



STAFF REPORT

SAUSALITO CITY COUNCIL

AGENDA TITLE:

Discussion and adoption of a City Records Retention Schedule

RECOMMENDED ACTION:

Adopt a Resolution of the City Council of the City of Sausalito Adopting a Records Retention Schedule and Authorizing the Destruction of Records Pursuant to the Records Retention Schedule, in Compliance with the California State Archives Records Retention Guidelines

SUMMARY

The retention of public records is governed by the provisions of California Government Code Section 34090, *et seq.*¹ Destruction of any records held by the City must be in compliance with these statutory requirements. The majority of records must be retained for a minimum of 2 years. Some records, such as records affecting the title to real property, those required to be kept by the State, and ordinances and resolutions must be retained indefinitely. In addition, there are specific instances where other statutes require the retention of a particular document for a longer period of time.

The attached Resolution (Attachment No. 1) sets out a proposed retention schedule (Exhibit A to the Resolution) for the retention of documents for the various City Departments. Where applicable this document incorporates the retention period recommended by the California Secretary of State. Please note that this Resolution does not include any revisions to the Police Department's records retention schedule which was approved by the City Council in February of 1998 (Attachment No. 2). The City Attorney will work with Police Department staff to determine if any changes to this schedule are required and will bring back any proposed revisions for City Council consideration at a later date.

BACKGROUND

The primary statutory requirements regarding the City's obligations for records retention are set forth in Sections 34090 and 34090.5 which provide as follows:

"§34090. Destruction of city records; excepted records; construction

Unless otherwise provided by law, with the approval of the legislative body by resolution and the written consent of the city attorney, the head of a city department may destroy any city record, document,

¹ All further statutory references herein are to the California Government Code unless otherwise indicated.

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instrument, book or paper, under his charge, without making a copy thereof, after the same is no longer required.

This section does not authorize the destruction of:

- (a) Records affecting the title to real property or liens thereon
- (b) Court records
- (c) Records required to be kept by statute
- (d) Records less than two years old
- (e) The minutes, ordinances, or resolutions of the legislative body or of a city board or commission

This section shall not be construed as limiting or qualifying in any manner the authority provided in Section 34090.5 for the destruction of records, documents, instruments, books and papers in accordance with the procedure therein prescribed.

§34090.5 Destruction of records; conditions

Notwithstanding the provisions of Section 34090, the city officer having custody of public records, documents, instruments, books, and papers, may, without the approval of the legislative body or the written consent of the city attorney, cause to be destroyed any or all of the records, documents, instruments, books, and papers, if all of the following conditions are complied with:

(a) The record, paper, or document is photographed, microphotographed, reproduced by electronically recorded video images on magnetic surfaces, recorded in the electronic data processing system, recorded on optical disk, reproduced on film or any other medium that is a trusted system and that does not permit additions, deletions, or changes to the original document, or reproduced on film, optical disk, or any other medium in compliance with Section 12168.7 for recording of permanent records or nonpermanent records.

(b) The device used to reproduce the record, paper, or document on film, optical disk, or any other medium is one which accurately and legibly reproduces the original thereof in all details and that does not permit additions, deletions, or changes to the original document images.

(c) The photographs, microphotographs, or other reproductions on film, optical disk, or any other medium are made as accessible for public reference as the original records were.

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(d) A true copy of archival quality of the film, optical disk, or any other medium reproductions shall be kept in a safe and separate place for security purposes.

However, no page of any record, paper, or document shall be destroyed if any page cannot be reproduced on film with full legibility. Every unreproducible page shall be permanently preserved in a manner that will afford easy reference.

For the purposes of this section, every reproduction shall be deemed to be an original record and a transcript, exemplification, or certified copy of any reproduction shall be deemed to be a transcript, exemplification, or certified copy, as the case may be, of the original."

Based on the above, unless other specific statutory requirements apply Section 34090 provides that the City's Department heads, with the approval of the City Council by resolution and the written consent of the City Attorney, may destroy any city record more than two (2) years old, under his charge, that is no longer required. Section 34090, however, does not authorize a department head to destroy records affecting the title to real property or liens thereon, court records, records required to be kept by statute, or the minutes, ordinances, or resolutions of the City Council or of a City board, committee or commission.

