50110
201-14 Development Impact Fees	C	P	P	D	yes	CD		GOV 34090(a); CCP 337.15
201-15 Studies, Special Projects & Areas	C	2	C+2	E HC	--	Various	Engineering joint powers, noise, traffic impact studies, circulation, archeological artifacts	GOV 34090(a)
201-16 Americans with Disabilities Act (ADA) Action (moved from 202)	C	2	C+2	E HC D	--	Various		GOV 34090
202 BUILDING								
202-01 General Information	2	--	2	E HC	--	CD		
202-02 Building Permits and Plans	5	P	P	E D HC	yes	CD	Issued and final permits, plans and associated documents.	GOV 34090(a); HSC 19850
202-03 UnReinforced Masonry (URM) Plans	5	P	P	D HC	yes	CD	URM certificates, terminations, and associated files	GOV 34090
202-04 Projects in Plan Check	C	2	C+2	D HC	--	CD	Destroy when Plan Check expires	GOV 34090
202-05 Reserved								
202-06 Projects in Plan Check SC	1	1	C+2	D HC	--	CD	Contracted work for Sand City - Destroy two years after permit is issued	GOV 34090
202-07 Reserved								
202-08 Code Books	C	P	P	E HC	yes	CD	National Electrical Code, Uniform Building, Fire, Mechanical, Plumbing & Supplements - Keep until superseded	GOV 34090(e)
202-09 Reserved								
202-10 Reserved								
202-11 Contractors	C	--	C	D	yes	CD	Current list-contractor database is contained within Infor software	GOV 34090
202-12 Structural Calculations	C	--	C+2	E HC	--	CD	Destroy two years after building permit is finalized	HSC 19850
202-13 Reserved								
202-14 RPI	C	P	P	E HC D	yes	CD	Residential property inspections. Destroy paper after scanning.	GOV 34090.5; HSC 19850
202-15 Inspection Logs	C	2	C+2	E HC	yes	CD	Daily inspections	GOV 34090
202-16 Complaint File	C	7	C+7	D E	--	CD	Confidential complaints	42 USC 1983
202-17 Building Inspection Services to Outside Agencies	C	10	C+10	D E	--	CD	Agenda reports for these services; Executed legal agreements are in 704	GOV 34090
202-18 Reserved								
203 PLANNING								
203-01 General Information	2	--	2	E HC	--	CD		GOV 34090
203-02 Case / Project Files	C	P	P	D E HC	yes	CD	Planning & Zoning. Pertains to real property. May include blueprints, drawings, maps, plans, reports, correspondence, uses, variances, studies, appeals, compliance certificates. Includes rezoning of properties, historic preservation address files, mobile food vending for specific locations and permits only, and planning alcohol permits / uses and redevelopment / urban renewal projects, parking adjustments, lot line adjustments, preliminary, tentative and final maps; subdivision agreements filed under 704.	GOV 34090(a); GOV 4003; GOV 4004; HSC 19850
203-03 Sample materials submitted with projects for approval	C	2	C+2	S	--	CD	Roof, glass, paint, etc. samples - keep as long as project is in approval process plus 2 years. Original is then scanned or photographed, original destroyed, and photo or scan filed in project file.	GOV 34090
203-04 Reserved								
203-05 Reserved								
203-06 Reserved								
203-07 Broad policies or topics not tied to specific address	C	P	P	D E HC	yes	CD	May include blueprints, drawings, correspondence, reports or studies, and staff reports. (I.e. awnings, mansions, lighting), water allocation charts	GOV 34090; HSC 19850

A/E - After Expiration; Au - Audit; C - While Current/Until Completed; D - Database; DoR - Dept. of Record; E - Electronic/Image; HC - Hard Copy; M - Microfilm; P - Permanent; S - Samples; T - Until Termination

	RETENTION PERIODS		FORMAT	VITAL	DoR	REMARKS	CITATION
	ACTIVE	INACTIVE					
204							See legend on last page
204-01	ENVIRONMENTAL QUALITY						
204-01	General Information	2	--	2	E HC	--	Various
204-02	Air Quality (AQMD)	C	7	C+7	E HC	--	CD
204-03	Asbestos	C	P	P	E HC	--	PW
204-04	California Environmental Quality Act (CEQA)	C	P	P	D E HC	yes	CD
204-05	Congestion Management	C	2	C+2	E HC	--	PW
204-06	National Environmental Policy Act (NEPA)	C	2	C+2	D E HC	--	CD
204-07	Soil	C	2	C+2	E HC	--	CD
204-08	Soil Reports (Final)	C	--	C+2	E HC	yes	CD
204-09	Review of EIRs not under City Jurisdiction	C	2	C+2	E HC	--	CD
204-10	Traffic Impacts	C	P	P	D E HC	--	CD
204-11	Green House Gas Emissions	C	P	P	D E HC	--	CD
205	REGIONAL PLANNING						
205-01	General Information	2	--	2	E HC	--	CD
205-02	County General Plan	C	--	C	E HC	--	CD
205-03	General Plans Other Cities	C	--	C	E HC	--	CD
205-04	LAFCO	2	--	2	E HC	--	CD
206	PROPERTY						
206-01	General Information	2	--	2	E HC	--	CD
206-02	Abandonment	2	P	P	D E HC	yes	CD
206-03	Acquisition / Disposition of Property	C	P	P	E HC	yes	CD
206-04	Annexations / Deannexations	2	P	P	E HC	yes	CD
206-05	Appraisals	C	2	C+2	E HC	yes	CD
206-06	Property taxes	C	2	C+2	E HC	--	Various
206-07	Maps, City Boundary	C	P	P	E HC	yes	CD
206-08	Lot Splits and Lot Mergers	C	P	P	E HC	yes	CD
206-09	Relocation Files	C	2	C+2	E HC	--	CD
207	HOUSING						
207-01	General Information	2	--	2	E HC	--	CD
207-02	Reserved						
207-03	Programs	C	5	C+5	E HC	yes	CD
207-04	Homelessness	C	2	C+2	E HC	--	Various
208	ECONOMIC DEVELOPMENT						
208-01	General Information	2	--	2	E HC	--	CD
208-02	Reserved						
208-03	Economic Development Strategies & Business Recruitment	2	5	7	E HC	--	CD
209	HISTORIC PRESERVATION PROGRAM						
209-01	General Information	2	--	2	E HC	--	CD
209-02	Historic Surveys	2	3	5	E HC	--	CD
209-03	Archives	2	P	P	E HC	--	CD
209-04	Historic Master Plan	C	P	P	E HC	yes	CD

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		RETENTION PERIODS		FORMAT	VITAL	DoR	REMARKS	CITATION
		ACTIVE	INACTIVE					
209-05	Historic Property Tax Incentive Program - Mills Act	C	5	C+5	E HC	--	CD	See legend on last page GOV 34090
209-06	Historic Adobe and Other Historic Buildings	2	P	P	E HC	--	CD	GOV 34090
209-07	Historic Preservation Districts	C	P	P	E HC	--	CD	GOV 34090
209-08	National Register	C	P	P	E HC	--	CD	GOV 34090
209-09	Historic Remains	C	P	P	E HC	--	CD	GOV 34090
300	COMMUNITY SERVICE PROGRAMS							
301	RECREATION ADMINISTRATION							
301-01	General Information	2	--	2	E HC	--	PR	GOV 34090
301-02	Facility Rental Information	C	2	C+2	E HC	--	PR	GOV 34090
301-03	Other Programs	2	3	5	E HC	--	PR	GOV 34090
302	EVENT/STREET CLOSURE							
302-01	General Information	2	--	2	E HC	--	Various	GOV 34090
302-02	December Celebrations and First Night	2	--	2	E HC	--	Various	GOV 34090
302-03	Farmers' Market	2	--	2	E HC	--	Various	GOV 34090
302-04	Car Events (Cherry's Jubilee, Auctions, etc.)	2	--	2	E HC	--	Various	GOV 34090
302-05	Independence Day	2	--	2	E HC	--	Various	GOV 34090
302-06	Other Events	2	--	2	E HC	--	Various	GOV 34090
303	YOUTH SERVICES							
303-01	General Information	2	--	2	E HC	--	PR	GOV 34090
303-02	Programs	2	3	5	E HC	--	Various	GOV 34090
303-03	Youth Centers	2	--	2	E HC	--	PR	GOV 34090
304	SENIOR SERVICES							
304-01	General Information	2	--	2	E HC	--	PR	GOV 34090
304-02	Programs	2	3	5	E HC	--	Various	GOV 34090
304-03	Senior Center	2	--	2	E HC	--	PR	GOV 34090
305	SERVICES FOR CHILDREN							
305-01	General Information	2	--	2	E HC	--	PR	GOV 34090
305-02	Programs	2	3	5	E HC	--	PR	GOV 34090
305-03	Child Care Center	2	--	2	E HC	--	PR	GOV 34090
306	LIBRARY SERVICES							
306-01	General Information	2	--	2	E HC	--	LB	GOV 34090
306-02	California History Room	C	2	C+2	D E HC	--	LB	GOV 34090
306-03	Reader Services	C	2	C+2	D E HC	--	LB	GOV 34090; GOV 6254(j)
306-04	Reference Services	C	2	C+2	D E HC	--	LB	GOV 34090
306-05	Special Services	C	2	C+2	D E HC	--	LB	GOV 34090
306-06	Support Services	C	2	C+2	D E HC	--	LB	GOV 34090
307	TOURISM AND MARKETING							
307-01	General Information	C	2	C+2	E HC	--	PR	GOV 34090
307-02	Visitor Accommodation Facilities (VAF)	C	2	C+2	E HC	--	PR	GOV 34090
307-03	Tourism	C	2	C+2	E HC	--	PR	GOV 34090
307-04	Marketing	C	2	C+2	E HC	--	Various	GOV 34090
308	MUSEUM SERVICES							
308-01	General Information	C	2	C+2	E HC	--	CM	GOV 34090
308-02	Museum Programs	C	2	C+2	E HC	--	CM	GOV 34090
308-03	History Programs	C	2	C+2	E HC	--	CM	GOV 34090
308-04	Art Programs	C	2	C+2	E HC	--	CM	GOV 34090
308-05	Other Programs	C	2	C+2	E HC	--	CM	GOV 34090
309	MONTEREY SPORTS CENTER							
309-01	General Information	2	--	2	E HC	--	PR	GOV 34090
309-02	Programs	2	3	5	E HC	--	PR	GOV 34090
309-03	Sports Center	2	--	2	E HC	--	PR	GOV 34090

