

RESOLUTION NO. 2020-08

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MARINA
APPROVING THE MARINA RECORDS RETENTION POLICY AND
RECORDS RETENTION SCHEDULE

WHEREAS, in 1968 the Legislature passed the California Public Records Act (PRA) (Government Code, Section 6250 et seq.) which is modeled after the federal Freedom of Information Act and details what government information is, and is not, available to the public, and;

WHEREAS, a records management program manages the creation, utilization, maintenance, retention, preservation, and disposal of records, and;

WHEREAS, effective Records Management ensures that records are kept only as long as they have some administrative, fiscal, or legal value and ensure that information is available when and where it is needed, in an organized and efficient manner, and in a well-maintained environment

WHEREAS, the proposed Record Retention Schedule is consistent with a Uniform Functional Filing System. This enables consistent storage of records both electronically and physically and consistent throughout the city departments, and;

WHEREAS, the proposed Records Retention Schedule assists the city by establishing the mandatory minimum retention period or the minimum length of time the agency is required to keep a document, what format, if it is a vital record and the citation authority.

NOW, THEREFORE BE IT RESOLVED that the City Council of the City of Marina does hereby:

1. Approve the City of Marina Records Retention Policy and Record Retention Schedule.

PASSED AND ADOPTED by the City Council of the City of Marina at a regular meeting duly held on the 22nd day of January 2020 by the following vote:

AYES, COUNCIL MEMBERS: Berkley, O'Connell, Morton, Delgado

NOES, COUNCIL MEMBERS: None

ABSTAIN, COUNCIL MEMBERS: None

ABSENT, COUNCIL MEMBERS: Urrutia

Bruce C. Delgado, Mayor

ATTEST:

Anita Sharp, Deputy City Clerk

City of Marina

Record Retention Policy

Effective: Sept 17, 2019
Adopted by Resolution No. 2019-



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PROGRAM AUTHORITY

The Records Management program for the City of Marina is based on state and federal laws and agency policies and practices governing public records, including, but not limited to:

California Public Records Act (PRA) of 1968 ([Government Code, Section 6250 et seq.](#))
Government Code, Section 12236

MISSION

A Record Retention Policy and a Record Retention Schedule are key elements in effective records management programs. A properly prepared and approved Policy and Schedule manages the life, care, and disposition of all agency records and is the agency's legal authority to do whatever needs to be done with records and documents entrusted to their care.

A records management program includes the creation, utilization, maintenance, retention, preservation, and disposal of records. Effective Records Management ensures that records are kept only as long as they have some administrative, fiscal, or legal value. When records no longer fulfill the value for which they were created, they should be destroyed unless they also have some historic or research significance.

PROGRAM OBJECTIVES

Records Management's primary concern is the efficient, effective and economical management of information. The guiding principle of Records Management is to ensure that information is available when and where it is needed, in an organized and efficient manner, and in a well-maintained environment. Records Management is more than retention schedules and the disposition of records; records management also encompasses all the record-keeping requirements that allow an organization to establish and maintain control over information flow and administrative operations. Records Management seeks to control and manage records through the entirety of their life cycle, from their creation to their final disposition.

Staff members should realize that an effective records management program is not only cost effective, it will also make their jobs easier. They should also know that records retained beyond their value "just in case" only extend the agency's legal liability in the event of adverse litigation.

Benefits of a Record Retention Policy and Schedule include:

- Helps reduce space and equipment necessary for filing records
- Organizes documents by record series which Increased efficiency in information retrieval
- Determines when records may be transferred to inactive or permanent storage or other format types
- Allows records that are no longer useful to be destroyed legally and not prematurely
- Provides information helpful in developing a vital records protection plan
- Ensures preservation of records with historic value
- Addresses how record management adapts to the changing technological environment.

This program establishes retention practices for records common to all departments. If you have any questions relating to records management or the records retention schedule, please contact the City Clerk at 884-1278

GUIDELINES AND DEFINITIONS

RECORD RETENTION SCHEDULE

The proposed revision of the Records Retention Schedule is based upon a survey of city departments and contains all records produced or maintained by the City. The schedule assists the city by establishing the mandatory minimum retention period or the minimum length of time the agency is required to keep a document, what format, if it is a vital record and the citation authority. For many records, departmental preference is the determining factor for the length of disposition.

DISPOSITION OF RECORDS

Once records have fulfilled their administrative, fiscal, or legal function they should be disposed of as soon as possible in accordance with their Records Retention Schedule. In the event of litigation, the court will want to know what the agency does in the normal course of doing business. The Records Retention Schedule spells out the normal course of business for how our agency handles and disposes of its records.

DISPOSITION DATES

Unless otherwise stated, the retention period for a record is in calendar years from the date of its creation. The retention period applies to the official records, not duplicates made for working or administrative purposes. The department of record is the keeper of the original document and must adhere to the retention disposition timelines.

FINAL DISPOSITION

This phase of the information lifecycle involves two possibilities: destruction or transfer to a records facility for permanent preservation. **Disposition of records should occur routinely and promptly in accordance with the provisions of the Retention Schedule.** If destroying records, it is the department's responsibility to obtain authorization and to complete the Record Destruction Form (included on Page 10) **prior** to proceeding with destruction of records. Record Destruction Forms are permanent documents and are to be filed with the City Clerk's Office.

EXCEPTION: If a request for information has been filed on the records under the Public Records Act, or the records are involved in current or pending litigation, or are subject to an audit, destruction cannot be carried out until all legal action has concluded.

VITAL RECORDS PROTECTION

Vital Records are defined as those essential department records needed to meet operational responsibilities under national or regional emergency disaster conditions.

DEFINITIONS

Definitions from the Secretary of State - 2-1030

- Active Records – As a measure of activity for records that are referred to at least once a month per cubic foot of records. Also – As a retention period for a Perpetual Record that remains “active” until some event occurs to change its status, at which time it has fulfilled its function. (See also Perpetual Record)
- Administrative Records – Records commonly found in all offices and typically retained only for short time periods – less than five years. Examples include subject, chronological, budget, and policy files.
- Archival Records - Records with enduring value because they reflect significant historical events, document the history and development of an agency, or provide valuable research data.
- Discovery – The pretrial disclosure of pertinent facts or documents by one or both
- Non-Records - Material not usually included within the definition of records, such as unofficial copies of documents kept only for convenience or reference, working papers, appointment logs, stocks of publications and processed documents, and library or museum material intended solely for reference or exhibition. Also, documents such as rough notes, calculations or drafts assembled or created and used in the preparation or analysis of other documents. (See also Discovery)
- Permanent Records – Records that are required in perpetuity, usually identified by statute or other written guidance. Examples include original birth certificates, death certificates, Spanish land grants, etc.
- Perpetual Records – Records retained for an indefinite period of time and then stored or destroyed after some event takes place. Examples include office personnel files which are kept until a person leaves the office, policy files kept until the policy is changed, contract files kept until the contract terminates, etc.
- Program Records - Records that relate to the primary function of the agency in response to its daily mission. Examples include lien files, recorders files, election files, probate records, medical records, etc.
- Public Records - Any information relating to the conduct of the public's business prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics.
- Records - All papers, maps, exhibits, magnetic or paper tapes, photographic films and prints, punched cards, and other documents produced, received, owned or used by an agency, regardless of physical form or characteristics.
- Records Retention Schedule - A list of all records produced or maintained by an agency

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and the actions taken with regards to those records. A retention schedule is an agency's legal authority to receive, create, retain, and dispose of official public records. It assists the agency by documenting which records require office or temporary storage, which records have historic or research value, and which records should be destroyed because they no longer have any administrative, fiscal, or legal value. In the event of litigation, courts accept a retention schedule as establishing an agency's "normal course of doing business".

- **Retention Period** – The length of time a record must be retained to fulfill its administrative, fiscal and/or legal function. Then a record should be disposed of as soon as possible in accordance with an approved Records Retention Schedule.

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ABBREVIATIONS

Citation Codes

B&P – California Business and Professions Code
CAC – California Administrative Code
CCP – Code of Civil Procedure
CCR – Code of California Regulations
CEQA – California Environmental Quality Act
CFR – Code of Federal Regulations
DSWVP – Disaster Service Worker Volunteer Program
EC – California Elections Code
EEOC – Equal Employment Opportunity Commission
EVID – California Evidence Code
FC – California Finance Code
FMLA – Family and Medical Leave Act
GC – California Government Code
H&S – California Health and Safety Code
IRS – Internal Revenue Service
LC – California Labor Code
MCH – Maternal and Child Health Service
OES – California Office of Emergency Services
OMB – Federal Office of Management & Budget
OSHA – Occupational Safety and Health Administration
PC – Penal Code
R&T – Revenue and Taxation Code
UFC – Uniform Fire Code
USC – United States Code
VC – California Vehicle Code
WIC – Welfare and Institutions Code

Retention Period Codes

A/E – After Expiration
Au – Audit
C – While Current/Until Completed
P – Permanent
T – Until Termination

Format Codes

D – Database
E – Electronic/Image File
HC – Hard Copy
M – Microfiche/Film
S – Samples

When a record may be retained in multiple formats, (indicated as “HC E” or “E HC”), any format may be chosen with neither format considered to be preferable over the other(s).

Department of Record (DoR) Codes

Admin – Administration/City Clerk
Air – Airport
Bldg. – Building
CA – City Attorney
CM – City Manager
CSO – Community Service Officer
FF – Finance
FD – Fire Department
HR – Human Resources/Risk Management
IT – Information Technology
PD – Police
PL – Planning
PW – Public Works
REC – Recreation Cultural Service

HOW TO USE THE RETENTION SCHEDULE

Records should only be retained as long as they serve the purpose for which it was created. Each record type is listed on the retention schedule with an associated Series Number, Retention Disposition Timeline, Required Format, Department of Record Assignment and Citation Authority authorizing the disposition schedule.

Once the record retention period has passed, the City of Marina's policy is to dispose of the record **routinely and promptly in accordance with the provisions of the Retention Schedule**. Compliance with this schedule will defend agency action. If destroying records, it is the department's responsibility to obtain authorization and to complete the Record Destruction Form **prior** to proceeding with destruction of records. Record Destruction Forms are permanent documents that need to be maintained by the disposing department.

The specified retention period applies regardless of the media of the record: If a record is stored on paper and a computer file on a hard drive, both records should be destroyed (or erased) after the specified period of time has elapsed.

Copies or duplicates of records should never be retained longer than the prescribed period for the original record.

STRUCTURE: CITYWIDE, DEPARTMENTS & DIVISIONS

The Record Retention Schedule was developed in accordance to the Uniform Functional Filing System and assigned series numbers as such. This enables consistent storage of records both electronically and physically and consistently throughout the city departments.

Each department no longer has a separate retention schedule which describes all the records in their department. Records are now sorted according to the function of the record. Only those records that are unique to their department, or for which they are the Office of Record show up in your department section. If a record is not listed in your department retention schedule, it does not mean that you are not the office of record, or that your record is not an official record.

BENEFITS

This retention schedule adopted by Resolution No. 2018-__ will provide the City with the following benefits:

- Reduce administrative expenses, expedite procedures
- Free filing cabinet and office space
- Reduce the cost of records storage
- Eliminate duplication of effort within the City
- Find records faster
- Easier purging of file folders
- Determine what media should be used to store records

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Records must be destroyed only in the ordinary course of business in accordance with the City's policies and procedures, and in full compliance with applicable Federal, State and Municipal laws. For questions or assistance in understanding what a record is and when it is no longer valuable, please contact the City Clerk at 884-1278.