An exemption to the provisions of Section 34090 is set forth in Section 34090.5, which provides that a city officer may destroy a record of which he/she has custody, if the record is accurately and legibly reproduced (by microphotography or other medium authorized by Government Code Section 12168.7), the public has reasonable access to such a reproduction, and the reproduction is kept in a safe and secure place.

The Records Retention Schedule which is attached to the proposed Resolution as Exhibit A is designed to provide the various departments of the City with a guideline to follow in determining the required retention period concerning specific city record, in accordance with the provisions of Sections 34090 and 34090.5.

FISCAL IMPACT

There may be financial impact caused by the initial implementation of the system if it results in the destruction of numerous documents that the City is no longer required to retain due to the need to bring in a company which provides document shredding services. The approval of an agreement with such a company will be subject to the City's purchasing policy. Although staff does not the specific quantity of documents to be discarded, the price quote for document shredding (and subsequent recycling) ranges from \$5 to \$8 per document box. Staff estimates that the project can be

completed for no more than \$5,000. There are also possible positive fiscal impacts which may result from the decrease in space necessary to retain old documents.

STAFF RECOMMENDATIONS

Adopt a Resolution of the City Council of the City of Sausalito Adopting a Records Retention Schedule and Authorizing the Destruction of Records Pursuant to the Records Retention Schedule, in Compliance with the California State Archives Records Retention Guidelines

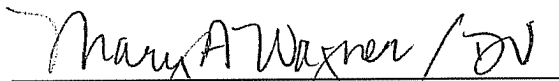
ATTACHMENTS

1. Resolution of the City Council of the City of Sausalito Adopting a Records Retention Schedule and Authorizing the Destruction of Records Pursuant to the Records Retention Schedule, in Compliance with the California State Archives Records Retention Guidelines

Exhibit A – Records Retention Schedule
Exhibit B – Records Destruction Verification
Exhibit C – Records Destruction Statement


2. Police Department Records Retention Schedule

PREPARED BY:



Mary A. Wagner, City Attorney

SUBMITTED BY:



Adam Politzer, City Manager

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Attachment 1

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAUSALITO
ADOPTING A RECORDS RETENTION SCHEDULE AND
AUTHORIZING THE DESTRUCTION OF RECORDS PURSUANT TO
THE RECORDS RETENTION SCHEDULE, IN COMPLIANCE WITH THE
CALIFORNIA STATE ARCHIVES RECORDS RETENTION GUIDELINES**

WHEREAS, California Government Code Section 34090 authorizes the destruction of certain City records, subject to certain limitations and subject to the approval of the City Council by resolution and written consent of the City Attorney; and

WHEREAS, certain papers and records have accumulated within the various departments of the City of Sausalito, and have taken up valuable space and limited the effectiveness of the record system of the City; and

WHEREAS, the Office of the City Clerk has established as Records Management Program in compliance with applicable law and has recommended a schedule of retention for certain papers, documents and records under prescribed conditions of the Records Retention Guidelines of the California State Archives and has formulated a Records Retention Schedule (the "Retention Schedule"), attached herewith as Exhibit "A"; and

WHEREAS, it is in the best interest of the City to authorize the destruction of certain records in accordance with law; and

WHEREAS, the City Attorney has approved the Retention Schedule.

NOW, THEREFORE, BE IT RESOLVED:

1. That the Retention Schedule shall serve as a guide and that Department Managers are hereby authorized to retain listed records therein for the period of time as described by the Retention Schedule; and
2. That the records described in the Retention Schedule shall no longer be required after the expiration of the retention periods indicated by it; and
3. That the Department Managers are hereby authorized from time to time to dispose of certain records after the expiration of the total retention period set forth by the Retention Schedule and with written approval of the City Clerk and the City Attorney as prescribed on the "Records Destruction Verification Form" and "Records Destruction Statement," attached herewith as Exhibits "B" and "C," respectively; and
4. That the signed certificate of destruction shall be permanently retained in the Office of the City Clerk.

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5. All previously adopted Records Retention Schedules with the exception of the City of Sausalito Police Department Records Retention Schedule adopted February, 1998 are hereby superseded and replaced by the Records Retention Schedule adopted pursuant to this Resolution.