	RETENTION PERIODS			FORMAT	VITAL	DoR	REMARKS	CITATION
	ACTIVE	INACTIVE	TOTAL					
309-04 Physical Therapy Practice Records	C	6	C+6	E HC	--	PR	Exempt from disclosure under the California Public Records Act	See legend on last page GOV 34090; GOV 6264(c); HSC 11191; HSC 123145; Medicare Title XVIII; Medicaid Title XIX; MCH Title V; 42 USC 210 et seq.
400 FINANCIAL AND FISCAL								
401 ACCOUNTS PAYABLE								
401-01 A-P General Information	2	--	2	E HC	--	FF		GOV 34090
401-02 Invoice Packet	Au	7	Au+7	E HC	yes	FF		GOV 34090
401-03 Check Register	Au	5	Au+5	D HC	yes	FF		GOV 34090; 26 CFR 16001-1
401-04 1099's	Au	5	Au+5	D HC	yes	FF	1099s and associated W-9s	GOV 34090; 29 USC 436; 29 CFR 516.5-516.6; 26 CFR 31.6001-1-4; IRS Reg 31.6001-1(e)(2); RTC 19530
402 PAYROLL								
402-01 Payroll General Information	2	--	2	E HC	--	FF		GOV 34090
402-02 Payroll Register	1	P	P	D	yes	FF		GOV 34090; GOV 37207
402-03 Employee Time Sheets	Au	6	Au+6	D E	yes	Various	Signed by employee	GOV 34090; 29 CFR 516.2; 20 CFR 516.6(1); IRS Reg 31.6001-1(3)(z); RTC 19530; LAB 1174(d)
402-04 Other Payroll-Related Documents	Au	6	Au+6	D HC	yes	FF	Includes W-2 Forms, W-4 Forms, leave balance sheets, etc.	GOV 34090; 29 CFR 516.2; 22 CCR 1085-2
402-05 Salary Records	2	P	P	E HC	--	FF	Salary schedules	GOV 34090; 29 CFR 516.2; 22 CCR 1085-2
403 ACCOUNTING								
403-01 General Information	2	--	2	E HC	--	FF		GOV 34090
403-02 General Ledger	2	P	P	D HC	yes	FF		GOV 34090; CCP 337
403-03 Report to EDD on Independent Contractors	C	4	C+4	E HC	--	FF	EDD Form 542	GOV 34090; CCP 337
403-04 Journal Entries and Backup	Au	7	Au+7	E HC	yes	FF	Account postings with supporting documents	GOV 34090; CCP 337
403-05 Audit Reports and Backup	C	P	P	E HC	--	Various	Treasurer's Reports, Annual Financial reports	GOV 34090
403-06 State Controller's and Other Required Reports	2	P	P	E HC	yes	FF	Controller may destroy after five years	GOV 34090
404 FIXED ASSETS								
404-01 General Information	2	--	2	E HC	--	FF		GOV 34090
404-02 Inventory	Au	7	Au+7	D E	yes	FF	Reflects purchase date, cost, account number	GOV 34090; 26 CFR 301.65-1(f)
404-03 Surplus Property Disposal	Au	5	Au+5	D E	--	FF		GOV 34090; CCP 337
404-04 Vehicle Ownership & Title	C	C	C	E HC	yes	FF		GOV 34090(a); VEH 9900 et seq
405 PURCHASING								
405-01 Purchasing General Information	2	--	--	E HC	--	FF		GOV 34090
405-02 Vendor Register, Cal Cards Acknowledgment Forms	C	P	P	D E HC	yes	FF	Alpha list of vendors, including PO's, invoices, account number, check date and amount for year. Cal Card cardholder acknowledgment forms	GOV 34090
405-03 Purchase Orders and Requisitions	Au	5	Au+5	D E HC	yes	FF	Original Documents	GOV 34090; CCP 337
405-04 Bids, RFP's, RFQ's	Au	5	Au+5	E HC	yes	Various	Requests for Proposals regarding goods & services, plus winning bid staff reports	GOV 34090; GOV 25105-1; CCP 337

	RETENTION PERIODS		FORMAT	VITAL	DoR	REMARKS	CITATION
	ACTIVE	INACTIVE					
405-05	Au	2	Au+2	E HC	yes	Bid quotes summaries are stored under this series number with the failed bid packets. Sole Source Justification Form, Piggyback Request Form	See legend on last page GOV 34090; GOV 34090(d); GOV 25105-1; CCP 337
406							
406-01	2	--	2	E HC	--	Division Draft Budgets submitted to Budget Committee, Gann Initiatives	GOV 34090
406-02	C	P	P	D E HC	yes	Adopted budget, council priorities, items included in adopted budget, cultural funds	GOV 34090
406-03	10	--	10	E HC	--	Consolidated Draft budget, council priorities, CIP, NIP, Cultural funds, and any other items included in draft budget	GOV 34090
406-04	Au	5	Au+5	E HC	yes	Account transfers, appropriation and transfer of funds, and creation, modification, or accounting funds, Midyear review reports	GOV 34090
406-05	C	P	P	D E HC	yes	(Redevelopment Agencies were dissolved per state law in 2012.) Includes annual audit & bond issues and draft RDA budget staff reports and items (budget items included Executive Summary and Action Plan, Consolidated Plan, and Consolidated Annual Performance and Evaluation Report (CAPER))	GOV 34090; GOV 40802; GOV 53901; GOV 43900 et seq.
406-06	C	P	P	D E HC	yes	Includes annual audit & bond issues and draft JPA budget staff reports and items	GOV 34090; GOV 40802; GOV 53901; GOV 43900 et seq.
406-07	C	P	P	D E HC	yes	Account transfers, appropriation and transfer of funds, and creation, modification, or accounting funds, Midyear review reports	GOV 34090; GOV 40802; GOV 53901; GOV 43900 et seq.
407							
407-01	2	--	2	E HC	--		GOV 34090
407-02							
407-03	Au	5	Au+5	E HC	yes	Statements, summaries for receipts, disbursements & reconciliations	GOV 34090; 26 CFR 16001-1
407-04	Au	5	Au+5	D E HC	yes	Invoices, Accounts Receivable, taxes (e.g. TOT and sales tax revenues, etc.) HazMat, false alarms, SB198, strike teams. This series includes cash register receipt tapes, credit card receipt copies, and administrative citation collections packets.	GOV 34090; CCP 338
407-05	C	5	C+5	D E HC	yes	TOT customers, etc. Paid and Reports	GOV 34090; CCP 337
407-06	C	5	C+5	E	--		GOV 34090
407-07	C	P	P	D E HC	yes	Summary of transactions, inventory & earnings report	GOV 34090; GOV 53607; CCP 337
407-08	C	P	P	D E HC	yes	Transcript binder, collection information, account statements, administration, bond, coupons, certifying compliance with state law re: assessments, and CC staff reports on this topic.	GOV 34090
407-09	C	P	P	E HC	yes	Vital during life of debt. Account statements, Administration, Bond and coupons. A revenue bond is a bond issued by the City for a specific public works project and supported by revenues from that project.	GOV 34090; CCP 337.5
407-10	C	10	C+10	E HC	yes		GOV 34090; GOV 53921; CCP 337.5
407-11	Au	5	Au+5	D HC	yes	Current documents are vital records	GOV 34090; CCP 337
407-12	Au	5	Au+5	D HC	yes	Dog tags	GOV 34090; CCP 337
408							
408-01	2	--	2	E HC	--		GOV 34090
408-02	C	7	C+7	E HC	--	Reports and related records	GOV 25105.5
408-03	2	P	P	E HC	yes	Bonds & insurance policies insuring city property and other assets	CCP 337.2; CCP 343; GOV 6499.03
408-04	C	10	C+10	E HC	yes	Paid/Denied, CC claim staff reports	GOV 34090; GOV 25105.5
408-05	C	7	C+7	E HC	--	Theft, property damage or similar occurrence (not fire/law enforcement)	29 CFR 1904.2; 29 CFR 1904.6; GOV 25105.5