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RECORDS DESTRUCTION FORM - SAMPLE

The records listed below are scheduled to be destroyed, as indicated on:

____ Retention Schedule adopted by City Council

____ Law. Specific Code Section: _____

____ City Council Resolution Number _____

Pursuant to the City's Records Retention Policy and Records Retention Schedule adopted by Resolution **No. 2019-**____ I am recommending that the following records be destroyed:

Type of Records	Dates	Retention Schedule Code
<i>(SAMPLE) Affidavits of Postings</i>	1/1/2010-1/31/2010	201-01

DOCUMENTS HAVE BEEN REVIEWED AND APPROVED FOR DESTRUCTION:

Employee

Date

Department Head

Date

City Attorney

Date

(Complete after destruction has been performed)

I HEREBY CERTIFY that the items listed above have been destroyed in accordance with City policies and procedures:

Employee

Date

form RM-4

City of Marina
Records Retention/Disposition Schedule

			RETENTION PERIODS			FORMAT	VITAL	DoR	REMARKS	CITATION
			Active	Inactive	Total	See legend on last page				See legend on last page
		COPIES or DUPLICATES of documents for which a department is not the office of record	C	--	C	--	--		It is the policy of the City of Marina that copies distributed to various departments for informational purposes and drafts, notes, or interagency or intra-agency memoranda that are not retained by the public agency in the ordinary course of business may be destroyed by the departments when they are no longer useful for reference	GC 6254(a) (drafts); GC 34090.7 (copies)
100		GENERAL ADMINISTRATION								
101		OFFICE MANAGEMENT & REFERENCE								
101	01	General Information	2	--	2	HC	--	Various		GC 34090
101	02	Correspondence – Chronological Files	C	2	C+2	HC	--	Various	Originating Department (e.g. CC FYO read info, City Manager's Calendars)	GC 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	GC 34090
101	04	Consultants	3	--	3	HC	--	Various	Excluding consultant contracts	GC 34090
101	05	Staff Meeting Notes	C	--	C	HC	--	Various	Inter-agency memoranda not retained in the ordinary course of business	GC 6254(a)
101	06	Work Plans	C	2	C+2	HC	--	Various		GC 34090
101	07	In-House Committees	C	3	C+3	HC	--	Various	May be kept for research/historic purposes.	GC 34090
101	08	Departmental Analysis & Reports	5	--	5	HC	--	Various	e.g. reorganization and transformation info, department and division mission statements, vision, drivers, initiatives etc.	GC 34090
101	09	Press Releases and Social Media	C	2	C+2	E	--	Various	Medial releases, posts to official social media accounts) Facebook, Twitter, Instagram, YouTube, Pinterest, Flickr, Nextdoor, etc.)	GC 34090
101	10	General Subject Files	C	2	C+2	HC	--	Various	Internal working files	GC 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.	GC 34090
101	12	Professional Associations	2	--	2	HC	--	Various	(i.e. IIMC, CCAC, ICMA)	GC34090
101	13	Community Organizations	2	3	5	HC	--	Various	(i.e. Business Associations)	GC 34090
101	14	Community Promotions	2	3	5	HC	--	Various	(i.e. Communications & Outreach info, surveys)	GC 34090
101	15	Publications from Outside Agencies	C	--	C	HC	--	Various	Not in City's control (not a public record)	GC 34090
103		FORMS AND PUBLICATION MANAGEMENT								
103	01	General Information	2	--	2	HC	--	Various		GC 34090

City of Marina
Records Retention/Disposition Schedule

			RETENTION PERIODS			FORMAT	VITAL	DoR	REMARKS	CITATION
			Active	Inactive	Total	See legend on last page				See legend on last page

103	02	Blank Forms	C	2	C+2	E HC	--	Various	Templates/forms are considered preliminary drafts exempt from disclosure	GC 6254(a)
103	03	Mailing Labels	C	--	C	E	--	Various		GC 34090
103	04	Document Templates	C	--	C	E	--	Various	Templates are considered preliminary drafts exempt from disclosure	GC 6254(a)
104		RECORDS MANAGEMENT								
104	01	General Information	2	--	2	HC	--	Various	Damaged records assessment reports, Records disaster recovery worksheets (for records that are recoverable)	GC 34090
104	02	Certificate Destruction	2	P	P	HC	Yes	Various	Authorization to destroy obsolete records, Authorization to destroy unrecoverable damaged records	GC 34090.5
104	03	Retention Schedules	C	4	C+4	E HC	Yes	Admin		GC 34090; CCP 343
104	04	Records Management Policies/Procedures	C	--	C	E HC	Yes	Admin	Keep until suspended	GC 34090
104	05	Municipal Unified Functional Filing System Index	C	--	C	E	Yes	Admin		GC 34090
104	06	Inventory, Records	C	2	C+2	E	Yes	Various	Inventory of inactive records holdings & Location	GC 34090
104	07	Public Records Requests	C	2	C+2	HC	--	CC		GC 34090
105		INFORMATION SYSTEMS								
105	01	General Information	2	--	2	E HC	--	Admin		GC 34090
105	02	Internet, World Wide Web	C	2	C+2	E	--	CM	Management Policies & supporting documentation	GC34090
105	03	Inventory, Information Systems	C	2	C+2	E D HC	Yes	Admin	Hardware/Software Inventory logs, systems manuals	GC34090
105	04	Program Files and Directories	C	--	C	E	Yes	Various	Backup tapes – Not a record	GC34090.7
105	05	Network Information Systems (LAN.WAN)	C	4	C+4	E HC	Yes	CM	Configuration Maps & Plans	GCGC 34090; CCP 337.2; CCP 343
105	06	Intraweb	C	2	C+2	E	--	CM	Internal Communications, management/policies & supporting documentation	GC 34090
105	07	Software Program Management	C	2	C+2	E HC	--	IT		GC 34090
105	08	Application Integrations	C	2	C+2	E HC	--	IT		GC 34090
105	09	Technology – TechRx & Taygeta Information Technology Network Security	C	2	C+2	E HC	--	IT		GC 34090
105	10	Business Process Workflow	C	2	C+2	E HC	--	CM		GC 34090
105	11	City Software Design Documents	C	2	C+2	E HC	--	IR	Includes functional specifications, technical specifications, and user acceptance docs – kept until software is no longer in use.	GC 34090
106		PRINTING & POSTAGE								
106	01	General Information	2	--	2	HC	--	Various		GC 34090

City of Marina
Records Retention/Disposition Schedule

			RETENTION PERIODS			FORMAT	VITAL	DoR	REMARKS	CITATION
			Active	Inactive	Total	See legend on last page				See legend on last page

106	02	Printing/Reproduction	C	2	C+2	HC	--	Various		GC 34090
106	03	Postage/Mailing	C	2	C+2	HC	--	Various		GC 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	GC 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	GC 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	GC 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	GC 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	GC 34090
107	06	Media Information	C	2	C+2	E HC	--	Various	Media contact information	GC 34090
107	07	Emergency Communications System	C	2	C+2	E HC	--	Various	(e.g. Narrowbanding equipment)	GC 34090
200		COMMUNITY DEVELOPMENT Development Administration								
201	01	General Information	2	--	2	HC	--			GC 34090
201	02	Development Bonds	C	10	C+10	HC	Yes	FF	Housing; Industrial Development GC 43901 requires that list of 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	GC 34090; GC 43900; CCP 337.5
201	03	Security Bonds	C	2	C+2	HC	Yes	FF	Documentation created and or received in connection with the performance of work/services for the city, or for parcel maps and subdivision work	GC 34090; GC 43900; CCP 337.5
201	04	Development Conditions & Development Agreement Supporting Materials	C	P	P	E	Yes	PL	Mitigation measures; filed with case files. Supporting documents for development agreements filed here; sign development agreement filed under 704	GC 65868.5; CCP 337.15
201	05	Development Standards	C	P	P	HC	--	PL	Landscape mediums, parkway landscape development, public works construction	GC 34090(a)
201	06	Community Development Block Grants (CDBG)	AU	4	AU+4	E	Yes	Various	Applications, reports, supporting documents; actual grant contract filed under 704	24 CFR 570.502(a)(7), 2 CFR 200.333; OMB cirA-102, A110, A-28
201	07	Land Uses, Nonconforming	2	P	P	HC	Yes	PL		GC34090(a)

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

City of Marina
Records Retention/Disposition Schedule

			RETENTION PERIODS			FORMAT	VITAL	DoR	REMARKS	CITATION
			Active	Inactive	Total	See legend on last page				See legend on last page
201	08	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 drain maps, water easement maps etc.	H&S 19850; GC 34090(a)
201	09	Plans – Regulatory	C	P	P	E	Yes	PL	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	GC 34090(a); GC 65106; GC 50110; H&S 19850
201	13	General Plan Amendments	C	3	C+3	D E HC	Yes	PL	Includes approved and denied	GC 34090(a); GC 65106; GC 50110
201	14	Development Impact Fees	C	P	P	D	Yes	Bldg.		GC 34090(a); CCP 337.15
201	15	Studies, Special Projects & Areas	C	2	C+2	HC	--	Various	Engineering joint powers, noise, traffic impact studies, circulation, archeological artifacts	GC 34090(a)
201	16	Americans with Disabilities Act (ADA) Action	C	2	C+2	HC D	--	Various		GC 34090
202		BUILDING								
202	01	General Information	2	--	2	HC	--	Bldg.		GC 34090
202	02	Building Permits and Plan	5	P	P	E D HC M	Yes	Bldg.	Issued and final permits, plans and associated documents	GC 34090(a); H&S 19850
202	03	Unreinforced Masonry (URM) Plans	5	P	P	D HC	Yes	Bldg.	URM certificates, terminations, and associated files	GC 34090
202	04	Projects in Plan Check	C	2	C+2	D HC	--	Bldg.	Destroy when Plan Check expires	GC 34090
202	05	Projects in Plan Check DRO	1	1	2	D HC	--	Bldg.	Destroy when issued	GC 34090
202	06	Projects in Plan Check SC	1	1	2	D HC	--	Bldg.	Destroy when issued	GC 34090
202	07	Code Books	C	P	P	HC	Yes	Bldg.	National Electrical Code, Uniform Building, Fire, Mechanical, Plumbing & Supplements – Keep until suspended	GC 34090(e)
202	08	Contractors	C	--	C	D	Yes	Bldg.	Current list-contractor database is contained within PT Winn Software– soon to be Citizen Serve Software	GC34090
202	09	Structural Calculations	C	--	C	HC	--	Bldg.	Destroyed when permit is final	H&S 19850
202	10	Residential Property Inspections (RPI)	C	P	P	HC D	Yes	Bldg.	Residential Property Inspections. Destroy paper after scanning	GC 34090.5; H&S 19850
202	11	Inspection Logs	C	2	C+2	HC	Yes	Bldg.	Daily Inspections	GC 34090
202	12	Complaint Forms	C	7	C+7	D E	Yes	Bldg.	Confidential Complaints	42 USC 1983
202	13	Building Inspection Services to Outside Agencies	C	10	C+10	D	Yes	Bldg.	Agenda reports for these services; actual legal agreements are in 704	GC 34090
203		PLANNING								

City of Marina
Records Retention/Disposition Schedule

			RETENTION PERIODS			FORMAT	VITAL	DoR	REMARKS	CITATION
			Active	Inactive	Total	See legend on last page				See legend on last page
203	01	General Information	2	--	2	HC	--	PL		GC 34090
203	02	Case/Project Files	C	P	P	D E HC	Yea	PL	Planning & Zoning. Pertains to real property. May include blueprints, drawings, maps, plans, reports, evaluations, 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	GC 34090(a); GC4003; GC 4004; H&S 19850
203	03	Sample materials submitted with projects for approval	C	2	C+2	S	--	PL	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.	GC 34090
203	04	Broad policies or topics not tied to specific addresses	C	P	P	D E HC	Yes	PL	May include blueprints, drawings, correspondence, reports or studies, and staff report. (i.e. awnings, mansionization, lighting) water allocation charts	GC 34090; H&S 19850
204		ENVIRONMENTAL QUALITY								
204	01	General Information	2	--	2	HC	--			GC 34090
204	02	Air Quality	C	7	C+7	HC	--	PW	Participants, vovher logs, total daily mileage survey (TDM), commute alternative	CCP 338(k); GC 34090
204	03	Asbestos	C	P	P	HC	--	PW	Asbestos projects, public buildings	GC 34090(a)
204	04	California Environmental Quality Act (CEQA)	C	P	P	D E HC	Yea	Various	Exemptions, Drafts & Final EIR's, mitigation monitoring, negative declaration, notice of completion and determination, comments, statements or overriding consideration	GC 34090(a); CEQA Guidelines
204	05	Congestion Management	C	2	C+2	HC	--	PW	Ride sharing, trip reduction	GC 34090(d)
204	06	National Environmental Policy Act (NEPA)	C	2	C+2	D E HC	--	PW?	Correspondence, consultants, issues, conservation (e.g. oil leases on outer continental shelf)	GC 34090(d)
204	07	Soil	C	2	C+2	HC	--	PW	Analysis, construction recommendations	GC 34090(d)
204	08	Soil Reports (Final)	C	P	P	E	Yes	PW	Final Reports	GC 34090(d); CCP 338.1
204	09	Review of EIR's not under City Jurisdiction	C	2	C+2	HC	--	PW?	City review and comments on projects by other jurisdictions – exemptions, EIR's, mitigated monitoring, negative declaration, notice of completion and determination, comments, statements of overriding consideration	GC 34090(d)
204	10	Traffic Impacts	C	P	P	D E HC	--	PW		GC 34090(d)
204	11	Green House Gas Emission	C	P	P	D E HC	--	PW	Climate Action Plan	GC 34090(d)
205		REGIONAL PLANNING								
205	01	General Information	2	--	2	HC	--	PW		GC 34090