PASSED AND ADOPTED at a regular meeting of the Sausalito City Council held on the ____ day of _____, 2007, by the following vote:

AYES: Councilmembers:
NOES: Councilmembers:
ABSENT: Councilmembers:
ABSTAIN: Councilmembers:

Mayor of the City of Sausalito

ATTEST:

Deputy City Clerk

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EXHIBIT A

RECORDS RETENTION SCHEDULE

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EXHIBIT B

**CITY OF SAUSALITO
RECORDS DESTRUCTION VERIFICATION**

The records on the attached list have been prepared for destruction in accordance with the City of Sausalito Records Retention Schedule and Section 34090 of the California Government Code.

Approved:

Department Manager

Date

I have reviewed the list of records. Based on the statement of the Department Manager, I consent to the prepared destruction of records under Section 34090 of the California Government Code and the City of Sausalito Records Retention Schedule.

City Attorney

Date

(Attach list of records to be destroyed.)

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EXHIBIT C

**CITY OF SAUSALITO
RECORDS DESTRUCTION STATEMENT**

On _____, the listed documents were
destroyed in the following manner:

Location of destruction:

Destroyed by:

Signed: _____

Department Designee _____

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Documentation forwarded to the Office of the City Clerk on _____

and

Appropriately filed by the City Clerk on _____.

Deputy City Clerk

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RECORDS RETENTION SCHEDULE FOR THE CITY OF SAUSALITO

		BUILDING			DATE: April, 2007	
		RECORD SERIES TITLE AND CONTENTS	RETENTION		V.H.G.	COMMENTS
OFFICE	STORAGE		TOTAL			

BUILDING INSPECTION AND PLAN CHECKS						
Item No.	RECORD SERIES TITLE AND CONTENTS	OFFICE	STORAGE	TOTAL	V.H.G.	COMMENTS
1	Backup files	CL+2	-	CL+2	V,H	Authority: GC34090(d); duplicate records may be destroyed when no longer needed per City policy (GC34090.7) Authority: Retain for "L" Life of building
2	Building Calculations	L	-	-		Note: Legislative items/ordinances are filed "P" with City Clerk Authority: GC34090(d)
3	Building Code Review, Compliance	S+2	-	S+2		Note: Includes Log Book; daily inspections Authority: There is no specific statutory authority for the retention of this item; however, the Secretary of State has recommended this retention period per the authority of GC34090.
4	Building Inspection Reports City Projects Other Inspections	CL+2	-	CL+2		Authority: There is no specific statutory authority for the retention of this item; however, the Secretary of State has recommended this retention period per the authority of GC34090(a) which does not authorize the destruction of records affecting title to real property and liens thereon.
5	Field Books - Surveys	P	-	P	V,H	

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AR = Annual Review A = Audit CL = Closed/Completed CU = Current Date of Document E = Expiration P = Permanent
 S = Superseded T = Termination L = Life
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RECORDS RETENTION SCHEDULE FOR THE CITY OF SAUSALITO

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		RECORD SERIES TITLE AND CONTENTS		RETENTION		V.H.C.	COMMENTS
OFFICE	STORAGE			TOTAL			

6	Miscellaneous Drawings, Maps, Mylars, Blueprints, and Specifications	CL+2	-	CL+2			Note: Includes those submitted by contractors with application for permit and builds for Certificate of Occupancy; compare those for Plans of Buildings below Authority: There is no specific statutory authority for the retention of this item; however, the Secretary of State has recommended this retention period per the authority of GC34090(d) which does not authorize the destruction of records less than 2 years old.
7	Permits	P	-	P	V		Authority: There is no specific statutory authority for the retention of this item; however, the Secretary of State has recommended this retention period per the authority of GC34090(a) which does not authorize the destruction of records affecting title to real property or liens thereon.
8	Plans	L	-	L	V,H		Note: "L" in this series means "Life" of building; for duplication, requires authorization from original or current owner of building and the professional signing off on the plan (H&S 19851). Except for plans for development as defined in Section 1351 of the Civil Code, plans need not be filed for: (a) Single or multiple dwellings not more than two stories and basement in height. (b) Garages and other structures appurtenant to buildings described under subdivision (a). (c) Farm or ranch buildings. (d) Any one-story building where the span between bearing walls does not exceed 25 feet. The exemption in this subdivision does not, however, apply to a steel frame or concrete building. Authority: H&S19850; refer to H&S 19851 to departmental procedures on duplication.