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	ACTIVE	INACTIVE	TOTAL	P	E HC	P	E HC			
408-06	ACCEL Joint Powers Agreement Insurance	C	P	P	E HC	yes	yes	FF	Authority California Cities Excess Liability Insurance; All Joint Powers agreements filed in 704	See legend on last page GOV 34090
408-07	Insurance Certificates for permanently held legal agreements	C	P	P	E HC	yes	yes	FF	Insurance certificates filed separately from legal agreements filed under 704 series that have a permanent retention period. This excludes series 704-05, 704-06, 704-11, 704-14, and 704-15 legal agreements. See 408-13.	GOV 34090
408-08	Insurance Policies	C	P	P	E HC	yes	yes	FF	May include liability, property Certificates of Participation	GOV 34090
408-09	Insurance, Workers Compensation	C	P	P	E HC	yes	yes	FF	Indemnity; Originals with Administrator	GOV 6410; 29 CFR 1910.20
408-10	Photographs, Negatives, Film	C	2	C+2	E HC	--	--	FF		GOV 34090
408-11	Risk Management Reports	C	5	C+5	E HC	yes	yes	FF	Federal OSHA forms, loss analysis report, safety reports, actuarial studies	29 CFR 1904.4; 29 CFR 1904.7; GOV 34090
408-12	Warranties	C	2	C+2	E HC	--	--	Various	This includes any warranties issued to the City to cover services, purchases, and or work performed for the City (e.g. roof warranty, appliance warranties)	GOV 34090; CCP 1790
408-13	Insurance Certificates for legal agreements that do not have a permanent retention period	C	5	P	E HC	--	--	FF	Insurance certificates filed separately from legal agreements filed under 704 that do not have a permanent retention period. This includes series 704-05, 704-06, 704-11, 704-14, and 704-15 legal agreements. Retention period for insurance certificates coincides with retention for 704 legal agreements.	GOV 34090; GOV 4004; CCP 337.2; CCP 343
409	GRANTS - DONATIONS									
409-01	General Information	2	--	2	E HC	--	--	FF		GOV 34090
409-02	Federal and State Grants and Assistance	C	5	C+5	E D HC	--	--	FF	Refer to grant application close-out procedure; Various depts initiate grants; Finance is lead dept for finalizing grants; File executed grant contracts under 704 series; Records for grants with Prop. 1B funding must be retained for 35 years.	GOV 34090; OES Grant Mgmt. Memo 2011-09
409-03	Donations	2	3	5	E D HC	--	--	Various		GOV 34090
409-04	Request for Grant or Start Up Funds from City	2	3	5	E HC	--	--	Various	Requests during budget are filed under 406-03	GOV 34090
409-05	Grants from other sources	2	3	5	E HC	--	--	Various	Requests during budget are filed under 406-03	GOV 34090
500	PERSONNEL									
501	PERSONNEL DATA									
501-01	Personnel General Information	2	--	2	E HC	--	--	HR + Various	Reference checks from other agencies	GOV 34090
501-02	Active Employees (Non-Sworn)	C	10	C+10	E HC	yes	yes	HR + Various	May include application, release authorizations, certifications, reassignments, outside employment, disciplinary actions, terminations, evaluations	29 CFR 516.6; 29 CFR 1627.3; 29 CFR 1602 et seq.; 28 CFR 1607.4; GOV 6254(c); GOV 12946; GOV 34090
501-03	Active Employees (Sworn)	C	10	C+10	E HC	yes	yes	PD	Police & Fire employees. May include release authorizations, certifications, applications, reassignments; outside employment, disciplinary actions, evaluations	29 CFR 516.6; 29 CFR 1607.4; 29 CFR 1602.30; 29 CFR 1602.31; 29 CFR 1627.3; GOV 3300 et seq.; PEN 832.5(b)
501-04	Contractual Employees	C	10	C+10	E HC	yes	yes	HR	Copy of contract and may include application, release authorizations, certifications, reassignments, outside employment, disciplinary actions, terminations, evaluations	29 CFR 516.6; 29 CFR 1627.3; 29 CFR 1602.30; 29 CFR 1602.31; GOV 6254(c); GOV 12946; GOV 34090; CCP 337; CCP 343
501-05	Temporary Services	C	6	C+6	E HC	yes	yes	Various	On-Call Staff, Outside Temporary Services, HR PTS Employee Personnel Files	GOV 12946; GOV 34090; 29 CFR 1627.3; LAB 1174
501-06	Volunteers	C	3	C+3	E HC	yes	yes	Various	Disaster Service Worker Volunteer Forms, found in Disaster Service Worker Volunteer Program Guidance dated April 6, 2001	DSWVP Guidelines; 19 CCR 2570-2573.3

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	ACTIVE	INACTIVE					
501-07	C	P	C+P	--	HR	See legend on last page	29 CFR 1627.3; 29 CFR 1607.4; 29 CFR 516.6 et seq; LAB 1174; GOV 12946; GOV 3300; EEOC - Federal Regs.; PEN 832.5(b)
501-08	C	2	C+2	--	Various		GOV 34090
501-09	C	--	2	--	FD		GOV 3300; GOV 34090
501-10	C	30	C+30	--	FD		29 CFR 1910.1020
501-11	C	30	C+30	--	FD	Sampling results, collection methodology, background	29 CFR 1910.1020
501-12	C	30	C+30	--	FD	Laboratory reports and worksheets	29 CFR 1910.1020
501-13	C	2	C+2	yes	Various	Includes Fire, Police Plans Public Works personnel and any other personnel with class B licenses - 5 years for alcohol test results of 0.02 or greater - 2 years for records of negative or cancelled drug tests, or alcohol test results of less than 0.02.	FMLA 1993 US OSHA; 29 CFR 1602.20; 29 CFR 1602.32; 49 CFR 40.333; GOV 3300
502	PERSONNEL MANAGEMENT						
502-01	2	--	2	--	HR		
502-02	C	2	C+2	yes	HR	Current documents are vital records	GOV 34090
502-03	C	2	C+2	--	HR	Includes classification & wage rates, staff reports on control list, classification studies and surveys, and reclassification	GOV 12946; GOV 34090; 29 CFR 516.6(2); 29 CFR 1602; 29 CFR 1607
502-04	C	4	C+4	--	HR		GOV 34090
502-05							
502-06	C	2	C+2	yes	FF	Employee fidelity bonds	GOV 34090
502-07	C	2	C+2	yes	HR	General Employee Information, including benefit plans	GOV 34090; GOV 12946
502-08	C	2	C+2	--	HR	Includes commendations, awards, and recognitions	GOV 34090; GOV 12946
502-09	C	C+3 or 1	C+3 or 1	yes	HR	In accordance with Section 101, Control of Unlawful Employment of Aliens, (b)(3)(B)(i) and (ii) I-9s are retained for three years after the date of such hiring, or (ii) one year after the individual's employment is terminated, whichever is later	Immigration Reform/ Control Act 1986 Pub. L 99-603
502-10	C	7	C+7	--	FF		GOV 12946; GOV 9100; 8 USC 1324(g)
502-11	C	3	C+3	--	Various	Applications and resumes for those not hired, lists/logs, indices, ethnicity disclosures, examination materials & answer sheets, job bulletins, eligibility, release of information forms for recruitments, electronic database (See 501-02 and 501-03 for applications and resumes of hired employees)	GOV 12946; GOV 6250 et seq; 29 CFR 1602 et seq; 29 CFR 1607; 29 CFR 1627.3
502-12	C	2	C+2	--	FF	Annual mileage reimbursement rates as announced by Finance (do not file A/P mileage vouchers here)	GOV 34090
502-13	C	2	C+2	--	HR	Affirmative Action or Equal Opportunity staff reports	GOV 34090
502-14	C	2	C+2	--	Various		GOV 34090
503	SAFETY						
503-01	2	--	2	--	HR		GOV 34090
503-02	C	6	C+6	yes	HR		GOV 34090
503-03	C	7	C+7	--	HR		29 CFR 1904.2; 29 CFR 1966.6
503-04	C	2	C+2	--	HR		GOV 34090
503-05	C	7	C+7	--	HR		GOV 34090
503-06							
503-07	C	--	C	--	HR		GOV 34090
504	BENEFITS						

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	ACTIVE	INACTIVE					
504-01	General Information	2	--	E HC	--	Historical benefit information (includes Council benefits)	See legend on last page
504-02	Plan Documents	C	6	C+6	HR	e.g. Dependent Care Program	GOV 34090
504-03	Active Employee Benefit Files	C	10	C+10	HR	May include enrollment forms, emergency notification forms, etc.	29 CFR 1627.3; 29 CFR 1602.30.32
504-04	Separated Employees	0	10	E HC	--	May include enrollment forms, emergency notification forms, etc.	29 CFR 1627.3; 29 CFR 1602.30.32
504-05	COBRA files	C	10	C+10	HR	May include enrollment forms, COBRA letters, etc.	29 CFR 1627.3; 29 CFR 1602.30.32
504-06	Retirement	C	P	P	HR	PERS, Social Security, Medicare & Benefit documents	29 CFR 1627.3(2); GOV 12946; GOV 34090; GOV 7501 et seq.
504-07	Vendor/Administrator Reports and Correspondence	C	2	C+2	E HC		GOV 34090
504-08	Orientation Packets	C	C	C	E HC		GOV 34090
504-09	Forms and Handouts	C	--	C	HR		GOV 34090
504-10	Reserved			E HC			
504-11	Employee Medical Information	C	10	C+10	HR	May include Family leave, certifications, tests, pre-employment physical, non-industrial disability	FMLA 1993 US OSHA; 29 CFR 1602.20; 29 CFR 1602.32
504-12	Publications and law updates	C	--	C	E HC		GOV 34090
504-13	Deferred Compensation Plan	C	P	P	HR	Includes plan information	29 CFR 1627.3(2); GOV 12946; GOV 34090
505	WORKERS COMPENSATION						
505-01	General Information	2	--	2	E HC		GOV 34090
505-02	Employee Files	C	P	P	HR	Claim files, reports, incidents (working files), originals filed with Administrator, Workers' Comp settlements	8 CCR 15400.2; LAB 110-139.6
505-03	Forms and Handouts	C	2	C+2	HR		GOV 34090
505-04	Designation of Personal Physician Forms	C	P	P	HR		8 CCR 15400.2; LAB 110-139.6
505-05	Budget	C	2	C+2	HR	Working Files	GOV 34090
505-06	Reports	2	P	P	HR	includes utilization and state reporting	CCR 14311; 8 CCR 15400.2; LAB 110-139.6
505-07	Administrator Correspondence	2	3	5	HR		GOV 34090
505-08	Ergonomic Evaluations and Job Analysis	C	7	C+7	HR		GOV 34090
505-09	Publications and Law Updates	2	--	2	HR		GOV 34090
506	EDUCATION AND TRAINING						
506-01	General Information	2	--	2	E HC		GOV 34090
506-02	Training Records - Non Safety Employees	C	7	C+7	HR	Employee forms, volunteer program training, class training materials, internships	GOV 6250 et seq
506-03	Tuition Reimbursement Program	C	7	C+7	HR	CEIP	GOV 6250 et seq
506-04	Attendance Records - Public Safety Employees	C	5	C+5	HR	computerized - Firehouse, MS Access, and Police records	GOV 34090
506-05	Public Safety Company Performance Standards	C	2	C+2	HR		8 CCR 3204(d)
506-06	Public Safety Training hours	T	10	T+10	HR	electronic in Firehouse + outside certificates	GOV 34090
507	LABOR RELATIONS						
507-01	General Information	2	--	2	E HC	Policies and procedures (e.g. memos on comp time, supplemental pay, allowances)	GOV 34090
507-02	Negotiations General Employees of Monterey (GEM)	C	P	P	HR	Draft MOUs, correspondence, official meeting notes and notebooks (individual notes should be destroyed after 2 years)	29 USC 211 (c); 29 CFR 516
507-03	Negotiations - Management Employees Association (MEA)	C	P	P	HR	Draft MOUs, correspondence, official meeting notes and notebooks (individual notes should be destroyed after 2 years)	29 USC 211 (c); 29 CFR 516
507-04	Negotiations - Monterey Firefighters' Association (MFFA)	C	P	P	HR	Draft MOUs, correspondence, official meeting notes and notebooks (individual notes should be destroyed after 2 years)	29 USC 211 (c); 29 CFR 516