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								PL		
205	02	County General Plan	C	--	C	HC	--	PW PL	Marina is not the agency of record	GC 34090
205	03	General Plans Other Cities	C	--	C	HC	--	PW PL	Marina is not the agency of record	GC 34090
205	04	LAFCO	2	--	2	HC	--	PW PL	General Information	GC 34090
206		REAL PROPERTY								
206	01	General Information	2	--	2	HC	--	PW		GC 34090
206	02	Abandonment	2	P	P	D E HC	Yes	PW	Buildings, Condemnation, Demolition	GC 34090(a)
206	03	Acquisition/Disposition of Property	C	P	P	E HC	Yes	PW	Supporting documents of sale, purchase, or exchange, Leases of City Property and related documents filed under the appropriate series in 704	GC 34090(a); GC 6254; CCP 337.2
206	04	Annexations/Deannexations	2	P	P	E HC	Yes	PW	Reports, public notices	GC 34090(a)
206	05	Appraisals	C	2	C+2	HC	Yes	PW	Exempt from disclosure until final acquisition obtained	GC 34090; GC 6254(h)
206	06	Property taxes	C	2	C+2	HC	--	Various		GC 34090
206	07	Maps, City Boundary	C	P	P	E HC	Yes	PW	Recorded maps, surveys, monuments, includes neighborhood association boundaries	GC 34090(d)
206	08	Lot Splits and Lot Mergers	C	P	P	E HC	Yes	PW		GC 34090
206	09	Relocation Files	C	2	C+2	HC	--	PW		GC 34090
207		HOUSING								
207	01	General Information	2	--	2	HC	--	?		GC 34090
207	02	Programs	C	5	C+5	E HC	Yes	?	Includes housing authority strategy, housing bond advisory, HOME, In-lieu housing mitigation, low/moderate housing, housing assistance, etc.	24 CFR 570.502(a); 2 CFR 200.333; OMB cir. A-110
207	03	Homelessness	C	2	C+2	E HC	--	Various		GC 34090
208		ECONOMIC DEVELOPMENT								
208	01	General Information	2	--	2	HC	--	CM	Includes correspondence	GC 34090
208	02	Economic Development Strategies & Business Recruitment	2	5	7	HC	--	CM		GC 34090
209		HISTORIC PRESERVATION								
209	01	General Information	2	--	2	HC	--	Various		GC 34090
209	02	Historic Surveys	2	3	5	HC	--	Various	Historic Preservation Grants, Actual grant contract filed under 704	GC 34090
209	03	Archives	2	P	P	HC	--	Various		GC 34090
209	04	Historic Master Plan	C	P	P	E HC	Yes	Various		GC 34090

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209	05	Historic Property Tax Incentive Program – Mills Act	2	P	P	HC	--	Various	Staff Reports on Mills Act Program, Actual Agreements are in 704-05 and project files 203-02	GC 34090
209	06	Historic Buildings	2	P	P	E HC	--	PW		GC 34090
209	07	National Register	C	P	P	E HC	--	PW		GC 34090
300		RECREATION COMMUNITY SERVICES								
300	01	General Information	2	--	2	HB	--	REC		GC 34090
300	02	Facility Rental Information	C	2	C+2	HC	--	REC		GC 34090
300	03	Other Programs	2	3	5	HC	--	REC	Programs that are not youth, senior or child care programs	GC 34090
302		EVENTS/STREET CLOSURES								
302	01	General Information	2	--	2	HC	--	Various		GC 34090
302	02	August Celebrations – National Night Out	2	--	2	HC	--	PD		GC 34090
302	03	Other Events	2	--	2	HC	--	PD	Annual Labor Day Parade & Others	GC 34090
303		YOUTH SERVICES								
303	01	General Information	2	--	2	HC	--	REC		GC 34090
303	02	Programs	2	3	5	E HC	--	REC	Includes youth services	GC 34090
303	03	Youth/Teen Centers	2	--	2	HC	--	REC	Rocky Hann Community Center & Marina Teen Center	GC 34090
304		SENIOR SERVICES								
304	01	General Information	2	--	2	HC	--	REC		GC 34090
304	02	Programs	2	3	5	E HC	--	REC	Taxi Voucher	GC 34090
304	03	Senior Center	2	--	2	HC	--	REC	Rocky Hann Community Center	GC 34090
400		FINANCIAL AND FISCAL								
401		ACCOUNTS PAYABLE								
401	01	A-P General Information	2	--	2	E HC	--	FF		GC 34090
401	02	Invoice Packet	Au	7	Au+7	E HC	Yes	FF		GC 34090
401	03	Check Register	Au	7	Au+5	D HC	Yes	FF		GC 34090; 26 CFR 1600-1
401	04	1099's	Au	5	Au+5	D HC	Yes	FF	1099's and associated W-9's	GC 34090; 29 USC 436; 29 CFR 516.5-516.6; 26 CFR 31.6001.1-4; IRS Reg 31.6001-

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										1(e)(2); R&T 19530
401	05	ACH enrollment forms	C	2	C+2	D HC		FF	An Originator must retain the original or a copy of each written authorization of a Receiver, or a readily and accurately reproducible Record evidencing any other form of authorization, for two years from the revocation of the authorization.	NACHA Operating Rules. Subsection 2.3.2.5; Subsection 2.3.3.3
402		PAYROLL								
402	01	Payroll General Information	2	--	2	HC	--	FF		GC 34090
402	02	Payroll Register	1	P	P	D	Yes	FF		GC 34090; GC 37207
402	03	Employee Time Sheets	Au	6	Au+6	D E	Yes	FF	Signed by employees	GC 34090; 29CFR 516.2; 20 CFR 516.6(1); IRS Reg 31.6001-1(3)(z); R&T 19530; LC 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, employee deferred compensation contributions and city payments etc.	GC 34090; 29 CFR 516.2; CAC22-1085.2; 26 CFR 160011; 29 CFR 1627.3(2)
402	05	Salary Records	2	P	P	E	--	Yes	Salary Schedules	GC 34090; 29 CFR 516.2; CAC 22-1085-2
402	06	Retirement		P	P	E		FF		
403		ACCOUNTING								
403	01	General Information	2	--	2	HC	--	FF		GC 34090
403	02	General Ledger	2	P	P	D HC	Yes	FF		GC 34090; CCP 337
403	03	Report to EDD on Independent Contractors	C	4	C+4	E HC	--	FF	EDD Form 542	GC 34090; CCP 337
403	04	Journal Entries and Backup	Au	7	Au+7	HC	Yes	FF	Account postings with supporting documents	GC 34090; CCP 337
403	05	Audit Reports and Backup	C	P	P	HC	--	Various	Treasurer's Reports, Annual Financial reports	GC 34090
403	06	State Controller's and Other Required Reports	2	P	P	HC	Yes	FF	Controller may destroy after five years	GC 34090
403	07	Bank Reconciliation & Statements	Au	5	Au+5	E HC	Yes	FF	Includes Transaction Statements, Wire Transfers, Check Listing Audit Trail, Deposits, Cancelled Checks.	GC 34090; GC 60201(12);

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										26 CFR 1.6001-1
404		FIXED ASSETS								
404	01	General Information	2	--	2	HC	--	FF		GC 34090
404	02	Inventory	Au	7	Au+7	D	Yes	FF	Reflects purchase date, cost, account number	GC 34090; 26 CFR 301 65-1(f)
404	03	Surplus Property Disposal	Au	5	Au+5	D	--	FF		GC 34090; CCP 337
404	04	Vehicle Ownership & Title	C	C	C	HC	Yes	FF		GC 34090(a); VC 9900 et seq
405		PURCHASING								
405	01	Purchasing General Information	2	--	2	HC	--	FF		GC 34090
405	02	Vendor Register, Cal Cards Acknowledgement Forms	C	P	P	D HC	Yes	FF	Alpha list of vendors, including PO's, invoices, account number, check date and amount for year. Cal Card cardholders acknowledgment forms	GC 34090
405	03	Purchase Orders and Requisitions	Au	5	Au+5	D HC	Yes	FF	Original Documents	GC 34090; CCP 337
405	04	Bids, RFP's RFQ's	Au	5	Au+5	E HC	Yes	Various	Requests for Proposals regarding goods and services, plus winning bid staff reports	GC 34090; GC 25105-1; CCP 337
405	05	Not Awarded Vendor Packets	Au	2	Au+2	HC	Yes	Various	Bid quote summaries are stored under this series number with the failed bid packets. Sole Source Justification Form, Piggyback Request Form	GC 34090; GC 34090(d); GC 25105-1; CCP337
406		BUDGETING								
406	01	General Information	2	--	2	HC	--	FF	Division Draft Budgets submitted to Budget Committee, Gann Initiatives	GC 34090
406	02	Adopted Budget	C	P	P	D E HC	Yes	FF	Adopted budget, council priorities, items included in adopted budget, cultural funds	GC 34090
406	03	Budgets as Presented to Council	10	--	10	E HC	--	IR	Consolidated Draft budget, council priorities, CIP, NIP, Cultural funds, and any other items included in draft budget	GC 34090
406	04	Budget Adjustments	Au	5	Au+5	HC	Yes	FF	Account transfers, appropriation and transfer of funds, and creation, modification, or accounting funds, Midyear review reports	GC 34090
406	05	Redevelopment Budgets	C	P	P	D E HC	Yes	FF	(Redevelopment Agencies were dissolved per state law in 2012.) Includes annual audits & 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))	GC 34090; GC40802; GC 53901; GC 43900 et seq.
406	06	Joint Powers Authority Budgets	C	P	P	D E HC	Yes	FF	Includes annual audit & bond issues and draft JPA budget staff reports and items	GC 34090; GC 40801; GC