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		DATE: April, 2007		BUILDING		RECORD SERIES TITLE AND CONTENTS		RETENTION		V.H.C.	COMMENTS
								OFFICE	STORAGE		

9	Plan Check Commercial/Industrial Single Family	P	-	P		Authority: There is no specific statutory authority for the retention of this item; however, the Secretary of State has recommended this retention period per the authority of GC34090(a) which does not authorize the destruction of records affecting title to real property or liens thereon.
10	Photographs	S+2	-	S+2		Note: Includes aerials Authority: There is no specific statutory authority for the retention of this item; however, the Secretary of State has recommended this retention period per the authority of GC34090(d) which does not authorize the destruction of records less than 2 years old.
11	Receipt Books	CL+4	-	CL+4		Authority: There is no specific statutory authority for the retention of this item; recommend retaining in light of applicable statute of limitation, CCP338
12	Reports/Studies	CL+2	-	CL+2		Note: Studies/reports pertaining to those of private construction projects shall not be maintained by the Department unless otherwise required by law. Authority: There is no specific statutory authority for the retention of this item; however, the Secretary of State has recommended this retention period per the authority of GC34090(d) which does not authorize the destruction of records less than 2 years old.

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 T = Termination
 C = Confidential
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 H = Historical
 CL = Closed/Completed
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		Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION		V.H.C.	COMMENTS
OFFICE	STORAGE			TOTAL			

LEGAL RECORDS						
Item No.	RECORD SERIES TITLE AND CONTENTS	OFFICE	STORAGE	TOTAL	V.H.C.	COMMENTS
13	Appeals (Copies)	CU+2	-	CU+2	V, H	Note: Original copy should be date-stamped. Authority: There is no specific statutory authority for retention of this item however the Secretary of State has recommended CU+3 retention period per authority of section covering statute of limitations CCP583.320(a)(3) and GC34090 which does not authorize the destruction of records less than 2 years old. The department may retain this record series for two years before destruction.
14	City Attorney memoranda and legal opinions	S+2	-	S+2	C	Note: Retain until updated; these items are confidential Authority: There is no specific statutory authority for retention of these items; however, the Secretary of State has recommended this retention period per the authority of GC34090 and 6254.
15	Citizen Complaints (See Correspondence under ADMINISTRATIVE					
16	California State	CU+2	-	CU+2	V, H	Authority: There is no specific statutory authority for retention of this item; however, given its historical value, the Department may consider retaining for 2 years under authority of GC34090, which does not authorize the destruction of records less than 2 years old.

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VHC CODES:

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		OFFICE	TOTAL		
		STORAGE			

ADMINISTRATIVE and MISCELLANEOUS RECORDS					
Item No.	RECORD SERIES TITLE AND CONTENTS	OFFICE	TOTAL	V.H.C.	COMMENTS
17	Correspondence Chron Files; General/Public; Controlled; Reports; Citizen Complaints; Subject Files Reproduction/printing requests; and Correspondence not attached to agreement or project file	CU+2	-	CU+2	Note: For electronic records, see below Authority: There is no specific statutory authority for retention of this item; however, the Secretary of State has recommended this retention period per the authority of GC34090(d) which does not authorize the destruction of records less than 2 years old.
18	Departmental Policies and Procedures	S + 5	-	S + 5	Authority: There is no specific statutory authority for retention of this item; however, the Secretary of State has recommended "S+5" retention period, citing GC34090(d), which does not authorize the destruction of records less than 2 years old.
19	Department Projects, Programs, Events, Issues, Activities Publications	S+5	-	S+5	Authority: There is no specific statutory authority for retention of this item; however, the Secretary of State has recommended a retention period for 5 years, however, citing authority is GC34090.