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		ACTIVE	INACTIVE					
507-05	Negotiations - Fire Chief Officers' Association (MFCOA)	C	P	P	E HC	yes	Draft MOUs, correspondence, official meeting notes and notebooks (individual notes should be destroyed after 2 years)	29 USC 211 (c); 29 CFR 516
507-06	Negotiations - Monterey Police Officers' Association (MPA)	C	P	P	E HC	yes	Draft MOUs, correspondence, official meeting notes and notebooks (individual notes should be destroyed after 2 years)	29 USC 211 (c); 29 CFR 516
507-07	Negotiations - Police Lieutenant's Management Association (PLMA)	C	P	P	E HC	yes	Draft MOUs, correspondence, official meeting notes and notebooks (individual notes should be destroyed after 2 years)	29 USC 211 (c); 29 CFR 516
507-08	Unrepresented Employees	C	P	P	E HC	yes	Deputy Police Chief, City Manager, Assistant Fire Chief, and Part Time Employees resolutions and other unrepresented employees	GOV 34090; 29 USC 211(c)
507-09	Negotiations - Monterey Executive Management Employee Association	C	P	P	E HC	yes	Assistant City Manager; Library Director; Fire Chief, Police Chief; Information Resources Director/City Clerk; Public Works Director; Community Development Director; Parks & Recreation Director; Finance Director	GOV 34090; 29 USC 211(c)
600	PUBLIC SAFETY							
601	FIRE SAFETY ADMINISTRATION							
601-01	General Information	2	--	2	E HC	--		GOV 34090
601-02	Fire Code & Manuals	C	3	C+3	D E	yes	Include OPS manuals	GOV 34090; CCP 340.5
601-03	General Orders, Policies/Procedures	C	2	C+2	D E	yes		GOV 34090
601-04	Mutual Aid, Automatic Aid, Strategic Plans & Studies	C	2	C+2	E HC	yes		GOV 34090
601-05	Fire Services to Other Agencies	C	10	C+10	E HC	yes	Fire protective services (for fee), emergency medical services	GOV 34090
602	FIRE PREVENTION/PUBLIC EDUCATION							
602-01	General Information	2	--	2	E HC	--		GOV 34090
602-02	CPR Program	C	2	C+2	E HC	--		GOV 34090
602-03	Reserved							
602-04	Inspections, Fire Prevention	C	3	C+3	E HC	yes	Alarm / sprinkler systems, prevention efforts	UFC 103.3.4
602-05	Investigations, Evidence Arson	C	P	P	D HC	yes	Support prosecution resulting in homicide	PEN 799
602-06	Investigations, Evidence Arson	C	6	C+6	D HC	yes	Great bodily harm, inhabited structure or property	PEN 800
602-07	Community Emergency Response Team (CERT)	C	2	C+2	D HC	yes		GOV 34090
602-08	Permits, Uniform Fire Code	C	2	C+2	D HC	yes		GOV 34090
602-09	Plans Fire Alarm & Sprinkler	C	P	P	E HC	yes	Retain plans during the life of the building, for not less than two years	GOV 34090
602-10	Property Files	2	P	P	E HC	yes		GOV 34090
602-11	Public Education Program	C	2	C+2	E HC	--		GOV 34090
602-12	Water Systems Improvement Fund	C	2	C+2	E HC	--		GOV 34090
603	RESERVED							
604	FIRE OPERATIONS							
604-01	General Information	2	--	2	E HC	--		GOV 34090
604-02	Apparatus/Vehicle	C	2	C+2	D	--	Repair and Maintenance	GOV 34090; CCP 340.5; 8 CCR 3203(b)(1)
604-03	Confined Space Permits	C	P	P	E HC	--		GOV 34090
604-04	Donated Vehicles	2	8	10	E HC	--		GOV 34090
604-05	Field Reports, non-fire & logs	C	2	C+2	D	--	computerized - firehouse	GOV 34090
604-06	Field Reports, non-arson & logs	C	2	C+2	D	--	computerized - firehouse	GOV 34090
604-07	Furnigation Permits	C	2	C+2	E HC	--		GOV 34090
604-08	Incident Reports	C	3	C+3	D E HC	--	Dispatch and daily logs - computerized - firehouse	GOV 34090; CCP 338
604-09	Inventory, equipment & supplies	C	2	C+2	E	--		GOV 34090
604-10	Investigations, Evidence Arson	C	3	C+3	D	--	Structure	PEN 801
604-11	Journals, Fire Station	C	2	C+2	E HC	yes	Activities, personnel, engine company	GOV 34090
604-12	Logs for fire equipment & gear	C	2	C+2	E HC	--		GOV 34090
604-13	Weed Abatement	C	2	C+2	E HC	--	Reports, assessments, documentation	GOV 34090
604-14	Work Program Files	C	2	C+2	E HC	yes		GOV 34090
604-15	Emergency Medical Services Forms	C	7	C+7	E HC	--	Monterey County Form EMS/126 - City copy	GOV 34090; HSC 1797.98(e); HSC 11191; HSC 123145; Medicare Title XVIII; Medicaid Title XIX; MCH Title V

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	ACTIVE	INACTIVE					
608-21	Criminal Investigation Files - Unsolved	C	--	C D E HC	--	PD	See legend on last page GOV 34090
608-22	Criminal Investigation Files - Solved Pending Appeal	C	--	C E HC	--	PD	Unsolved investigation files (not to include homicide). Destroy when cases reach statute of limitations. Homicide case files retained permanently in 608-03. Solved investigation files pending appeal. Destroy when appeals are exhausted and reach statute of limitations.
609-01	General Patrol	C	2	C+2 E HC	--	PD	GOV 34090
609-02	Weapons and Range Inventories	P	P	P E HC	PD		GOV 34090
609-03	Traffic Collision Fatalities	P	P	P D	PD		GOV 34090
610-01	POLICE SERVICES General Services	C	2	C+2 E HC	--	PD	GOV 34090
610-02	Restraining Orders	C	--	C D E HC	--	PD	Press releases, daily schedules, alarm cards and alarm permits, alarm files, case books, routine log files, second hand dealers and pawn slips, subpoena files, field interview cards, cite and release records, repossession and private impounds. Includes emergency protective orders, temporary restraining orders, legal stipulations, orders after hearing, etc. Destroy after law enforcement actions described in PEN 12028.5 are fulfilled and restraining orders are expired for no fewer than two years.
610-03	Digital Dictation	C	--	C E	--	PD	Officer case dictation GOV 34090
610-04	Permits	C	2	C+2 E HC	--	PD	Taxi, massage, film permits GOV 34090
610-05	Property and Evidence Files	C	2	C+2 E HC	--	PD	Retention as defined by criminal case prosecution and following property and evidence destruction regulations. GOV 34090
610-06	Hard Copy Inked Palm Cards	P	P	P HC	--	PD	Daily logs and inmate records PEN 11120-11127
610-07	Jail Records	C	5	C+5 E HC	--	PD	GOV 34090
610-08	Registration Files	P	P	P E HC	--	PD	Arson, sex, and narcotic registration files GOV 68152(c)(2)
610-09	Police Reports / Disposition Arrest / Court Action	P	P	P D E HC	--	PD	Police reports, court actions, accident reports GOV 34090
610-10	Sealed Records - Adult	C	3	C+3 E HC	--	PD	GOV 34090
610-11	Sealed Records - Juvenile	C	5	C+5 E HC	--	PD	Upon petition local law enforcement records within WIC 826(b) may be destroyed as ordered by the court. WIC 826(a)&(b); WIC 781(a); WIC 781.5; HSC 11361.5
610-12	Video Monitoring - Routine	C	1	C+1 E	--	PD	Uneventful jail, parking lot, lobby GOV 34090.6
610-13	Video Monitoring - Officer Involved Critical Incident or Homicide	P	P	P E	--	PD	Recordings to include: Officer Involved Critical Incidents (i.e., OIS, In-custody death) (case files in 608-04) or Homicide (case files in 608-03) PEN 832.18; PEN 799; GOV 34090
610-14	Video Monitoring - Civil Matter	C	10	C+10 E	--	PD	Recordings to include: any matter that is identified by the City Risk Manager or City Attorney as a Civil Matter. PEN 832.18
610-15	Video Monitoring - Administrative/Internal Investigations (Complaint/Use of Force)	C	5	C+5 E	--	PD	Recordings to include: any matter that is identified as a complaint, administrative investigation, pursuit, fleet safety or use of force (investigation files in 607-04). PEN 832.5(b); EVID 1045
610-16	Video Monitoring - Major Incident & Arrest of Individual	C	4	C+4 E	--	PD	Recordings to include: Major Incidents (Sex Assault, Arson, Robbery, Aggravated Assault, Attempted crimes involving these categories, any incident identified by a supervisor) & Arrest of Individual - destroy when appeals are exhausted and reach statute of limitations. Statutes of specific crimes & Appeal time period
610-17	Video Monitoring - Citation: Detention of Individual; Search; Encounter	C	2	C+2 E	--	PD	Recordings to include: Citation; Detention of Individual; Search; Crime (other than identified as Homicide, Major Incident or Arrest of Individual); Confrontational Encounter PEN 832.18
610-18	Video Monitoring - Other (Non-Evidentiary)	C	1	C+1 E	--	PD	Recordings to include non-evidentiary recordings that do not fit in another category PEN 832.18
610-19	Video Monitoring - Test and Accidental Recordings (Non-Evidentiary)	C	90 days*	C+90 days* E	--	PD	Recordings to include non-evidentiary Test and Accidental Recordings. *All routine video monitoring must be retained for at least a year or can be destroyed after 90 days if another record is kept (such as a written log noting no events) GOV 34090.6
610-20	Warrants	C	2	C+2 E	--	PD	Felony and misdemeanor criminal warrants, served and unserved. Current period ends when warrant is served/executed. GOV 34090