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										53901; GC 43900 et seq.
406	07	Community Services District Budgets	C	P	P	D E HC	Yes	FF	Account transfers, appropriation and transfer of funds, and creation, modification, or accounting funds, Midyear review reports	GC 34090; GC 40802; GC 53901; GC 43900 et seq.
407		REVENUE								
407	01	Revenue General Information	2	--	2	HC	--	FF		GC 34090
407	02	Bank Reconciliations	Au	5	Au+5	HC	Yes	FF	Statements, summaries for receipts, disbursements & reconciliations	GC 34090; 26 CFR 1600-1
407	03	Billing Information	Au	5	Au+5	D HC	Yes	FF	Invoices, Accounts Receivable, taxes (e.g. TOT and Sales tax revenues, etc.) HazMat, falsa alarms, SB 198, strike teams. This series includes cash register receipt tapes and credit card receipt copies	GC 34090; CCP 338
407	04	Business License and Other Customer Files	C	5	C+5	D HC	Yes	FF	TOT customers, etc. Paid and Reports	GC 34090; CCP 337
407	05	Fee Schedules	C	5	C+5	E	--	FF		GC 34090
407	06	Investment Records	C	P	P	D HC	Yes	FF	Summary of transactions, inventory and earnings report	GC 34090; GC 53607; CCP 337
407	07	Assessment Districts	C	P	P	D HC	Yes	FF	Transcript binder, collection information, account statements, administration, bond, coupons certifying compliance with state law re: assessments, and CC staff reports on this topic	GC 34090
407	08	Bond Transcript Binder	C	P	P	HC	Yes	FF		GC 34090; CCP337.5
407	09	Revenue Bonds and Other Bond Information	C	10	C+10	HC	Yes	FF	Vital during life of debt. Account statements, Administration, Bond or coupons. A revenue bond is a bond issued by the City for a specific public works project and supported by revenue from the project	GC 34090; GC 53921; CCP337.5
407	10	Deposits, Receipts	Au	5	Au+5	D HC	Yes	FF	Current documents are vital records	GC 34090; CCP 337
407	11	Dog License Permits	Au	5	Au+5	D HC	Yes	PD	Dog Tags	GC 34090; CCP 337
408		RISK MANAGEMENT								
408	01	General Information	2	--	2	HC	--	HR		GC 34090
408	02	Damage to City Property – City Assets	C	7	C+7	HC	--	HR	Reports and related records	GC 25105.5
408	03	Bonds, Insurance	2	P	P	HC	Yes	HR	Bonds & Insurance policies insuring city property and other assets	GC6499.03; CCP 337.2; CCP343
408	04	Claims, Damage	C	10	C+10	HC	Yes	HR	Paid/Denied CC claim staff reports	GC 34090; GC 25101.5

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408	05	Third Party Incident/Accident Reports	C	7	C+7	HC	--	HR	Theft, property damage or similar occurrences (not fire/law enforcement)	29 CFR 1904.2; 29 CFR 1904.6; GC 25105.5
408	06	MBASIA	C	P	P	HC	Yes	HR	Monterey Bay Area Self Insurance Authority	GC 34090
408	07	Insurance Certificates for permanently held legal agreement	C	P	P	HC	Yes	HR	Insurance certificates filed separately from legal agreements filed under 704 series 704-05. 704-06, 704-11, 704-14, and 704-15 legal agreements. See 408-13	GC 34090
408	08	Insurance Policies	C	P	P	HC	Yes	HR	May include liability, property certificates of participation.	GC 34090
408	09	Insurance, Workers Compensation	C	P	P	HC	Yes	HR	Indemnity; Originals with Administrator	GC 6410; 29 CFR 1910.20
408	10	Photographs, Negatives, Film	C	2	C+2	E HC	--	HR		GC 34090
408	11	Risk Management Reports	C	5	C+5	E HC	Yes	HR	Federal OSHA forms, loss analysis report, safety reports, actuarial studies	GGC 34090; 29 CFR 1904.4; 29 CFR 1904.7
408	12	Warranties	C	2	C+2	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.)	GC 34090; CCP 1790
408	13	Insurance Certificates for Legal Agreements that do not have a permanent retention period	C	5 P	C+5 P	E HC	--	HR	Insurance certificates files 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.	GC 34090; GC 4004; CCP 337.2; CCP 343
409		GRANTS - DONATIONS								
409	01	General Information	2	--	2	HC	--	Various		GC 34090
409	02	Federal and State Grant and Assistance	C	5	C+5	D	--	Various	Refer to grant application close-out procedure; Various depts. Initiate grants; Finance is lead for finalizing grants; File grant contracts under 704 series; Records for grants with Prop 18 funding must be retained for 35 years.	GC 34090; OES Grant Mgmt.
409	03	Donations	2	3	5	D	--	Various		GC 34090
409	04	Request for Grant or Start Up Funds from City	2	3	5	HC	--	Various	Requests during budget are filed under 406-03	GC 34090
409	05	Grants from other sources	2	3	5	HC	--	Various	Requests during budget are filed under 406-03	GC 34090
500		PERSONNEL								
501		PERSONNEL DATA								
501	01	Personnel General Information	2	--	2	HC	--	HR Various	Reference checks form other agencies	GC 34090
501	02	Active Employees (Non-Sworn)	C	10	C+10	HC	Yes	HR	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

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										seq.; 29 CFR 1607.4; GC 6254(c); GC 12946; GC 34090
501	03	Active Employees	C	10	C+10	HC	Yes	PD	Police & Fire employees. May include release authorizations, certifications, applications, reassignments; outside employment, disciplinary actions, evaluations	29 CFR 516.6; 29 CFR1607.4; 29 CFR1602.30; 29 CFR 1627.3; GC 3300 et seq.; PC832.5(b)
501	04	Contractual Employees	C	10	C+10	HC	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 CFR1602.31; GC 6254(C); GC 12946; GC 34090; CCP 337; CCP 343
501	05	Temporary Services	C	8	C+8	HC	Yes	HR	On-Call Staff, Outside Temporary Services, HR PTS Employee Personnel Files	GC 12946; GC 34090; 29 CFR1627.3; Lab Rel Sec 1174
501	06	Volunteers	C	3	C+3	HC	Yes	Various	Disaster Service Worker Volunteer Forms	DSWVP Guidelines; Calif. Code Regs. Title 19 §2570-2573.3
501	07	Investigations, Discipline Background Information & Grievances	C	P	C+P	HC	--	HR		29 CFR 1627.3; 29 CFR 1607.4; 29 CFR 516.6 ET SEQ.; CCR Sec 1174; GC 12946; GC 3300; EEOC-Federal Regs; PC 832.5(b)
501	08	Employee Oaths of Office	C	2	C+2	HC	--	Various		GC 34090
501	09	Public Safety Personnel General Information	2	--	2	HC	--	PD FD		GC 3300; GC 34090
501	10	Public Safety Personnel Annual Physical Program	C	30	C+30	HC	--	PD FD		29 CFR 1910.1020
501	11	Public Safety Personnel Exposure Sampling	C	30	C+30	HC	--	PD FD		29 CFR 1910.1020
501	12	Public Safety Personnel Exposure Reports	C	30	C+30	HC	--	PD FD		29 CFR 1910.1020

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501	13	Public Safety Personnel Random Drug Testing	C	2	C+2	HC	Yes	HR	Includes Fire, Police, Public Works personnel and any other personnel with class B licenses – 5 years for alcohol test results or 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; 249 CFR 40.333; GC 3300
502		PERSONNEL MANAGEMENT								
502	01	Personnel Management General Information	2	--	2	HC	--	HR		GC 34090
502	02	Job Descriptions	C	2	C+2	HC	Yes	HR	Current documents are vital records	GC 34090
502	03	Position Classifications	C	2	C+2	HC	--	HR	Includes classification & wage rates, staff reports on control list, classification studies and surveys, and reclassification	GC 12946; GC 34090; 29 CFR 516.6(2); 29 CFR 1602; 29 CFR 1607
502	04	Unemployment Claims	C	4	C+4	HC	--	HR		GC 34090
502	05	Bond, Personnel Fidelity	C	2	C+2	HC	Yes	HR	Employee fidelity bonds	GC 34090
502	06	Employee Handbook and Policies	C	2	C+2	HC	Yes	HR	General Employee information, including benefit plans	GC 34090; GC 12946
502	07	Employee Programs	C	2	C+2	HC	--	HR	Includes commendations, awards, and recognitions	GC 34090; GC 12946
502	08	Federal I-9 Forms	C	C+3 or 1	C+3 or 1	HC	Yes	HR	In accordance with Section 101, Control or unlawful Employment of Aliens, (b)(3)(B)(i) and (ii) I-9's are retained for three years after the date of such hiring, or (ii) one year after the individual's employment is terminate, whichever is later	Immigration Reform/Control Act 1986 Pub. L99-603
502	09	Motor Vehicle (DMV) Records	C	7	C+7	HC	--	HR		GC 12946; 8 USC 1324(a)
502	10	Position Recruitment	C	3	C+3	HC	--	HR	Applications and resumes for those not hired, lists/logs, indices, ethnicity disclosures, examination materials & answer sheet, job bulletins, eligibility, release of information forms for recruitments, electronic database (see 501-02 and 501-03 for applications and resumes of hired employees)	GC 12946; GC6250 et seq.; 20CFR 1602 et seq.; 29 CFR 1607; 29 CFR1627.3
502	11	Vehicle Mileage Reimbursement Rates	C	2	C+2	HC	--	FF	Annual Mileage reimbursement rates as announced by Finance (do not file A/P mileage vouchers here)	GC 34090
502	12	Equal Opportunity/Affirmative Action	C	2	C+2	HC	--	HR	Affirmative Action or Equal Opportunity staff reports	GC 34090
502	13	Volunteer Programs, Guidelines, and Activities	C	2	C+2	HC	--	Various		GC 34090
503		SAFETY								

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503	01	General Information	2	--	2	HC	--	HR		GC 34090
503	02	Plan Documents	C	6	C+6	HC	Yes	HR		GC 34090
503	03	OSHA	C	7	C+7	HC	--	HR		20 CFR 1904.2; 29 CFR 1966.6
503	04	Safety Policies and Procedures	C	2	C+2	HC	--	HR		GC 34090
503	05	Safety Audits	C	7	C+7	HC	--	HR		GC 34090
503	06	Publications and Law Updates	C	--	C	HC	--	HR		GC 34090
540		BENEFITS								
504	01	General Information	2	--	2	HC	--	HR	Historical benefit information (includes Council benefits)	GC 34090
504	02	Plan Documents	C	6	C+6	HC	Yes	HR	e.g. Dependent Care Program	GC 34090
504	03	Active Employee Benefit Files	C	10	C+10	HC	Yes	HR	May include enrollment forms, emergency notification forms, etc.	29 CFR 1627.3; 29 CFR 1602.30.32
504	04	Separated Employees	0	10	10	HC	--	HR	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	HC	Yes	HR	May include enrollment forms, COBRA letters, etc.	29 CFR 1627.3; 29 CFR 1602.30.32
504	06	Retirement	C	P	P	HC	Yes	HR	PERS, Social Security, Medicare & Benefit documents	29 CFR 1627.3(2); GC 12946; GC 34090; GC 7501 et seq.
504	07	Vendor/Administrator Reports and Correspondence	C	2	C+2	HC	--	HR		GC 34090
504	08	Orientation Packets	C	C	C	HC	--	HR		GC 34090
504	09	Forms and Handouts	C	--	C	HC	--	HR		GC 34090
504	10	Employee Medical Information	C	10	C+10	HC	Yes	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	11	Publications and Law Updates	C	--	C	HC	--			GC 34090
504	12	Deferred Compensation Plan	C	P	P	HC	Yes	HR	Includes plan information	20 CFR 1627.3(2); GC 12946; GC 34090
505		WORKERS COMPENSATION								
505	01	General Information	2	--	2	HC	--	HR		GC 34090

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505	02	Employee Files	C	P	P	HC	Yes	HR	Claim files, reports, incidents (working files), originals filed with Administrator, Worker's Comp settlements	CCR 14311; CCR 15400.2; LC 110-139.6; 8 CFR 15400.2
505	03	Forms and Handouts	C	2	C+2	HC	--	HR		GC 34090
505	04	Designation of Personal Physician Forms	C	P	P	HC	Yes	HR		CCR 14311; CCR 15400.2; LC 110-139.6; 8 CFR 15400.2
505	05	Budget	C	2	C+2	HC	--	HR	Working Files	GC 34090
505	06	Reports	2	P	P	HC	--	HR	Includes utilization and state reporting	CCR 14311; CCR 15400.2; LC 110-139.6
505	07	Administration Correspondence	2	3	5	HC	--	HR		GC 34090
505	08	Ergonomic Evaluations and Job Analysis	C	7	C+7	HC	--	HR		GC 34090
505	09	Publications and Law Updates	2	--	2	HC	--	HR		GC 34090
506		EDUCATION AND TRAINING								
506	01	General Information	2	--	2	HC	--	Various		GC 34090
506	02	Training Records – Non-Safety Employees	C	7	C+7	HC	--	Various	Employee forms, volunteer program training, class training materials, internships	GC 6250 et seq.
506	03	Tuition Reimbursement Program	C	7	C+7	HC	--	HR	CEIP	GC 6250 et seq.
506	04	Attendance Records – Public Safety Employees	C	5	C+5	E HC	--	Various	Computerized – Firehouse, MS Access and Police Records	GC 34090
506	05	Public Safety Company Performance Standards	C	2	C+2	HC	--	PD FD		8 CCR 3204(d)
506	06	Public Safety Training Hours	T	10	T+10	E HC		Various	Electronic in Firehouse & Outside certificates	GC 34090
507		LABOR RELATIONS								
507	01	General Information	2	--	2	HC	--	HR	Policies and procedures (e.g. memos on comp time, supplemental pay, allowances)	GC 34090
507	02	Negotiations – Marina Employees Association (MEA)	C	P	P	HC	Yes	HR	Draft MOU's, correspondence, official meeting notes and notebooks (individual notes should be destroyed after 2 years)	29 USC Sec 211(c); 29 CFR 516
507	03	Negotiations – Marina Management Employee Association (MMEA)	C	P	P	HC	Yes	HR	Draft MOU's, correspondence, official meeting notes and notebooks (individual notes should be destroyed after 2 years)	29 USC Sec 211(c); 29 CFR 516
507	04	Negotiations – Marina Public Safety Officers Association (MPSOA)	C	P	P	HC	Yes	HR	Draft MOU's, correspondence, official meeting notes and notebooks (individual notes should be destroyed after 2 years)	29 USC Sec 211(c); 29 CFR 516