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		OFFICE	STORAGE		

20	Electronic Mail	Not retained	-	Not retained	V,H,C	Note: Per City Electronic Mail, Network and Computer Use Policy emails are considered draft, transitory documents and are not kept in the ordinary course of business. If email qualifies as another type(s) of record category, kept in the ordinary course of business, retain and/or maintain for that type of record as mandated by this schedule. i.e., generally 2 yrs for most records, unless other statute/policy applies. Caveat: may be confidential and/or attorney-client privileged item. Authority: City Email Policy
21	Equipment Files (Including Vehicles) Owners Manuals; Service/Maintenance/Gas Logs; Vendors; Catalogs; Purchase Information	T+2	-	T+2	-	Note: T for this record is termination of ownership of the equipment. Authority: There is no specific statutory authority for retention of this item; however, the Secretary of State has recommended this retention period per the authority of GC34090(d), which does not authorize the destruction of records less than 2 years old.
22	Federal Agencies	CU+2	-	CU+2	V,H	Authority: There is no specific statutory authority for retention of this item; however, given its historical value, the Department may consider retaining for 2 years under authority of GC34090(d), which does not authorize the destruction of records less than 2 years old.
23	Local Government Agencies	CU+2	-	CU+2	V,H	Authority: There is no specific statutory authority for retention of this item; however, given its historical value, the Department may consider retaining for 2 years under authority of GC34090(d), which does not authorize the destruction of records less than 2 years old.

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REVISIONS
 VHC CODES: S = Superseded V = Vital H = Historical
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Item No.		RECORD SERIES TITLE AND CONTENTS	RETENTION			V.H.G.	COMMENTS
			OFFICE	STORAGE	TOTAL		
		BUILDING					
						DATE: April, 2007	
24		Organization Files Civic Organizations, Homeowners Associations Professional Organizations	CU+2	-	CU+2	H	Authority: There is no specific statutory authority for retention of this item; however, the Secretary of State has recommended this retention period per the authority of GC34090(d), which does not authorize the destruction of records less than 2 years old.
25		Riverside County	CU+2	-	CU+2	V,H	Authority: There is no specific statutory authority for retention of this item; however, given its historical value, the Department may consider retaining for 2 years under authority of GC34090(d), which does not authorize the destruction of records less than 2 years old.

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		OFFICE	STORAGE	TOTAL		

	CITY COUNCIL and CITY COMMISSIONS' MEETINGS, MINUTES, and NOTICE RECORDS					
1	Advertising (Legal)	CU+4	-	CU+4	V,H	Note: Includes other public notices, legal publications Authority: There is no specific statutory authority for retention of this item; however, the Secretary of State has recommended this retention period per the authority of sections covering statutes of limitations contained in CCP343,349 et seq. and GC911.2 and GC34090 which does not authorize the destruction of records less than 2 years old.
2	City Council Meetings - Notices: Notices of adjournment; Notices of special meetings; Notices of rescheduled meetings; Notices of continuation; Declarations of posting	CU+2	-	CU+2	H	Note: Includes special meetings Authority: There is no specific statutory authority for retention of this item; however, the Secretary of State has recommended this retention period per the authority of sections GC34090.7 and 40801 which do not specifically reference such items. Given its historical value, such document may be retained a minimum of 2 years per GC34090(d) before destruction.
3	City Council Meetings - Original Agenda Packets	CU+2	-	CU+2	H	Authority: There is no specific statutory authority for retention of this item; however, the Secretary of State has recommended retention for this period per the authority of section GC34090(d) which does not authorize the destruction of records less than 2 years old.

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		OFFICE	STORAGE			

4	City Commissions & Committees - Original Agendas	CU +2	-	CU+2	H	Authority: There is no specific statutory authority for retention of this item; however, the Secretary of State has recommended this period per the authority of section GC34090(d) which does not authorize the destruction of records less than 2 years old.
5	City Council and City Commission Minutes	P	-	P	V,H	Authority: GC34090(e)
6	City Council Meetings - Audio and Video Tapes	6 months	-	6 months	H	Authority: GC34090.7.
7	City Commissions & Committees - Applications including unsuccessful applicants	T+5	-	T+5	H	Authority: There is no specific statutory authority for retention of this item; however, the Secretary of State has recommended retention for T + 5 per the authority of sections GC34090 and 40801 which do not specifically reference such items.
8	Public Hearings Notices: Proof of publication Mailing lists Certified mail receipts	CU+2	-	CU+2	V,H	Authority: There is no specific statutory authority for retention of this item; however, given its historical value, the City may consider retaining for minimum of 2 years per Section 34090(d).
	LEGISLATIVE RECORDS					
9	City Council Resolutions and Proclamations	P	-	P	V,H	Authority: GC34090(e)
10	Municipal Code	P	-	P	V	Authority: GC34090

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 W = View .ear * = See Note for Descriptor

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		OFFICE	STORAGE	TOTAL	
					V.H.C.