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		RETENTION PERIODS		FORMAT	VITAL	DoR	REMARKS	CITATION
		ACTIVE	INACTIVE					
611	LOCAL & NATIONAL EMERGENCIES / DISASTERS							See legend on last page
611-01	General Information	C	2	C+2	E HC	Various		GOV 34090
611-02	National Emergencies and Disasters	C	2	C+2	E HC	Various	Katrina / Waveland & Bay St. Louis Relationship	GOV 34090
611-03	Local Emergencies and Disasters	C	2	C+2	E HC	Various		GOV 34090
611-04	Emergency / Disaster Planning	C	2	C+2	E HC	Various	Emergency Preparedness plan, emergency communication, earthquake awareness, emergency management exercises and training	GOV 34090
611-05	Emergency Operations Center	C	2	C+2	E HC	Various		GOV 34090
700	LEGISLATIVE AND LEGAL							
701	LEGISLATIVE						Use 701 series for City Council and for all City boards, committees, and commissions as well	
701-01	General Information	2	--	2	E HC	Various	Follow up letters on meeting items; history of CMO, CAO, CC staff, Council; work programs assigned to BCC and annual BCC reports; Council Comments items, and proofs of publication for non-public hearing items.	GOV 34090
701-02	Agendas	C	2	C+2	E HC	Various	Agendas and special meeting notices, including proof of posting and CC action summaries	GOV 34090
701-03	Agenda Reports	C	10	C+10	E	yes	Agenda reports (master subject files) created and submitted for Council/board/commission packets to include all exhibits and attachments therein. Hand copy staff reports and supporting materials are filed by subject series (e.g. 203-03). This series number defines retention period of staff reports regardless of where they are filed. With Electronic Content Management System (ECMS) these will be scanned and hard copy discarded unless the series number requires permanent retention.	GOV 34090
701-04	Appointments	C	5	C+5	E HC	--	CC appointments to outside agencies and subcommittees (excludes CC appt to BCC - see 701-06) and BCC appointments to BCC subcommittees	GOV 34090
701-05	Applications to Boards, Commissions, & Committees	2	--	2	E HC	--	Not Selected (includes letters to unsuccessful candidates and pending interview applications)	GOV 34090
701-06	Applications to Boards, Commissions, & Committees	C	5	C+5	E HC	--	Selected (includes appointment staff reports, appointment letters, oaths of office, awards, performance and attendance reports, any other info on selected BCC members, or generic info on the BCC.)	GOV 34090; GOV 40801
701-07	Formation of legislative bodies and procedures	P	P	P	E HC	yes	Articles of Incorporation, powers of RDA, JPA, creation or abolition of Council Subcommittees	GOV 34090; CCP 337.2
701-08	Legal Advertising	C	10	C+10	E HC	--	Includes public notices and proofs of publication for public hearings	CCP 343; CCP 349 et seq; GOV 911.2; GOV 34090
701-09	Minutes	10	P	P	E HC	yes	Official minutes and hearing proceedings of governing body or board, commission or committee. Includes annotated agendas for those boards that use annotated agendas as the official proceedings of meeting.	GOV 34090(d); GOV 36814; GOV 40801
701-10	Charter and Municipal Code	C	P	P	E HC	yes	Supplements included	GOV 34090
701-11	Ordinances	P	P	P	E HC	yes	Signed ordinance, ord staff report, proof of publication, notice	GOV 34090(d); GOV 40806
701-12	Petitions	2	--	2	E HC	--	Submitted to legislative bodies	GOV 50115; GOV 6253
701-13	Resolutions	P	P	P	E HC	yes	Legislative actions	GOV 34090(d); GOV 40806
701-14	Audio Recording of Public Meetings	C	90 days	C+90 days	E	--	Used for minute preparation	GOV 34090.7
701-15	Policies	C	P	P	E HC	--	BCC Handbook, policies as approved at CC meeting, vision statements	GOV 34090
701-16	Public Comments from Meetings	C	2	C+2	E HC	--		GOV 34090.7
701-17	Awards and Proclamations	C	2	C+2	E HC	--	Awards to non-city staff or given to City as a whole (not Personnel Service awards or Personnel recognition)	GOV 34090

A/E - After Expiration; Au - Audit; C - While Current/Until Completed; D - Database; DoR - Dept. of Record; E - Electronic/Image; HC - Hard Copy; M - Microfilm; P - Permanent; S - Samples; T - Until Termination

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		RETENTION PERIODS		FORMAT	VITAL	DoR	REMARKS	CITATION
	ACTIVE	INACTIVE	TOTAL					
701-18		C	10	C+10	E HC	--	Various	See legend on last page
	Agenda Packets						Collection of collated staff reports received, created, and submitted for a specific Council / BCC meeting date	GOV 34090
701-19		C	2	C+2	E HC	yes	CA	GOV 34090
701-20		C	10	C+10	E HC	--	IR	GOV 34090
702	ELECTION							
702-01	General Information	2	--	2	E HC	--	IR	CC member biographies, photos, Candidate Binder of Information Requests, Correspondence
702-02	Calendar	C	2	C+2	E	--	IR	GOV 34090
702-03	Canvass and Ballot	2	P	P	E HC	--	IR	ELEC 17302
702-04	Reserved							
702-05	Charter Amendments/Measures	2	P	P	HC	yes	IR	GOV 34458-60; GOV 34090
702-06	Lobbyist Registration	C	P	P	HC	--	IR	GOV 34090
702-07	Maps, Precincts/Voter Information	C	4	C+4	E HC	--	IR	GOV 34090; ELEC 17501; ELEC 17301
702-08	Nomination Papers-Successful	C	4	C+4	HC	--	IR	GOV 81009; ELEC 17100
702-09	Nomination papers - Unsuccessful	C	2		HC	--	IR	GOV 81009(b); ELEC 17100
702-10	Notifications and Publications	C	4	C+4	HC	--	IR	GOV 34090
702-11	Oaths of Office	C	6	C+6	HC	--	IR	GOV 34090; 29 USC 1113
702-12	Petitions	0.75	--	0.75	HC	--	IR	ELEC 17200; ELEC 17400
703	CITY ATTORNEY							
703-01	General Information	2	--	2	E HC	--	CA	GOV 34090
703-02	City Attorney Case Index	C	--	C	E HC	--	CA	GOV 6254
703-03	Case Records (Significant)	C	P	P	E HC	--	CA IR	GOV 6254
703-04	Case Records	C	7	C+7	E HC	yes	CA	42 USC 1983
703-05	Opinions	10	--	10	E HC	--	CA	GOV 34090; GOV 6254
703-06	Closed Sessions	C	10	C+10	E HC	--	CA IR	GOV 34090
703-07	Appeals of Administrative Citations	C	3	C+3	E HC	--	CA	GOV 34090; GOV 583.320(a)(3)
704	LEGAL DOCUMENTS							
704-01	General Information	2	--	2	E HC	--	Various	GOV 34090
704-02	Conveyances from or to the City (Deeds etc.)	C	P	P	E HC	yes	IR	GOV 34090(a); 24CFR 570.502(b)(3); OMB Circ. A-110
704-03	Joint Powers Authority	C	P	P	E HC	yes	IR	GOV 34090
704-04	Liens	C	P	P	E HC	yes	FF	GOV 34090