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507	05	Negotiations – Marina Public Safety Manager’s Association (MPSMA)	C	P	P	HC	Yes	HR	Draft MOU’s, correspondence, official meeting notes and notebooks (individual notes should be destroyed after 2 years)	29 USC Sec 211(c); 29 CFR 516
507	06	Negotiations – Marina Professional Firefighters Association (MPFFA)	C	P	P	HC	Yes	HR	Draft MOU’s, correspondence, official meeting notes and notebooks (individual notes should be destroyed after 2 years)	29 USC Sec 211(c); 29 CFR 516
507	07	Negotiations – Executive Management	C	P	P	HC	Yes	HR	Assistant City Manager, Fire Chief, Police Chief, Finance Dir., Public Works Dir., Planning Dir., Recreation & Cultural Svc Dir.,	29 USC Sec 211(c); 29 CFR 516
507	08	Unrepresented Employees	C	P	P	HC	Yes	HR	City Manager, Part-time Employees and other unrepresented employees	29 USC Sec 211(c); 29 CFR 516
600		PUBLIC SAFETY								
601		FIRE SAFETY ADMINISTRATION								
601	01	General Information	2	--	2	HC	--	FD		GC 34090
601	02	Fire Code and Manuals	C	3	C+3	D	Yes	FD	Include OPS manuals	GC 34090; CCP 340.5
601	03	General Orders, Policies and Procedures	C	2	C+2	D	Yes	FD		GC 34090
601	04	Mutual Aid, Automatic Aid, Strategic Plans & Studies	C	2	C+2	HC	Yes	FD PD		GC 34090
601	05	Fire Services to other Agencies	C	10	C+10	E HC	Yes	FD	Fire protective services (for fee), emergency medical services	GC 34090
602		FIRE PREVENTION/PUBLIC EDUCATION								
602	01	General Information	2	--	2	HC	--	FD		GC 34090
602	02	CPR Program	C	2	C+2	E HC	--	FD		GC 34090
602	03	Inspections, Fire Prevention	C	3	C+3	E HC	Yes	FD	Alarm/Sprinkler systems, prevention efforts	UFC 103.4
602	04	Investigations, Evidence Arson	C	P	P	D HC	Yes	FD	Support prosecution resulting in homicide	PC 799
602	05	Investigations, Evidence Arson	C	6	C+6	D HC	Yes	FD	Great Bodily harm, inhabited structure or property	PC 800
602	06	Community Emergency Response Team	C	2	C+2	D HC	Yes	FD		GC 34090
602	07	Permits, Uniform Fire Code	C	2	C+2	D HC	Yes	FD		GC 34090
602	08	Plans Fire Alarm & Sprinkler	C	P	P	E HC	Yes	FD	Retain plans during the life of the building, for not less than two years	GC 34090
602	09	Property Files	2	P	P	HC	Yes	FD		GC 34090
602	10	Public Education Program	C	2	C+2	HC	--	FD		GC 34090
602	11	Water System Improvement Fund	C	2	C+2	HC	--	FD		GC 34090
603		RESERVED								

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604		FIRE OPERATIONS								
604	01	General Information	2	--	2	HC	--	FD		GC 34090
604	02	Apparatus/Vehicle	C	2	C+2	D	--	FD	Repair and Maintenance	GC 34090; CCP 340.5; 8 CCR 2303(b)(1)
604	03	Confined Space Permits	C	P	P	HC	--	FD		GC 34090
604	04	Donated Vehicles	2	8	10	HC	--	FD		GC 34090
604	05	Field Reports – non-fire & logs	C	2	C+2	D	--	FD	Computerized – firehouse	GC 34090
604	06	Field Reports – Non-arson & logs	C	2	C+2	D	--	FD	Computerized – firehouse	GC 34090
604	07	Fumigation Permits	C	2	C+2	HC	--	FD		GC 34090
604	08	Incident Reports	C	3	C+3	D HC	--	FD	Dispatch and daily logs – Computerized – firehouse	GC 34090; CCP 338
604	09	Inventory, equipment & supplies	C	2	C+2	E	--	FD		GC 34090
604	10	Investigations, Evidence Arson	C	3	C+3	D	--	FD	Structure	PC 801
604	11	Journals, Fire Station	C	2	C+2	E HC	Yes	FD	Activities, personnel, engine company	GC 34090
604	12	Logs for fire equipment & gear	C	2	C+2	E HC	Yes	FD		GC 34090
604	13	Weed Abatement	C	2	C+2	HC	--	FD	Reports, assessments, documentation	GC 34090
604	14	Work Program Files	C	2	C+2	E HC	Yes	FD		GC 34090
604	15	Emergency Medical Services Forms	C	7	C+7	HC	--	FD	Monterey County Form EMS.126 – City Copy	GC 34090; H&S 1979.98(e); H&S 11191; H&S 123145; Medicare Title XVIII; Medicaid Title XIX; MCH Title V
605		RESERVED								
606		HAZARDOUS MATERIALS								
606	01	General Information	2	--	2	HC	--	FD		GC 34090
606	02	Hazardous Waste Disposal	C	10	C+10	HC	--	FD	Documentation regarding handling and disposal of hazardous waste	CAL OSHA; 40 CFR 122.21(p)
606	03	Permits, Hazardous Materials Storage	C	P	P	HC	Yes	FD	Two years retention required statutorily, permanent recommended	GC 34090
606	04	Program, Household Hazardous Waste	C	2	C+2	HC	--	FD		GC 34090
606	05	Training Materials	C	2	C+2	E HC	--	FD	Standard & Administration. However, if employees are exposed to hazardous materials during training, CAL Code Reg 3204(d) et seq. also applied and documents must be kept for thirty (30) years.	GC 34090

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606	06	Underground Storage Tank Compliance	C	P	P	HC	Yes	FD	Storage location, installation, removal, remediation, maintenance & operations	GC 34090
607		LAW ENFORCEMENT ADMINISTRATION								
607	01	General Information	C	--	C	--	--	PD		GC 34090
607	02	Alcoholic Beverage Control	C	2	C+2	HC	--	PD	Police actions – this is not for Planning Dept. alcohol permit actions. Records are current for as long as establishment is in business	GC 34090
607	03	Administrative/Internal Investigations	C	5	C+5	HC	--	PD	Fleet safety, pursuit files, intake and complaint investigations, use of force files	PC 832,5(b); EVID 1045
607	04	Equipment Manuals	C	--	C	E HC	--	PD	Manuals, instructions – save until end of equipment use	GC 34090
607	05	Equipment Inventory	C	10	C+10	HC	--	PD	Listing of equipment assigned to division employees	GC 34090
607	06	Non-Crime Reports	C	2	C+2	D	--	PD	Monthly, quarterly, annual activity statistical reports, also surveys, responses, etc.	GC 34090
607	07	Department Manuals, Law Enforcement Policies, Programs and Procedures	P	P	P	E	--	PD	Directives, department policies, training bulletins, rules and regulations	GC 34090
607	08	Enforcement of State Laws	C	2	C+2	HC	--	PD	Includes modification to MCC	GC 34090
608		POLICE INVESTIGATIONS								
608	01	General Information	P	P	P	D	--	PD	Investigation files, asset forfeiture, disposition of arrest/court action, property/evidence files	GC 34090
608	02	Homicide Investigator's Case Files	P	P	P	D	--	PD	Includes cold case, solved, and unsolved homicides.	PC 799
608	03	Officer Involved Shootings	P	P	P	HC	--	PD	Officer involved shootings and in-custody deaths.	GC 34090
608	04	Informant File	C	2	C+2	HC	--	PD	Legal notifications, identification, payment information, activities information	GC 34090
608	05	Audio, Telephone and Radio Communications	C	180 Days	C+180 days	D	--	ISD	Exception: shall be preserved for 100 days after conclusion of the court case. Requires City Attorney's office review. MPD does not store telephone audio or radio communications. County Comm Center stores radio communications and ISD stores the remainder	GC 34090.6
608	06	Criminal Investigation Files – Unsolved	C	--	C	E HC	--	PD	Unsolved investigation files. Destroy when cases reach statute if limitations	GC 34090
608	07	Criminal Investigation Files – Solved Pending Appeal	C	--	C	E HC	--	PD	Solved investigation files pending appeal. Destroy when appeals are exhausted and reach statute of limitations	GC 34090
609		PATROL								
609	01	General Patrol	C	2	C+2	HC	--	PD	Parking traffic tickets, radio communications logs, patrol requests and correspondence, radar calibration records, patrol schedules, daily shift reports, supervisors' reports	GC 34090
609	02	Weapons and Range Inventories	P	P	P	E HC		PD		GC 34090
609	03	Traffic Collision Fatalities	P	P	P	D	--	PD		GC 34090

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610		POLICE SERVICES								
610	01	General Information	C	2	C+2	E HC	--	PD	Background investigations, concealed weapons files, 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.	GC 34090
601	02	Restraining Orders	C	--	C	HC	--	PD	Includes emergency protective orders, temporary restraining orders, legal stipulations, orders after hearing, etc. Destroy after law enforcement actions described in PC 12028.5 are fulfilled and restraining orders are expired for no fewer than two years	PC 273.5; PC 273.6; PC 646.9; PC 12028.5; PC 13700; FC 6380-6383
610	03	Digital Dictation	C	--	C	E	--	PD	Office case dictation	GC 34090
610	04	Permits	C	2	C+2	E HC	--	PD	Taxi, Massage, Cardroom, Film Permits	GC 34090
601	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	GC 34090
610	06	Hard Copy Inked Palm Cards	P	P	P	HC	--	PD		PC 11120-11127
610	07	Jail Records	C	5	C+5	E HC	--	PD	Daily logs and inmate records	GC 34090
610	08	Registration Files	P	P	P	E HC	--	PD	Arson, sex, and narcotic registration files	GC 68152(c)(2)
610	09	Police Reports/Disposition Arrest/Court Actions	P	P	P	E HC	--	PD	Police reports, court actions, accident reports	GC 34090
610	10	Sealed Records – Adult	C	3	C+3	E HC	--	PD		GC 34090
610	11	Seald Records – Juvenile	C	5	C+5	E HC	--	PD	Upon petition local law enforcement records with WIC 826(b) may be destroyed as ordered by the court.	WIC 826(b); WIC 781(a); WIC 781.5; H&S 11361.5
610	12	Video – Uneventful/Non-Evidentiary/Routine	C	60 days	C+60 days	E	--	PD	Uneventful jail, parking lot, lobby, in-car and body camera video that is not defined as “eventful” (defined on 610-13)	PC 832.18
610	13	Video – Eventful/Evidentiary	C	2	C+2	E	--	PD	Eventful recordings to include: 1. Part of a criminal investigation to be retained for a period as outlined for any evidence in that criminal investigation. 2. Administrative/internal investigations to include a complaint and retained for a period as defined by complaint. 3. Use of force	PC 832.18
610	14	Warrants	C	2	C+2	E	--	PD	Felony and misdemeanor criminal warrants, served and unserved. Current period ends when warrant is served/executed	GC 34090
611		LOCAL & NATIONAL EMERGENCIES/DISASTERS								
611	01	General Information	C	2	C+2	HC	--	Various		GC 34090
611	02	National Emergencies and Disasters	C	2	C+2	HC	--	Various		GC 34090