11	Ordinances - Adopted Not adopted	P CU+2	- -	P CU+2	V,H H	Note: Film for security Authority: GC34090(d),(e)
12	BIDS and AGREEMENTS Agreements, Contracts & Leases Executed documents Amendments Attached/exhibits	CL+1	9	CL+10	-	Note: For this record series, CL (Closed/Completed) represents completion of all terms of the agreement or contract. Authority: There is no specific statutory authority for retention of this item; however, the Secretary of State has recommended this retention period per the authority of sections covering statutes of limitations contained in CCP 337, 337.15.

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					V.H.C.	

13	Bids/Proposals Files (Successful Bidders) Requests for bids/proposals Specifications & backup data Bids/proposals received	CL+1	9	CL+10	-	<p>Note: For this record series, CL (Closed/Completed) represents completion of all terms of the executed contract or agreement with the organization submitting the successful bid or proposal.</p> <p>Authority: There is no specific statutory authority for retention of this item; however, the Secretary of State has recommended this retention period per the authority of section covering statute of limitation contained in CCP337.15</p>
14	Bids/Proposals Files (Unsuccessful Bidders) Unaccepted bids/proposals received on any building, structure, or other public work	CL+2	-	CL+2	-	<p>Authority: GC60202 and GC34090(d) which does not authorize the destruction of records less than 2 years old.</p>
15	FPPC FILINGS Candidate Statements and other Mandated Filings For offices per GC87200: Mayor, City Council members, and candidates	CU+4	-	CU+4	V,H	<p>Note: Filing official, City Clerk makes and retains copy and forwards to filing officer. FPPC original campaign statements of Mayor, City Council Members, and Candidates for any of these offices, and Committees. After copy has been on file for at least 2 years, may be retained on microfilm/other space-saving materials available for public inspection. Compile and maintain current lists of all statements forwarded to FPPC. Statements must be made available as soon as practicable but no later than 2nd business day of receipt.</p> <p>Authority: GC81009, 87500, CCR 18115, FPPC Technical Assistance Division FAQ dated 11/2000</p>

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 CU = Current Year EL = Election Date * = See Note for Descriptor
 V = Vital H = Historical C = Confidential

RECORDS RETENTION SCHEDULE FOR THE CITY OF SAUSALITO

DEPARTMENT:		CITY CLERK		DATE: April, 2007	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION		V.H.C.	COMMENTS
		OFFICE	TOTAL		
		STORAGE			

16	Statements of Economic Interest - Assuming/Initial, Annual, Leaving Office, and Other Mandated Filings and Amendments (Copies) Elected officials per GC87200: Mayor, City Council members	CU+4	-	CU+4	V,H	Note: Filing official, City Clerk makes and retains copy and forwards to filing officer, FPPC. After copy has been on file for at least 2 years, may be retained on microfilm/other space-saving materials available for public inspection. Compile and maintain current lists of all statements forwarded to FPPC. Statements must be made available as soon as practicable but no later than 2nd business day of receipt. Authority: GC81009, 87500, CCR 18115, FPPC Technical Assistance Division FAQ dated 11/2000
17	Statements of Economic Interest for Persons Appointed/Nominated per GC87200 (Copies): City Manager City Attorney City Treasurer Planning Commissioners Official Managing Public Investments	CU+4	-	CU+4	V,H	Note: Filing official, City Clerk makes and retains copy and forwards to filing officer, FPPC. After copy has been on file for at least 2 years, may be retained on microfilm/other space-saving materials available for public inspection. Compile and maintain current lists of all statements forwarded to FPPC. Statements must be made available as soon as practicable but no later than 2nd business day of receipt. Authority: GC81009, 87500, CCR 18115, FPPC Technical Assistance Division FAQ dated 11/2000
18	Statements of Economic Interest- (Form 700) For Designated City Employees/Conflict of Interest Code Filers	CU+7	-	CU+7	V,H	Note: Clerk is filing official and officer. After original has been on file for at least 2 years, may be retained on microfilm/other space-saving materials available for public inspection. Compile and maintain current list of all statements filed. Statements must be made available as soon as practicable but no later than 2nd business day of receipt. Authority: GC81009, 87300, 87302, 87500, CCR 18115, FPPC Technical Assistance Division FAQ dated 11/2000