	RETENTION PERIODS				FORMAT	VITAL	DoR	REMARKS	CITATION
	ACTIVE	INACTIVE	TOTAL						
704-05	Contracts and Agreements - Excluding CIP, NIP, PMSA Construction contracts, and Leases for City Property	C	5	C+5	E HC	yes	IR CM LB	Includes leases by City of outside equipment, agreements or contracts for services and supplies, Mills Act Agreements, software, licenses for City to enter private property, grant contracts, Inclusionary Housing agreements, Down Payment Assistance, volunteer agreements, and CIP, NIP, and PMSA design and professional services contracts. All legal agreements filed with City Clerk except certain contracts that utilize pre-approved templates and are retained in the department of record, including but not limited to: • Conference Center facility rental agreements and Monterey Meeting Connection function agendas - Filed with Conference Center • Volunteer agreements - Filed with Library or Community Services as appropriate • Library patron agreements (for laptop use, parental consent for library card, payment arrangements, etc.) - Filed with Library • Harbor patron agreements (licenses, berth rentals, etc.) - Filed with Harbor	CCP 337.2; CCP 343
704-06	CIP, NIP, and PMSA Construction Contracts	C	10	C+10	E HC	yes	IR	Includes construction contract, accepted proposal, affidavit of non-collusion, insurance certificates, performance bond, labor and material bond, bid bond, notice of completion, plans and specifications, and other documents as incorporated into the agreement. This includes construction projects done on NPS or P.O.M. etc. See 807-03 and 808-02 for more on plans and specifications.	GOV 34090; CCP 337.2; CCP 343
704-07	Wharf Concessionaire Lease Agreements	C	P	P	E HC	yes	IR	Includes lease and all support documentation (e.g. staff reports or related approvals, conditions of approval)	GOV 34090
704-08	Foreclosures	C	P	P	E HC	yes	FF		GOV 34090
704-09	Recreation Trail and Tidelands Leases	C	P	P	E HC	yes	IR	Includes lease and all support documentation (e.g. staff reports or related approvals, conditions of approval), estoppel certificates	GOV 34090
704-10	City Property Leases and Licenses (excludes Recreation Trail, Tidelands, and Wharf Leases)	C	P	P	E HC	yes	IR	Includes lease and all support documentation (e.g. staff reports or related approvals, conditions of approval), estoppel certificates, and other agreements for the use of City property (e.g. license agreements, permits, and facility use agreements)	GOV 34090
704-11	Lease by City of Private Property	C	5	C+5	E HC	yes	IR	Includes lease and all support documentation (e.g. staff reports or related approvals, conditions of approval), estoppel certificates	GOV 34090
704-12	Development Agreements	2	P	P	E HC	yes	IR		CCP 337; GOV 34090
704-13	Subdivision Agreements	C	P	P	E HC	yes	IR		GOV 34090
704-14	Releases	C	2	C+2	E HC	--	IR	Images/sound recording/video recording release, or other release where City receives a liability release, hold harmless release, or other form of benefit. The release should include an expiration date.	GOV 34090
704-15	Authorizations	C	2	C+2	E HC	yes	IR	Authorized Exception Forms	GOV 34090
704-16	Loans	C	P	P	E HC	yes	IR		GOV 34090(a)
704-17	Employee Bargaining Unit MOUs	C	P	P	E HC	yes	IR	Includes side letters and any other amendments to employee bargaining unit MOUs	GOV 34090; 29 USC 211(c)
704-18	Franchise Agreements	C	P	P	E HC	yes	IR		GOV 34090
705	CODE COMPLIANCE								
705-01	General Information	2	--	2	E HC	--	CD		GOV 34090
705-02	Case Files	C	7	C+7	D E	--	CD	may include inspections, photos, drawings, correspondence, public nuisance, rubbish abatement, vehicle abatement, watercraft abatement, citations, sidewalk / hazard abatement, etc.	GOV 34090(d)
705-03	Graffiti	2	--	2	D E HC	--	CD		GOV 34090(d)
705-04	Reports to State and Federal Government	P	P	P	D E	--	PW	Storm water violations	GOV 34090(a)
706	AGENCIES & JURISDICTIONS								
706-01	General Information	2	--	2	E HC	--	Various		GOV 34090
706-02	Federal Agencies	C	--	2	E HC	--	Various	Destroy when no longer relevant. (Agencies subordinate to the Federal Government - i.e. USAID (Dubrovnik), BRAC, US Census, USPS)	GOV 34090

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	RETENTION PERIODS			FORMAT	VITAL	DoR	REMARKS	CITATION
	ACTIVE	INACTIVE	TOTAL					
706-03 State Agencies	C	--	2	E HC	--	Various	Destroy when no longer relevant. (Agencies subordinate to the State government - i.e. Coastal Commission, MRSWMP, Monterey State Parks)	See legend on last page GOV 34090
706-04 Regional Agencies	C	--	2	E HC	--	Various	Destroy when no longer relevant. (A regional agency is one where several local agencies have come together, signed an agreement, and the board has representatives from those agencies - i.e. FORA, AMBAG, MRWPCA, MST, MPAD, and Watermaster Board)	GOV 34090
706-05 County Agencies	C	--	2	E HC	--	Various	Destroy when no longer relevant. (A county agency is one subordinate to the County Board of Supervisors, not every entity with "County" in its name - i.e. Health Dept, Jacks Peak Park, Board of Supervisors, Overall Economic Development Commission)	GOV 34090
706-06 Military	C	10	C+10	E HC	--	Various	NPS, DLI, Coast Guard	GOV 34090
706-07 Educational	C	5	C+5	E HC	--	Various	MPC, MHS, CSUMB, MPUSD	GOV 34090
706-08 Local Agencies	C	--	2	E HC	--	Various	Destroy when no longer relevant. (A local agency is a municipal entity close to us that is not a County or a regional agency - i.e. MPRPD, Cities of Del Rey Oaks, Sand City, PG, and LAFCO, MRWMA, MPWMD)	GOV 34090
706-09 Community Services District	C	--	C+10	E HC	--	Various	Includes Ocean View Plaza Community Services District agenda reports	GOV 34090
706-10 Sister Cities	C	--	2	E HC	--	Various	Destroy when no longer relevant	GOV 34090
706-11 Grand Jury Reports	2	8	10	E HC	--	CM	Includes responses	GOV 34090
707 FAIR POLITICAL PRACTICES COMMISSION								
707-01 General Information	2	--	2	E HC	--	IR	Includes Conflict of Interest Code agenda reports	GOV 34090
707-02 Forms	C	--	C	E HC	--	IR		GOV 34090
707-03 Manuals and Publications	C	--	C	E HC	--	IR		GOV 34090
707-04 Administration	C	--	C	E HC	--	IR	FPPC Opinions	GOV 34090
707-05 Ethics Education	C	5	C+5	D E HC	--	IR	Ethics training certificates and staff reports	GOV 53235.2(b)
707-06 Campaign Disclosure, Elected	P	--	P	D E HC	--	IR	This includes incumbent, retired and out of office elected officials' 410s, 420s, 460s, 470s, 490s, and 501s. Must be held in paper format for the first two years, then may be retained digitally.	GOV 81009(b),(g)
707-07 Campaign Disclosure, Not Elected	C	5	5	E HC	--	IR	410s, 420s, 460s, 470s, 490s, and 501s. Must be held in paper format for the first two years, then may be retained digitally until destruction.	GOV 81009(b),(g)
707-08 Campaign Disclosure, Other Committees	C	7	C+7	E HC	--	IR	410s, 420s, 460s, 470s, 490s, and 501s. Must be held in paper format for the first two years, then may be retained digitally until destruction.	GOV 81009(e)
707-09 Reserved								
707-10 Reserved								
707-11 Statement of Economic Interest (Form 700) - Elected	C	7	C+7	D E HC	--	IR	Councilmembers have the ability to e-file through FPPC's site.	GOV 81009(e)
707-12 Statement of Economic Interest (Form 700) - Unelected Candidates for Council	C	7	C+7	E HC	--	IR		GOV 81009(e)
707-13 Statement of Economic Interest (Form 700) Designated Employees and Board and Commission Members	C	7	C+7	D E HC	--	IR	Board and Commission members, designated employee and consultant 700s and CC staff reports on code of conflict. GOV 87200 designated filers have the ability to e-file through FPPC's site.	GOV 81009(e)
707-14 Agency's Public Official Appointments (Form 806)	C	2	C+2	E HC	--	IR	Paper record of form posted on city website, inactivated when replaced	GOV 34090
707-15 Gift to Agency Report (Form 801)	C	2	C+2	E HC	--	IR	Paper record of form posted on city website, inactivated when replaced	GOV 34090
800 PUBLIC WORKS								
801 ENGINEERING								
801-01 General Information	2	--	2	D E HC	--	PW		GOV 34090
801-02 Reserved								
801-03 Construction Tracking	C	10	C+10	D E HC	yes	PW	Construction Management held C + 10 years after notice of completion filed.	CCP 337.15