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611	03	Local Emergencies and Disasters	C	2	C+2	HC	--	Various		GC 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	GC 34090
611	05	Emergency Operations Center	C	2	C+2	E HC	--	Various		GC 34090
700		LEGISLATIVE AND LEGAL								
701	01	General Information	2	--	2	HC	--	Various	Follow up letters on meeting items; history of CMO, CAO, CC staff, Council; work program assigned to Boards Commission & Committees (BCC) and annual BCC reports, Council Comments items, and proofs of publication for non-public hearing items	GC 34090
701	02	Agendas	C	2	C+2	HC	--	Various	Agendas and special meeting notices, including proof of posting and CC action summaries	GC 34090
701	03	Agenda Repots	C	10	C+10	E	Yes	Various	Agenda reports (master subject files) created and submitted for Council /board/commission packets to include all exhibits and attachments therein. Hard 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 required permanent retention.	CG 34090
701	04	Appointments	C	5	C+5	HC	--	IR/Admin	City Council appointments to outside agencies and subcommittees (excludes Council appointments to BCC) – see 701-06) and BCC appointments to BCC subcommittees.	GC 34090
701	05	Applications to Boards Commissions, & Committees	2	--	2	HC	--	Admin	Not selected (includes letters to unsuccessful candidates and pending interview applications)	GC 34090
701	06	Applications to Boards, Commissions & Committees	C	5	C+5	HC	--	Admin	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 BBC)	GC 34090
701	07	Formation of legislative bodies and procedures	P	P	P	HC	Yes	Admin	Articles of Incorporation, powers of RDA, JPA, creation or abolition of Council Subcommittees	GC 34090; CCP 337.2
701	08	Legal Advertising	C	10	C+10	HC	--	Admin	Includes public notices and proofs of publication for public hearings	CCP 343; CCP 349 et.seq; GC 911.2; GC 34090
701	09	Minutes	10	P	P	E HC	Yes	Various	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 meetings	GC 34090(d); GC 36814; GC 40801
701	10	Charter and Municipal Code	C	P	P	E HC	Yes	Admin	Supplements included	GC 34090
701	11	Ordinances	P	P	P	E HC	Yes	Admin	Signed ordinances, ordinance staff report, proof of publication, notice	GC 34090(d); GC 40806

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701	12	Petitions	2	--	2	HC	--	Admin	Submitted to legislative bodies	GC 50115; GC 6253
701	13	Resolutions	P	P	P	E HC	Yes	Various	Legislative actions	GC 34090(d); GC 40806
701	14	Audio Recording of Public Meetings	C	90 days	C+90 days	E	--	Various	Used for minute preparation	GC 34090.7
701	15	Policies	C	P	P	HC	--	Various	BCC Handbook, policies as approved at CC meeting, vision statements	GC 34090
701	16	Public Comments from Meetings	C	2	C+2	HC	--	Various		HC 34090.7
701	17	Awards and Proclamations	C	2	C+2	HC	--	Various	Awards to non-city staff or given to City as a whole (not Personnel Service award or Personnel recognition)	GC 34090
701	18	Agenda Packets	C	10	C+10	E HC	--	Various	Collection of collected staff reports received, created, and submitted for special Council/BCC meeting date	GC 34090
701	19	Brown Act	C	2	C+2	HC	Yes	CA		GC 34090
701	20	Video Recordings of Public Meetings	C	10	C+10	E HC	--	Various		GC 34090
702		ELECTION								
702	01	General Information	2	--	2	HC	--	Admin	City Council member biographies, photos, Candidate Binder of Information Requests, Correspondence	GC 34090
702	02	Calendar	C	2	C+2	E	--	Admin		GC 34090
702	03	Canvass and Ballot	2	P	P	HC	--	Admin	Permanent for historic value (includes official voter guides, and combined list of candidates)	EC 17302
702	04	Charter Amendments/Measures	2	P	P	HC	Yes	Admin	Permanent for historic value	GC 34458.80; GC 34090
702	05	Lobbyist Registration	C	P	P	HC	--	Admin	Statements	GC 34090
702	06	Maps, Precincts/Voter Information	C	4	C+4	HC	--	Admin		GC 34090; EC 17501; EC 17301
702	07	Nomination Papers – Successful	C	4	T-4	HC	--	Admin	Must be held for four years after expiration of term. Candidate statements to be retained permanently.	GC 81009; EC 17100
702	08	Nomination Papers – Unsuccessful	C	2		HC	--	Admin	Candidate statements E+5, Nomination papers E+4	GC 81009(b); EC 17100
702	09	Notifications and Publications	C	4	C+4	HC	--	Admin	Voter information flyers, candidate guides with clank forms and proof of publication or posting	GC 34090
702	10	Oaths of Office	C	6	T+6	HC	--	Admin	Elected Officials	GC 34090; 29 USC 1113
702	11	Petitions	0.75	--	0.75	HC	--	Admin	From date of filing or election: initiative, referendum, recall, Charter Amendments. Signatures are confidential	EC 17200; EC 17400
703		ATTORNEY								
703	01	General Information	2	--	2	HC	--	CA		GC 34090
703	02	City Attorney Case Index	C	--	C	E HC	--	CA	Including notations on activates related to case	GC 6245

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703	03	Case Records	C	7	C+7	HC	Yes	CA	Includes logs, complaints, police reports, court orders, motions, notes, briefs, closing (minors retained 3-years after attaining 18), administrative records	42 USC s1983
703	04	Opinions	10	--	10	E HC	--	CA	Confidential	GC 34090; GC 6254
703	05	Closed Session	C	10	C+10	HC	--	CA CM	Confidential Matters under litigation	GC 34090
703	06	Appeals of Administrative Citations	C	3	C+3	HC	--	CA		GC 34090; GC 583.320(a)(3)
704		LEGAL DOCUMENTS								
704	01	General Information	2	--	2	HC	--	Various		GC 34090
704	02	Conveyances from or to the City (Deeds, etc.)	C	P	P	E HC	Yes	Admin	Includes Deeds, Grant Deeds, Deeds in Trust and Assignment of Rents, Quitclaim Deeds, Deed Restrictions, Subordination Agreement with Deeds, Promissory notes secured by property, Substitution of Trustee, Trust Transfer Deeds, Installment Note, Easements, Full or Partial (re)conveyances, Covenant of Easement, Public Access Easements, Grant of Storm Drain Easements, Sanitary Sewer Connection Permit Agreements (check originals for historic value), Covenant Restrictions on Property, Notices of Default	GC 34090(a); 24 CFR 570.502(b)(3); OMB Circ.A-110
704	03	Joint Powers Authority	C	P	P	E HC	Yes	Admin	Any JPA's the City has signed	GC 34090
704	04	Liens	C	P	P	E HC	Yes	FF	Claim of Lien	GC 34090
704	05	Contracts and Agreements – Excluding CIP, NIP, PMSA Construction contracts, and Leases for City Property	C	5	C+5	E HC	Yes	Various	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: - Volunteer agreements – Filed with Recreation as appropriate	CCP 337.2; CCP 343
704	06	CIP, NIP, and PMSA Construction Contracts	C	10	C+10	E HC	Yes	Admin PW	Includes construction contracts, accepted proposal, affidavit of non-collusion, insurance certificates, performance bonds, labor and material bonds, bid bond, notice of completion, plans and specifications, and other documents as incorporated into the agreement.	GC 34090; CCP 337.2; CCP 343
704	07	Foreclosures	C	P	P	E HC	Yes	FF		GC 34090

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704	08	City Property Leases	C	P	P	E HC	Yes	Admin	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)	GC 34090
704	09	Lease by City of Private Property	C	5	C+5	E HC	Yes	Admin	Includes lease and all support documentation (e.g. staff reports or related approvals, conditions of approval), estoppel certificated	GC 34090
704	10	Development Agreements	2	P	P	E HC	Yes	Admin		CCP 337; GC 34090
704	11	Subdivision Agreements	C	P	P	D E HC	Yes	Admin		GC 34090
704	12	Releases	C	2	C+2	HC	--	Admin	Image/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.	GC 34090
704	13	Authorizations	C	2	C+2	HC	Yes	Admin	Authorized Exception Forms	GC 34090
704	14	Loans	C	P	P	E HC	Yes	Admin		GC 34090(a)
704	15	Employee Bargaining Units MOU's	C	P	P	E HC	Yes	Admin HR	Includes side letters and any other amendments to employee bargaining unit MOU's	GC 34090; 29USC Sec 211(c)
705		CODE COMPLIANCE								
705	01	General Information	2	--	2	HC	--	PL		GC 34090
705	02	Case Files	C	7	C+7	D	--	PL	May include inspections, photos, drawings, correspondence, public nuisance, rubbish abatement, vehicle abatement, watercraft abatement, citations, sidewalk/hazard abatement, etc.	GC 34090(d)
705	03	Graffiti	2	--	2	--	--	PW		GC 34090(d)
705	04	Reports to State and Federal Government	P	P	P	D	--	PW PL	Storm water violations	GC 34090(a)
706		AGENCIES & JURISDICTIONS								
706	01	General Information	2	--	2	HC	--	Various		GC 34090
706	02	Federal Agencies	C	--	2	HC	--	Various	Destroy when no longer relevant. (Agencies subordinate to the Federal Government – i.e. USAID(Dubrovnik), BRAC, US Census, USPS)	GC 34090
706	03	State Agencies	C	--	2	HC	--	Various	Destroy when no longer relevant. (Agencies subordinate to the State government – i.e. Coastal Commission, MRSWMP, Monterey State Parks)	GC 34090
706	04	Regional Agencies	C	--	2	HC	--	Various	Destroy when no longer relevant. (A regional agency is one where several local agencies have come together, sighed an agreement, and the board has representatives from those agencies – i.e. FORA, AMBAG, MRWPCA, MST)	GC 34090

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			RETENTION PERIODS			FORMAT	VITAL	DoR	REMARKS	CITATION
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706	05	County Agencies	C	--	2	HC	--	Various	Destroy when no longer relevant. (A county agency is one that subordinates to the County Board of Supervisors not every entity with "County" in its name – i.e. Heath Dept., Board of Supervisors, Overall Economic Development Commission)	GC 34090
706	06	Military	C	10	C+10	HC	--	Various	NPS, DLI, Coast Guard, POM	GC 34090
706	07	Educational	C	5	C+5	HC	--	Various	MPC, CSUMB, UCMBEST, MPUSD	GC 34090
706	08	Local Agencies	C	--	2	HC	--	Various	Destroy when no longer relevant. (A local agency is a municipal entity close to us that it is not a County or a regional agency – i.e. MPRPD, Cities of Del Rey Oaks, Sand City, Seaside, MPWMD, MRWMA, & LAFCO)	GC 34090
706	09	Community Services District	C	--	2	HC	--	Various	Destroy when no longer relevant – For CC staff reports see 701-03.	GC 34090
706	10	Sister Cities	C	--	2	HC	--	Various	Destroy when no longer relevant – For CC staff reports see 701-03	GC 34090
706	11	Grand Jury Reports	2	8	10	HC	--	CM	Includes responses	GC 34090
707		FAIR POLITICAL PRACTICES COMMISSION (FPPC)								
707	01	General Information	2	--	2	HC	--	Admin	Code of Conflict staff report	GC 34090
707	02	Forms	C	--	C	HC	--	Admin		GC 34090
707	03	Manuals and Publications	C	--	C	HC	--	Admin		GC 34090
707	04	Administration	C	--	C	HC	--	Admin	FPPC Opinion	GC 34090
707	05	Ethics Education	C	5	C+5	HC	--	Admin/HR	Ethics training certificate and staff reports	HC 53235.2(b)
707	06	Campaign Disclosures, Elected	P	--	P	D E HC	--	Admin	This includes incumbent, retired, and out of office elected officials 410s, 420s, 460, 470s, 490s and 501s – Originals scanned replacing paper files	GC 81009(b),(g)
707	07	Campaign Disclosure, Not Elected	C	5	5	HC	--	Admin	410s, 420s, 460, 470s, 490s and 501s	GC 81009(b)
707	08	Campaign Disclosure, other Committees	C	7	C+7	HC	--	Admin	410s, 420s, 460, 470s, 490s and 501s	GC 81009
707	09	Statement of Economic Interest (Form 700) – Elected	C	7	C+7	HC	--	Admin		GC 81009(e)
707	10	Statement of Economic Interest (Form 700) – Unelected Candidates for Council	C	7	C+7	HC	--	Admin		GC 81009(e)
707	11	Statement of Economic Interest (Form 700) – Designated Employees and Board and Commission Members	C	7	C+7	HC	--	Admin	Board and Commission member, designated employee and consultant 700s and CC staff reports on code of conflict	GC81009(e)
707	12	Agency's Public Official Appointments (Form 806)	C	2	C+2	HC	--	Admin	Paper record of form posted on city website, inactivated when replaced	GC 34090
707	13	Gift to Agency Report (Form 801)	C	2	C+2	HC	--	Admin	Paper record of form posted on city website, inactivated when replaced	GC 34090

City of Marina
Records Retention/Disposition Schedule

			RETENTION PERIODS			FORMAT	VITAL	DoR	REMARKS	CITATION
			Active	Inactive	Total	See legend on last page				See legend on last page

800		PUBLIC WORKS								
801		ENGINEERING								
801	01	General Information	2	--	2	HC	--	PW		GC 34090
801	02	Construction Tracking	C	10	C+10	--	Yes	PW	Construction Management held C+10 years after notice of completion	CCP 337.15
801	03	Engineering Designs, Drawings, Traffic Control Plans	C	P	P	E HC	--	PW	Includes street design (e.g. Signs, striping)	GC 34090(a)
801	04	Flood Control	C	2	C+2	--	--	PW	Storm Drains	GC 34090(d)
801	05	Special Districts	C	P	P	--	--	PW	Supporting documents re: improvement, lighting, underground utility; bonds, taxes & construction (i.e. OHH, GHAD, OVP when done)	GC 34090(a)
802		SANITATION – SOLID WASTE – WASTEWATER - RECYCLING						PW		
802	01	General Information	2	--	2	HC	--	PW		GC 34090
802	02	Collections/Landfill	C	2	C+2	HC	--	PW	Daily records, usage, grease traps	GC 34090
802	03	History, Sanitation	2	P	P	HC	--	PW	Where City-owned	GC 34090
802	04	Maintenance and Operations	C	2	C+2	HC	--	PW	Includes work orders, inspections, repairs, reports, backflow, includes recycling inspections & audits	GC 34090
802	05	Maps, Septic Tank	C	P	P	HC	Yes	PW	Location maps	GC 34090
802	06	Rates and Services	C	2	C=2	HC	--	PW		GC 34090
802	07	Recycling Programs	C	2	C+2	HC	--	PW		GC 34090
802	08	Regulations	C	2	C+2	HC	--	PW	Includes legislation on these topics	GC 34090
802	09	Sewer Plumbing Stations	C	2	C+2	HC	--	PW		GC 34090
802	10	Studies and tonnage Reports	C	2	C+2	HC	--	PW		GC 34090
802	11	Sewer and Sewage	C	2	C+2	HC	--	PW	Sewer connections, sewer condition assessment surveys	GC 34090
802	12	Green Programs	C	2	C+2	HC	--	PW	Sustainability, climate change	GC 34090
802	13	Sewer Condition Assessment Surveys/Videos	C	2	C+2	HC	--	PW		GC 34090
803		STREETS – TRAFFIC						PW		
803	01	General Information	2	--	C+2	HC	--	PW	Traffic ordinances relative to (e.g. weight maximum)	GC 34090
803	02	Abandonment/Vacations	2	P	P	HC	--	PW	Supporting documentation and includes temporary construction easement.	GC 34090(a)
803	03	Street Openings and Closures	2	P	P	HC	--	PW		GC 34090
803	04	Easements, Dedications, Right of Way, and other Access Agreements	2	P	P	HC	--	PW	Supporting documentation, includes emergency access and alternate access routes	GC 34090
803	05	Field Books	2	P	P	HC	--	PW		GC 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 = Microfiche/film; P = Permanent; S = Samples; T = Termination

City of Marina
Records Retention/Disposition Schedule

			RETENTION PERIODS			FORMAT	VITAL	DoR	REMARKS	CITATION
			Active	Inactive	Total	See legend on last page				See legend on last page
803	06	Intersection Records	C	2	C+2	HC	--	PW	Includes correspondence, volume counts, accidents	GC 34090
803	07	Inventory, Traffic Control Devices	C	2	C+2	D HC	--	PW	Signs, lights, add or remove stop signs	GC 34090
803	08	Landscaping	C	2	C+2	D HC	--	PW	Plants, tree maintenance, work orders	GC 34090
803	09	Lighting	C	2	C+2	D	--	PW	Maintenance, work orders	GC 34090
803	10	Maintenance/Operations	C	2	C+2	D	--	PW	Work orders, inspections, repairs, cleaning, reports, striping etc.	GC 34090
803	11	Traffic Operations	C	P	P	HC	--	PW	Fire hydrants, lighting districts, wheelchair ramps, storm drains, streets, sidewalks	GC 34090
803	12	Traffic Studies	C	10	C+10	D HC	--	PW	Includes analyses and surveys that are studies	GC 34090
803	13	Encroachment Permits	C	P	P	D HC E	Yes	Various	Encroachment permits, street opening permits, driveway permits	GC 34090(a); H&S 19850
803	14	Other Permits	C	2	C+2	D HC	--	PW	Improvement, oversized load, parking, paving, temporary street banners	GC 34090
803	15	Street Naming and Numbering	2	P	P	D	Yes	PW		GC 34090; GC 34090(a)
803	16	Speed Limits	C	2	C+2	E HC	--	PW	Engineering & Traffic Surveys	GC 34090
803	17	Traffic Safety	C	2	C+2	E HC	--	PW	Drivers Education, pedestrian safety, crosswalks, bicycle lanes, traffic calming, safe routes to school, school circulation	GC 34090
803	18	Bridges & Overpasses	C	2	C+2	E HC	--	PW	Life of structure	GC 34090
803	19	Inspection	C	2	C+2	D HC	--	PW	Includes intersection, sidewalks, bridges and overpasses – keep for the life of structure	GC 34090
803	20	Traffic Count – Traffic Data	C	7	C+7	E HC	--	PW	Evaluation of traffic volume, Counts for ADT/Segments, turning movements, bike and pedestrian, LOS Calcs. queuing speed data, collision data, historical trends, origin destination	GC 34090
803	21	Collision Data	C	2	C+2	D	--	PW	Collision database and related information	GC 34090
803	22	Truck Routes and Oversized Vehicles	C	2	C+2	HC	--	PW		GC 34090
803	23	Traffic Signs	C	2	C+2	E HC	--	PW	Log books, index register cards, inventory	GC 34090
803	24	Traffic Signals	C	2	C+2	D 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	GC 34090
803	25	Traffic Stripes and Markings	C	2	C+2	D HC	Yes	PW		GC 34090
803	26	Temporary Traffic Control	C	2	C+2	D HC	Yes	PW		GC 34090
803	27	Traffic Calming	C	2	C+2	D HC	Yes	PW		GC 34090
804		UTILITIES								

City of Marina
Records Retention/Disposition Schedule

			RETENTION PERIODS			FORMAT	VITAL	DoR	REMARKS	CITATION
			Active	Inactive	Total	See legend on last page				See legend on last page

804	01	General Information	2	--	2	HC	--	PW		GC 34090
804	02	Facilities	C	2	C+2	E HC	--	PW	If City owned	GC 34090
804	03	Gas & Electric Rates	C	2	C+2	HC	--	FF		GC 34090
804	04	Underground	2	P	P	HC	Yes	PW		GC 34090; GC 4003; GC 4004; H&S 19850
804	05	Water Utilities	2	P	P	HC	Yes	PW	Marina Coast Water, Desalinization plants	GC 34090
805		MAPPING								
805	01	General Information	2	--	2	HC	--	PW		GC 34090
805	02	GIS System	C		C	D	--	PW		GC 34090
805	03	Aerial Photos	C	10	C+10	D E HC	--	PW	Keep in flat files	GC 34090
806		WATER/STORM DRAINAGE/FLOOD CONTROL								
806	01	General Information	2	--	2	HC	--	PW		GC 34090
806	02	Flood Control	C	P	P	HC	Yes	PW	Drainage, flood zones, dams, lakes, creeks	GC 34090
806	03	Flood Control Insurance Programs, Policies, Records	C	2	C+2	HC	--	PW	Includes policies, rules, programs	GC 34090
806	04	Drainage Maps	C	P	P	HC	Yes	PW	Line location, easements	GC 34090
806	05	Drainage Complaints	2	--	2	E HC	--	PW		GC 34090
806	06	Inventory, Equipment	C	2	C+2	E HC	Yes	PW		GC 34090
806	07	Locations	C	P	P	E HC	Yes	PW	Mains, valves, hydrants, wells	GC 34090
806	08	Maintenance & Operations	C	2	C+2	D	--	PW	Work orders, inspections, repairs, cleaning, reports	GC 34090
806	09	Well & Pumping	C	2	C+2	E HC	--	PW	Times operational, power used	GC 34090
806	10	Water Master Plan	C	2	C+2	HC	--	PW		GC 34090
806	11	Permits: NPDES	C	P	P	HC	Yes	PW	National Pollutant Discharge Elimination System (Stormwater permits)	40 CFR 122.28
806	12	Permits: California Regional Water Quality Control Board	C	P	P	HC	Yes	PW	Bilge water discharges, Areas of Special Biological Significance (ASBS)	GC 34090
806	13	Policies and Procedures	C	2	C+2	HC	--	PW		GC 34090
806	14	Rates	C	2	C+2	HC	--	PW		GC 34090
806	15	Reclamation	C	5	C+5	E HC	--	PW	Daily operations	40 CFR 122.41
806	16	Conservation & Consumption Reports	C	2	C+2	HC	--	PW		GC 34090
806	17	Corrosion Control	C	12	C+12	HC	--	PW	Compliance documentation	40 CFR 141.91
806	18	Discharge Monitoring	C	5	C+5	E HC	--	PW	Average amount of pollution discharge into water	40 CFR 122.41

City of Marina
Records Retention/Disposition Schedule

			RETENTION PERIODS			FORMAT	VITAL	DoR	REMARKS	CITATION
			Active	Inactive	Total	See legend on last page				See legend on last page
806	19	Hydrograph	C	P	P	HC	Yes	PW	Daily flow of streams	GC 34090
806	20	Lead Service Lines	C	12	C+12	HC	Yes	PW	Compliance documentation	40 CFR 141.91
806	21	Public Education	C	12	C+12	HC	--	PW	Compliance documentation	40 CFR 141.91
806	22	Quality Parameters	C	12	C+12	HC	--	PW	Compliance documentation	40 CFR 141.91
806	23	Sanitary Surveys	C	10	C+10	HC	--	PW	Compliance documentation	40 CFR 141.91
806	24	Source Water	C	12	C+12	HC	--	PW	Compliance documentation	40 CFR 141.91
806	25	State Certification	C	12	C+12	HC	--	PW	Compliance documentation	40 CFR 141.91
806	26	Variances, Water System	C	5	C+5	HC	--	PW		40 CFR 141.33
806	27	Well Level	C	2	C+2	HC	--	PW		GC 34090
806	28	Surveyor Field Notes	C	P	P	HC	--	PW	Notes preparatory to maps of water installation	GC 34090
806	29	Surveys, Water Systems Sanitary	C	10	C+10	HC	--	PW	Statistics, reports, correspondence	40 CFR 141.33
806	30	Bacteriological Analysis	C	5	C+5	HC	--	PW	Compliance records include location, date, method and results; corrections, analysis of bacterial content	40 CFR 141.33
806	31	Chemical Analysis	C	10	C+10	HC	--	PW	Compliance records include location, date, method and results; corrections, analysis of chemical content	40 CFR 141.33
806	32	Quality	C	12	C+12	HC	--	PW	Compliance Documentation including sampling data, analysis, reports, surveys, evaluation, schedules, etc.	40 CFR 141.91
806	33	Valve Main Records	2	P	P	HC	Yes	PW		GC 34090
806	34	Violations, Drinking Water	C	3	C+3	HC	--	PW	Retention applies to each violation	40 CFR 141.33
807		CAPITAL IMPROVEMENTS AND PMSA FILES								
807	01	General Information	2	--	2	HC	--	PW		GC 34090
807	02	Capital Improvement and PMSA Projects	C	10	C+10	HC	--	PW	Construction/Project related documents	CCP 337.15; GC 34090
807	03	CIP & PMSA Construction Design Plans and Specifications	C	P	P	E HC	Yes	PW		GC 34090; H&S 19850
808		NEIGHBORHOOD IMPROVEMENT PROGRAM (NIP) FILES								
808	01	General Information	2	--	2	HC	--	PW		GC 34090
808	02	NIP Projects	C	10	C+10	HC	--	PW	Construction/Project related documents	CCP 337.15
808	03	NIP Construction Design Plans and Specifications	C	P	P	E HC	Yes	PW		GC 34090; H&S 19850; CCP 337.15
809		PARKS								
809	01	General Information	C	2	C+2	HC	--	PW		GC 34090
809	02	Inventory, Equipment	Au	2	Au+2	E	--	PW	Warranties	GC 34090