	RETENTION PERIODS		FORMAT	VITAL	DoR	REMARKS	CITATION
	ACTIVE	INACTIVE					
801-04	Engineering Design, Drawings, Traffic Control Plans	C	P		PW	Includes street design (e.g. Signs, striping)	See legend on last page GOV 34090(a)
801-05	Flood Control	C	2	C+2	D E HC	Storm Drains	GOV 34090(d)
801-06	Special Districts	C	P	P	D E HC	Supporting documents re improvement, lighting, underground utility; bonds, taxes & construction (i.e. OHH GHAD, OVP when done)	GOV 34090(a)
802	SANITATION - SOLID WASTE - WASTEWATER - RECYCLING						
802-01	General Information	2	--	2	E HC	Daily records, usage, grease traps	GOV 34090
802-02	Collections/Landfill	C	2	C+2	E HC	Where City-owned	GOV 34090
802-03	History, Sanitation	2	P	P	E HC	Includes work orders, inspections, repairs, reports, backflow, includes recycling inspections & audits	GOV 34090
802-04	Maintenance and Operations	C	2	C+2	E HC	Location maps	GOV 34090
802-05	Maps, Septic Tank	C	P	P	E HC		GOV 34090
802-06	Rates and Services	C	2	C+2	E HC		GOV 34090
802-07	Recycling Programs	C	2	C+2	E HC		GOV 34090
802-08	Regulations	C	2	C+2	E HC	Includes legislation on these topics	GOV 34090
802-09	Sewer Pumping Stations	C	2	C+2	E HC		GOV 34090
802-10	Studies and Tonnage Reports	C	2	C+2	E HC		GOV 34090
802-11	Sewer and Sewage	C	2	C+2	E HC	sewer connections, sewer condition assessment surveys	GOV 34090
802-12	Green Programs	C	2	C+2	E HC	Sustainability, climate change	GOV 34090
802-13	Sewer Condition Assessment Surveys / Videos	C	2	C+2	E HC		GOV 34090
803	STREETS - TRAFFIC						
803-01	General Information	2	--	2	E HC	Traffic ordinances relative to streets (e.g. weight maximum)	GOV 34090
803-02	Abandonment/Vacations	2	P	P	E HC	Supporting documentation and includes temporary construction easements	GOV 34090(a)
803-03	Street Openings and Closures	2	P	P	E HC	Supporting documentation, includes emergency access and alternate access routes	GOV 34090
803-04	Easements, Dedications, Rights of Way, and Other Access Agreements	2	P	P	E HC		GOV 34090
803-05	Field Books	2	P	P	E HC	Includes correspondence, volume counts, accidents	GOV 34090
803-06	Intersection Records	C	2	C+2	E HC	Signs, lights, add or remove stop signs	GOV 34090
803-07	Inventory, Traffic Control Device	C	2	C+2	D E HC	Plants, tree maintenance, work orders	GOV 34090
803-08	Landscaping	C	2	C+2	D E HC	Maintenance, work orders	GOV 34090
803-09	Lighting	C	2	C+2	D E	Work orders, inspection, repairs, cleaning, reports, striping, etc	GOV 34090
803-10	Maintenance/Operations	C	2	C+2	D E	Fire hydrants, lighting districts, wheel chair ramps, storm drains, streets, sidewalks	GOV 34090
803-11	Traffic Operations	C	P	P	E HC		GOV 34090
803-12	Traffic Studies	C	10	C+10	E HC	Includes analyses and surveys that are studies	GOV 34090
803-13	Encroachment Permits	C	P	P	D E	Encroachment permits, street opening permits, driveway permits	GOV 34090(a); HSC 19850
803-14	Other Permits	C	2	C+2	D HC	Improvement, oversize load, parking, paving, temporary street banners	GOV 34090
803-15	Street Naming and Numbering	2	P	P	D		GOV 34090;
803-16	Speed Limits	C	2	C+2	E HC	Engineering & Traffic Surveys	GOV 34090(a)
803-17	Traffic Safety	C	2	C+2	E HC	Drivers Education, pedestrian safety, crosswalks, bicycle lanes, traffic calming, safe routes to school, school circulation	GOV 34090
803-18	Bridges & Overpasses	C	2	C+2	E HC	Life of structure	GOV 34090
803-19	Inspection	C	2	C+2	D E HC	Includes intersection, sidewalks, bridges and overpasses - keep for the life of structure	GOV 34090
803-20	Traffic Count - Traffic Data	C	7	7	E HC	Evaluation of traffic volume, Counts for ADT/Segments, turning movements, bike and pedestrian, LOS Calcs, queuing, speed data, collision data, historical trends, origin destination	GOV 34090
803-21	Collision Data	C	2	C+2	D	Collision database and related information	GOV 34090
803-22	Truck Routes & Oversized Vehicles	C	2	C+2	HC		GOV 34090
803-23	Traffic Signs	C	2	C+2	D E HC	Log books, index register cards, inventory	GOV 34090

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	ACTIVE	INACTIVE					
803-24	C	2	C+2 D E HC	yes	PW	Logs, drawings, wiring diagrams, codes, circuits, installation records, testing & maintenance, traffic signal system, fiber optic comms, timing plans, special event timing, signals, lighted crosswalk warning, flashing beacons, dynamic message signs, signals for other jurisdictions	See legend on last page GOV 34090
803-25	C	2	C+2 D E HC	yes	PW		GOV 34090
803-26	C	2	C+2 D E HC	yes	PW		GOV 34090
803-27	C	2	C+2 D E HC	yes	PW		GOV 34090
804							
804-01	2	-	2 HC	--	PW		GOV 34090
804-02	C	2	C+2 HC E	--	PW	If City owned	GOV 34090
804-03	C	2	C+2 HC	--	FF		GOV 34090
804-04	2	P	P HC	yes	PW		GOV 34090; GOV 4003; GOV 4004; HSC 19850
804-05	2	P	P HC	yes	PW	California-American, Desalination plants	GOV 34090
805							
805-01	2	-	2 HC	--	PW		GOV 34090
805-02	C		C D	--	PW		GOV 34090
805-03	C	10	C+10 D E HC	--	PW	Kept in flat files.	GOV 34090
806							
806-01	2	-	2 HC	--	PW		GOV 34090
806-02	C	P	P HC	yes	PW	Drainage, flood zones, dams, lakes, creeks	GOV 34090
806-03	C	2	C+2 HC	--	PW	Includes policies, rules, programs	GOV 34090
806-04	C	P	P HC	yes	PW	Line location, easements	GOV 34090
806-05	2	-	2 E HC	--	PW		GOV 34090
806-06	C	2	C+2 E HC	yes	PW		GOV 34090
806-07	C	P	P E HC	yes	PW	Mains, valves, hydrants, wells	GOV 34090
806-08	C	2	C+2 D	--	PW	Work orders, inspection, repairs, cleaning, reports	GOV 34090
806-09	C	2	C+2 E HC	--	PW	Times operational, power used	GOV 34090
806-10	C	2	C+2 HC	--	PW		GOV 34090
806-11	C	P	P HC	yes	PW	National Pollutant Discharge Elimination System (Stormwater permits)	40 CFR 122.28
806-12	C	P	P HC	yes	PW	Blige water discharges, Areas of Special Biological Significance (ASBS)	GOV 34090
806-13	C	2	C+2 HC	--	PW		GOV 34090
806-14	C	2	C+2 HC	--	PW	Daily operations	GOV 34090
806-15	C	5	C+5 E HC	--	PW		40 CFR 122.41
806-16	C	2	C+2 HC	--	PW		GOV 34090
806-17	C	12	C+12 HC	--	PW	Compliance documentation	40 CFR 141.91
806-18	C	5	C+5 E HC	--	PW	Average amount of pollution discharged into water	40 CFR 122.41
806-19	C	P	P HC	yes	PW	Daily flow of streams	GOV 34090
806-20	C	12	C+12 HC	yes	PW	Compliance documentation	40 CFR 141.91
806-21	C	12	C+12 HC	--	PW	Compliance documentation	40 CFR 141.91
806-22	C	10	C+10 HC	--	PW	Compliance documentation	40 CFR 141.91
806-23	C	12	C+12 HC	--	PW	Compliance documentation	40 CFR 141.91
806-24	C	12	C+12 HC	--	PW	Compliance documentation	40 CFR 141.91
806-25	C	12	C+12 HC	--	PW	Compliance documentation	40 CFR 141.91
806-26	C	5	C+5 HC	--	PW		40 CFR 141.33
806-27	C	2	C+2 HC	--	PW	Notes preparatory to maps of water installation	GOV 34090
806-28	C	P	P HC	--	PW	Statistics, reports, correspondence	GOV 34090
806-29	C	10	C+10 HC	--	PW	Compliance records include location, date, method and results;	40 CFR 141.33
806-30	C	5	C+5 HC	--	PW	corrections, analysis of bacterial content	40 CFR 141.33

CITY OF MONTEREY - RECORDS RETENTION/DISPOSITION SCHEDULE

Adopted ____, 2018 - Resolution No. 18-__ C.S. EXHIBIT A

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	RETENTION PERIODS		FORMAT	VITAL	DoR	REMARKS	CITATION
	ACTIVE	INACTIVE					
806-31	C	10	C+10	HC	--	PW	See legend on last page
							Compliance records include location, date, method and results; corrections, analysis of chemical content
806-32	C	12	C+12	HC	--	PW	40 CFR 141.33
							Compliance Documentation including sampling data, analysis, reports, surveys, evaluation, schedules, etc.
806-33	2	P	P	HC	yes	PW	GOV 34090
806-34	C	3	C+3	HC	--	PW	40 CFR 141.33
807							
807-01	2	--	2	DEHC	--	PW	GOV 34090
							Retention applies to each violation
807-02	C	10	C+10	DEHC	--	PW	GOV 34090
							Construction / Project related documents
807-03	C	P	P	DEHC	yes	PW	GOV 34090; HSC 19850
808							
							Construction / Project related documents
808-01	2	--	2	DEHC	--	PW	GOV 34090
808-02	C	10	C+10	DEHC	--	PW	GOV 34090
808-03	C	P	P	DEHC	yes	PW	GOV 34090; HSC 19850; CCP 337.15
809							
809-01	C	2	C+2	HC	--	PR	GOV 34090
809-02	Au	2	Au+2	HC	--	PR	GOV 34090
809-03	C	2	C+2	D	--	PR	GOV 34090
809-04	C	2	C+2	HC	--	PR	GOV 34090
809-05	C	2	C+2	E	--	PR	GOV 34090
							Park rules and regulations and programs and any appeals to the same (e.g. RV Storage)
809-06	C	2	C+2	HC	yes	PR	GOV 34090(d)
							Regulations, recommendations, MSDS sheets, monthly use reports, labels
809-07	C	2	C+2	HC	--	PR	GOV 34090
							Correspondence, membership information
809-08	C	3	C+3	E	--	PR	GOV 34090
							Site files, inspection records, repairs
809-09	C	2	C+2	HC	--	PR	GOV 34090
							Plans, new sites, expansions
809-10	C	2	C+2	HC	--	PR	GOV 34090
810							
810-01	C	2	C+2	HC	--	PW	GOV 34090
810-02	2	3	5	HC	--	PW	GOV 34090(a); HSC 19850
							Permits & related correspondence, regulations. This includes request drafted by CDD for tree removals.
810-03	C	3	C+3	HC	--	PW	GOV 34090
810-04	C	2	C+2	HC	--	PW	GOV 34090
							Maintenance, Management plan
811							
811-01	C	2	C+2	HC	--	PW	GOV 34090
							Studies related to tree health, diseases
811-02	2	P	P	D HC	yes	PW	GOV 34090
811-03	C	5	C+5	HC	--	PW	GOV 34090
811-04	C	P	P	HC	yes	IR	GOV 34090(a)
812							
812-01	2	--	2	HC	--	PW	GOV 34090
812-02	C	2	C+2	DEHC	yes	PW	GOV 34090
812-03	C	C	C	HC	yes	PW	GOV 34090
812-04	C	2	C+2	HC	yes	FF	GOV 34090
							Forms, related documents regarding licenses and permits required by federal and state agencies
812-05	C	2	C+2	D HC	--	PW	GOV 34090
							Related requests for service and work orders
812-06	Au	3	Au+3	D HC	--	PW	GOV 34090
812-07	3	--	3	HC	--	PW	GOV 34090
812-08	C	2	C+2	HC	--	PW	GOV 34090
							Meter readings, fuel consumption reports, invoices receipts
813							
813-01	2	--	2	E HC	--	PW	GOV 34090
813-02	C	2	C+2	E HC	--	PW	GOV 34090
							Memos and working documents
							Log books, request forms
							Includes WAVE service

A/E - After Expiration; Au - Audit; C - While Current/Until Completed; D - Database; DoR - Dept. of Record; E - Electronic/Image; HC - Hard Copy; M - Microfilm; P - Permanent; S - Samples; T - Until Termination

	RETENTION PERIODS		FORMAT	VITAL	DoR	REMARKS	CITATION
	ACTIVE	INACTIVE					
813-03	Transportation Agency of Monterey County (TAMC)	C	2	C+2	E HC	TAMC, Disadvantage Business Enterprise (DBE)	See legend on last page GOV 34090
813-04	Taxi Service / Franchise Information	C	10	C+10	E HC		GOV 34090
813-05	Other Jurisdictions	C	2	C+2	E HC		GOV 34090
813-06	Rail and Railroad Services	C	2	C+2	E HC		GOV 34090
813-07	Association of Monterey Bay Area Governments (AMBAG)	C	2	C+2	E HC	Non transportation planning AMBAG files go under 706-04.	GOV 34090
813-08	California Department of Transportation (CalTrans)	C	2	C+2	E HC	Non transportation planning CalTrans files go under 706-03.	GOV 34090
813-09	Local	C	2	C+2	E HC		GOV 34090
813-10	Alternate Transportation	C	2	C+2	E HC	Relates to rail, transit, bicycle, pedestrian and any other mode of transportation that does not involve automobile travel	GOV 34090
900	PUBLIC FACILITIES						
901	PARKING						
901-01	General Information	2	--	2	E HC		GOV 34090
901-02	Lots	C	2	C+2	E HC	patron time-stamped parking slips	GOV 34090
901-03	Garages	C	2	C+2	E HC	patron time-stamped parking slips	GOV 34090
901-04	Regulations	C	2	C+2	E HC		GOV 34090
901-05	Parking Meters	2	8	10	E HC		GOV 34090
901-06	Parking Permits and Programs	C	2	C+2	D E	Residential and commercial parking permits (parking leases) as well as for marina residents	GOV 34090
901-07	Parking Enforcement	C	2	C+2	D E		GOV 34090; GOV 40215
902	MONTEREY CONFERENCE CENTER						
902-01	General Information	2	--	2	E HC		GOV 34090
902-02	Rental/Use	C	4	C+4	D E HC	Permits, diagrams, schedules	GOV 34090; CCP 343
902-03	Catering	C	5	C+5	E HC		GOV 34090
902-04	Conference Center Rules and Regulations	C	2	C+2	E HC		GOV 34090
903	FACILITIES MAINTENANCE						
903-01	General Information	2	--	2	E HC		GOV 34090
903-02	Government Building & Streets Maintenance	C	2	C+2	D E	Presidio of Monterey Maintenance done by City Staff	GOV 34090
903-03	Recreation Facilities Maintenance	C	2	C+2	D E		GOV 34090
903-04	Library Maintenance	C	2	C+2	D E		GOV 34090
903-05	Corporation Yard	C	2	C+2	D E		GOV 34090
903-06	City Building Maintenance	C	2	C+2	D E	excludes Recreation, DLIPOM, and Library Maintenance	GOV 34090
904	HARBOR						
904-01	General Information	2	--	2	E HC		GOV 34090
904-02	Registers, Transient Vessel Reservation	Au	3	Au+3	HC	Reservation applications, receipts, and index registers relating to boats in transit, temporarily moored, audits of these processes	GOV 34090
904-03	Slip Rental and Mooring Index	C	5	C+5	HC	Annual and periodic reports of slip renters	GOV 34090
904-04	Slip Rental and Mooring Permits	C	2	C+2	HC	Applications, statement of rental conditions, vessel inspection check sheets, DMV registration, owner information	GOV 34090
904-05	Slip Rental Waiting List	C	2	C+2	E	Current, until superseded	GOV 34090
904-06	Harbor and Marina ADA Facilities	C	2	C+2	E		GOV 34090
904-07	Harbor Rules and Regulations	C	2	C+2	HC		GOV 34090
904-08	California Coastal Commission Permits	C	P	P	HC	Blige pump, launch ramp, dredging, wharf repairs	GOV 34090
904-09	Coast Guard Permits	C	P	P	HC	Authorization for light on junction buoy	GOV 34090
904-10	Department of the Army Corps of Engineers (COE)	C	P	P	HC	Harbor development projects, dredging permits	GOV 34090
904-11	Monterey Bay National Marine Sanctuary (NOAA)	C	P	P	HC	Federal Sanctuary Act 12/2000; buoy permit	GOV 34090
904-12	Sediment Tests	C	2	C+2	HC	City test results concerning dredging	GOV 34090
904-13	Yellow Boat Dock Concession Permits	C	P	P	HC		GOV 34090
904-14	Kelp Harvesting Permits	C	P	P	HC	Issued by City of Monterey	GOV 34090
904-15	Public Hoist	C	5	C+5	HC	Conditions of Use, service contract	GOV 34090

	RETENTION PERIODS		FORMAT	VITAL	DoR	REMARKS	CITATION
	ACTIVE	INACTIVE					
904-16 Wildlife, Environment, Tonnage	2	3	See legend on last page E HC	--	PW	Info and correspondence on sea lions, sea lion float, fish tonnage, general fishing information and other wildlife issues. Marine Protected Areas (MPA)	See legend on last page GOV 34090
904-17 Wharf I	2	3	HC	--	PW	General information; correspondence, Structure - Inspections, Rehabilitation, Upgrade, Expansion	GOV 34090
904-18 Wharf II	2	3	HC	--	PW	General information; correspondence, Structure - Inspections, Rehabilitation, Upgrade, Expansion	GOV 34090
904-19 Other Permits	C	2	HC	--	PW	General information; correspondence for permits not listed above	GOV 34090
805 CITY HALL COMPLEX							
905-01 General Information	2	--	E HC	--	CM	Systems, general information	GOV 34090
905-02 City Council Chamber	2	P	HC	--	IR		GOV 34090
905-03 Public Service Center	2	P	HC	--	Various	Council Chamber rental	GOV 34090
905-04 Facility Rental	2	2	E HC	--	Various		GOV 34090
905-05 Museums	2	2	E HC	--	CM		GOV 34090
906 PUBLIC ART & CULTURE							
906-01 General Information	C	2	E HC	--	CM LB	Paintings, sculpture, monuments, music, sound recordings, etc. owned by the City or displayed on City property and reproductions of these items	GOV 34090
906-02 Public Art	C	--	E HC	--	CM LB		GOV 34090
906-03 Historic Collections	C	--	E HC M	--	LB	Historic collections and reproductions of such items	GOV 34090
907 AIRPORT INFO							
907-01 General Information	2	--	E HC	--	PW		GOV 34090
907-02 Noise Monitoring & Complaints	C	10	HC	--	PW	Correspondence, studies, memos, reports, log books, and may include reports of contamination / contamination issues.	14 CFR 139.207b; 14 CFR 171.13-171.213
907-03 Reports	C	8	HC	--	PW	Property damage, accidents, injuries	14 CFR 139.207
907-04 Airlines	C	2	E HC	--	Various	Correspondence to and from local airlines servicing Monterey	GOV 34090

LEGEND

Citation Codes (California Law: <http://leginfo.ca.gov/faces/codes.xhtml>)

BPC - California Business and Professions Code
 CCP - California Code of Civil Procedure
 CCR - Code of California Regulations (<http://ccr.oal.ca.gov/>)
 CEQA - California Environmental Quality Act
 CFR - Code of Federal Regulations (<https://www.govinfo.gov/app/collection/cfr/>)
 DSWVP - Disaster Service Worker Volunteer Program
 ELEC - California Elections Code
 EEOC - Equal Employment Opportunity Commission
 EVID - California Evidence Code
 FIN - California Finance Code
 FMLA - Family and Medical Leave Act
 GOV - California Government Code
 HSC - California Health and Safety Code
 IRS - Internal Revenue Service
 LAB - California Labor Code
 MCH - Maternal and Child Health Services
 OES - California Office of Emergency Services
 OMB - Federal Office of Management & Budget
 OSHA - Occupational Safety and Health Administration
 PEN - Penal Code
 RTC - Revenue and Taxation Code
 UFC - Uniform Fire Code
 USC - United States Code (<http://uscode.house.gov/>)
 VEH - California Vehicle Code
 WIC - California Welfare and Institutions Code

Retention Period Codes

A/E - After Expiration
 Au - Audit
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 P - Permanent
 T - Until Termination

 Numbers in the retention period fields refer to years unless otherwise noted.

Format Codes

D - Database
 E - Electronic/Image File
 HC - Hard Copy
 M - Microfilm
 S - Samples

When a record may be retained in multiple formats (example: "E HC"), any listed retention format may be used with neither format considered preferable to the other(s).
 Example: When a hard copy is scanned and the scanned file is retained digitally, the hard copy may then be destroyed after 24 hours (once backup procedures are completed by ISD to generate multiple digital copies as required by GOV 34090.5).

Department of Record (DoR) Codes

CA - City Attorney
 CD - Community Development
 CM - City Manager
 FF - Finance
 FD - Fire
 HR - Human Resources
 IR - Information Resources
 LB - Library
 PD - Police
 PR - Parks and Recreation
 PW - Public Works