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City of Marina
Records Retention/Disposition Schedule

			RETENTION PERIODS			FORMAT	VITAL	DoR	REMARKS	CITATION
			Active	Inactive	Total	See legend on last page				See legend on last page
809	03	Maintenance/Operations	C	2	C+2	D	--	PW	Work Orders, inspection, repairs, schedules	GC 34090
809	04	Reports & Studies	C	2	C+2	HC	--	PW	Accidents, Expansion studies, future sites	GC 34090
809	05	Parks Policies, Programs & Procedures	C	2	C+2	E	--	PW	Park rules & regulations and programs and any appeals to the same (e.g. RV Storage)	GC 34090
809	06	Pest Control	C	2	C+2	HC	Yes	PW	Regulations, recommendations, MSDS sheets, monthly use reports, labels	GC 34090
809	07	Districts, Agencies, Organizations	C	2	C+2	HC	--	REC	Correspondence, membership information	GC 34090
809	08	Parks, Playgrounds	C	3	C+3	E	--	PW	Site files, inspection records, repairs	GC 34090
809	09	Plans	C	2	C+2	HC	--	PW	Plans, new sites, expansions	GC 34090
809	10	Recreation Trail	C	2	C+2	HC	--	PW		GC 34090
810		FORESTRY								
810	01	General Information	C	2	C+2	HC	--	PW PL		GC 34090
810	02	Tree Removal Permits	2	3	5	E HC	--	PL	Permits and related correspondence, regulations. This includes request drafted by CDD for tree removal	GC 34090(a); H&S 19850
810	03	Greenbelts – Tree Maintenance	C	3	C+3	E HC	--	PW	Maintenance, Management plan	GC 34090
810	04	Programs, Studies, and Reference Materials	C	2	C+2	HC	--	PW	Studies related to tree health, diseases	GC 34090
811		CITY OWNED VEHICLES								
811	01	General Information	2	--	2	HC	--	PW		GC 34090
811	02	Inventory, Equipment, Parts & Supplies	C	2	C+2	D E HC	Yes	PW	Staff reports to purchase vehicles	GC 34090
811	02	Owner's Manual and Vehicle Information	C	C	C	HC	Yes	PW		GC 34090
811	04	Licenses, Permits	C	2	C+2	HC	Yes	FF	Forms, related documents regarding licenses and permits inquired be federal and state agencies	GC 34090
811	05	Maintenance Operations	C	2	C+2	D HC	--	PW	Related requests for service and work orders	GC 34090
811	06	Fueling	Au	3	Au+3	D HC	--	PW	Meter readings, fuel consumption reports, invoices, receipts	CCP 337
811	07	Accident Reports	3	--	3	HC	--	PW	Memos and working documents	GC 34090
811	08	Vehicle Assignment	C	2	C+2	HC	--	PW	Log books, request forms	GC 34090
812		REGIONAL TRANSPORTATION PLANNING								
812	01	General Information	2	--	2	HC	--	Various		GC 34090
812	02	Monterey Salinas Transit	C	2	C+2	HC	--	Various		GC 34090
812	03	Transportation Agency of Monterey County (TAMC)	C	2	C+2	HC	--	Various	TAMC, Disadvantage Business Enterprise (DBE)	GC 34090
812	04	Taxi Service/Franchise Information	C	10	C+10	HC	--	PD		GC 34090

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City of Marina
Records Retention/Disposition Schedule

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812	05	Other Jurisdictions	C	2	C+2	HC	--	PW		GC 34090
812	06	Rail and Railroad Services	c	2	C+2	HC	--	PW		GC 34090
812	07	Association of Monterey Bay Area Governments (AMBAG)	C	2	C+2	HC	--	PW	Non-transportation planning AMBAG files go under 706-04	GC 34090
812	08	California Department of Transportation (CalTrans)	C	2	C+2	HC	--	PW	Non-transportation planning CalTrans files go under 706-03	GC 34090
812	09	Local	C	2	C+2	HC	--	PW		GC 34090
812	10	Alternate Transportation	C	2	C+2	HC	--	PW	Relates to rai, transit, bicycle, pedestrian and any other mode of transportation that does not involve travel	GC 34090
900		PUBLIC FACILITIES								
901		PARKING								
901	01	General Information	2	--	2	HC	--	Various		GC 34090
901	02	Regulations	C	2	C+2	E HC	--	Various		GC 34090
901	03	Parking Permit and Programs	C	2	C+2	D	--	PW – Bldg.	Residential and commercial parking permits (parking leases)	GC 34090
901	04	Parking Enforcement	C	2	C+2	D	--	PD-CSO		GC 34090; GC 40215
902		CITY HALL COMPLEX								
902	01	General Information	2	--	2	HC	--	Admin		GC 34090
902	02	City Council Chamber	2	P	P	HC	--	Admin	Systems & General Information	GC 34090
902	03	Facility Rental	2	2	C+2	HC	--	Admin	Council Chamber Rental	GC 34090
903		PUBLIC ART & CULTURAL								
903	01	General Information	C	2	C+2	HC	--	Various		GC 34090
903	02	Public Art	C	--	--	E HC	--	Various	Paintings, sculpture, monuments, music, sound recordings, etc. owned by the City or displayed on City property and reproductions of these items	GC 34090
903	03	Historic Collections	C	--	--	E HC	--	Various	Historic collections and reproductions of such items	GC 34090
904		AIRPORT INFORMATION								
904	01	General Information	2	--	2	HC	--	Air		GC 34090
904	02	Noise Monitoring & Complaints	C	10	C+10	HC	--	Air	Correspondence, studies, memos, reports, log books, and may include reports on contamination/contamination issues.	14 CFR 139.207(b); 14 CFR 171.13 – 171.213
904	03	Reports	C	8	C+8	HC	--	Various	Property damage, accidents, injuries	14 CFR 139.207

City of Marina
Records Retention/Disposition Schedule

			RETENTION PERIODS			FORMAT	VITAL	DoR	REMARKS	CITATION
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LEGEND										
<u>Citation Codes</u>			<u>Retention Period Codes</u>			<u>Department of Record (DoR) Codes</u>				
B&P – California Business and Professions Code			A/E – After Expiration			Admin – Administration/City Clerk				
CAC – California Administrative Code			Au – Audit			Air – Airport				
CCP – Code of Civil Procedure			C – While Current/Until Completed			Bldg. – Building				
CCR – Code of California Regulations			P – Permanent			CA – City Attorney				
CEQA – California Environmental Quality Act			T – Until Termination			CM – City Manager				
CFR – Code of Federal Regulations						CSO – Community Service Officer				
DSWVP – Disaster Service Worker Volunteer Program						FF – Finance				
EC – California Elections Code			<u>Format Codes</u>			FD – Fire Department				
EEOC – Equal Employment Opportunity Commission			D – Database			HR – Human Resources/Risk Management				
EVID – California Evidence Code			E – Electronic/Image File			IT – Information Technology				
FC – California Finance Code			HC – Hard Copy			PD – Police				
FMLA – Family and Medical Leave Act			M – Microfiche/Film			PL – Planning				
GC – California Government Code			S – Samples			PW – Public Works				
H&S – California Health and Safety Code						REC – Recreation Cultural Service				
IRS – Internal Revenue Service										
LC – California Labor Code										
MCH – Maternal and Child Health Service										
OES – California Office of Emergency Services										
OMB – Federal Office of Management & Budget										
OSHA – Occupational Safety and Health Administration										
PC – Penal Code										
R&T – Revenue and Taxation Code										
UFC – Uniform Fire Code										
USC – United States Code										
VC – California Vehicle Code										
WIC – Welfare and Institutions Code										

November 25, 2019

Item No. **11b**

Honorable Mayor and Members
of the Marina City Council

City Council Meeting
of January 22, 2020

**CITY COUNCIL CONSIDER ADOPTING RESOLUTION NO. 2020-,
APPROVING CITY OF MARINA RECORDS RETENTION POLICY AND
RECORD RETENTION SCHEDULE.**

REQUEST:

It is requested that the City Council consider:

1. Adopting Resolution No. 2020-, City of Marina Records Retention Policy and Record Retention Schedule.

BACKGROUND:

In 1968 the Legislature passed the California Public Records Act (PRA) (Government Code, Section 6250 et seq.) which is modeled after the federal Freedom of Information Act and details what government information is, and is not, available to the public. In general, all records are open to the public except 28 specific exemption categories listed in PRA, Section 6254. The PRA applies to all records, in whatever form, maintained by either state or local public agencies. In addition to this legislation, local government agencies are also responsible to adhere to many other state and federal laws and agency practices governing public records.

A records management program manages the creation, utilization, maintenance, retention, preservation, and disposal of records. Effective Records Management ensures that records are kept only as long as they have some administrative, fiscal, or legal value and ensure that information is available when and where it is needed, in an organized and efficient manner, and in a well-maintained environment. When records no longer fulfill the value for which they were created, they should be destroyed unless they also have some historic or research significance.

The record retention policy outlines the practices that should be followed for an effective records management program for the City of Marina. The following topics are outlined in the Policy;

- Record management expectations, guidelines, definitions and benefits
- Record Management formats including which records fall under the Public Records Act Request
- How to use the Retention Schedule
- Document Destruction Process

ANALYSIS:

Staff's proposal is to adopt the State of California's Secretary of State recommended Record's Retention Policy. This same policy was adopted a couple of years ago by the City of Monterey. The Record Retention Schedule is consistent with a Uniform Functional Filing System. This enables consistent storage of records both electronically and physically and consistent throughout the city departments. Each department no longer has a separate retention schedule that describes all the records in their department, instead records are sorted according to the function of the record. This benefits the staff in many ways, primarily because staff can identify how to locate documents in any division or directory, with minimal training.

The proposed Records Retention Schedule assists the city by establishing the mandatory minimum retention period or the minimum length of time the agency is required to keep a document, what format, if it is a vital record and the citation authority. For many records, departmental preference is the determining factor for the length of disposition (“**EXHIBIT A**”)

The proposed policy and record retention schedule would have the following benefits:

- Helps reduce space and equipment necessary for filling records
- Organizes documents by record series which Increased efficiency in information retrieval
- Determines when records may be transferred to inactive or permanent storage or other format types
- Allows records that are no longer useful to be destroyed legally and not prematurely
- Provides information helpful in developing a vital records protection plan
- Ensures preservation of records with historic value

Addresses how record management adapts to the changing technological environment

FISCAL IMPACT:

None

CONCLUSION:

This request is submitted for City Council consideration and possible action.

Respectfully submitted,

Eric Frost
Finance Director
City of Marina

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