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VHC CODES: P = Permanent S = Superseded T = Termination
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RECORDS RETENTION SCHEDULE FOR THE CITY OF SAUSALITO

DEPARTMENT:		CITY CLERK		DATE: April, 2007	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION		V.H.C.	COMMENTS
		OFFICE	STORAGE		

ELECTIONS RECORDS						
Item No.	Record Series Title and Contents	Retention Office	Storage	Total	V.H.C.	Comments
19	Affidavits of Registration - Canceled Originals and Copies of Index to Affidavits of Registration	EL+5	-	EL+5	H	Note: The Clerk may file canceled original affidavits of registration or do similar method of preservation per Elections Code 17000(b), record the canceled affidavit, then may destroy affidavit following first general election after date of cancellation. Copies of index (per Elections Code 2180) - keep on file as public record of election, political research, and for governmental purposes. Authority: Elections Code 17000, 17001
20	Canvass	P	-	P	V,H	Note: The whole number of votes cast in the city, the names of the persons voted for, the measures voted upon, for what office each person was voted for, the number of votes given at each precinct to each person and for and against each measure, the number of votes given in the city to each person and for and against each measure are entered in City resolution per Elections Code 10260 et seq. See "City Council Resolutions" retention period. Authority: There is no specific statutory authority for retention of "canvass" records; however, the Secretary of State has recommended this retention period per the authority Elections Code 22932, 17130, 2653 which have been repealed.
21	Census - Federal, State, Special	CU+2	-	CU+2	V,H	Authority: There is no specific statutory authority for retention of this item; however, the Secretary of State has recommended permanent retention per the authority of section GC34090. Given its historical value, such document may be retained by City's a minimum of 2 years per GC34090(d) before destruction.

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RECORDS RETENTION SCHEDULE FOR THE CITY OF SAUSALITO

DEPARTMENT:		CITY CLERK				DATE: April, 2007
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V.H.C.	COMMENTS
		OFFICE	STORAGE	TOTAL		

22	Certificates of Election	T+4	-	T+4	V,H	Authority: There is no specific statutory authority for retention of this item; however, the Secretary of State has recommended retention for T+4 per the authority of section GC81009(a),(d) which do not specifically reference "Certificates of election".
23	Election - History	P	-	P	H	Note: History of elections, sample ballots Authority: There is no specific statutory authority for retention of this item; however, the Secretary of State has recommended retention for this period per the authority of section GC34090.
24	Initiative and Referendum Petitions	CL+8mos.	-	CL+8mos.	-	Note: For this record series, CL (Closed/Completed) represents certification of election results, or, (when no election occurs) the Clerk's final examination of the petition. Destroy after said period, provided no action is pending or written request from AG, FPPC, Secretary of State, or other governmental agencies listed in Elections Code 17200(b). Public access restricted per GC6253.5. Authority: Elections Code 17200, GC6253.5
25	Nomination papers & signatures	T+4	-	T+4	H	Note: All nomination documents and signatures in lieu of filing fee petitions are maintained by Clerk; for this record series, T (Termination) represents the term of the office elected. Destroy after said period, provided no action is pending or written request from AG, FPPC, Secretary of State, or other governmental agencies listed in Elections Code 17100. Authority: Elections Code 17100

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RECORDS RETENTION SCHEDULE FOR THE CITY OF SAUSALITO

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26	Notifications and Publications re: Elections	EL+2	-	EL+2	H	Note: Proof of publication or posting, certification and listing of notice of posting, copy of newspaper notice and certification of offices to be voted for at forthcoming election. Authority: There is no specific statutory authority for retention of this item; however, the Secretary of State has recommended retention for this period per the authority of GC34090(d).
27	Oaths of Office	T+6	-	T+6	H	Authority: There is no specific statutory authority for retention of this item; however, the Secretary of State has recommended retention for this period per the authority of GC34090 and 29 USC 1113 (statute of limitations is 6 years for breach of fiduciary duty for action under said title).
28	REAL PROPERTY RECORDS Assessment District	P	-	P	V,H	Note: Covers collection information; original documentation files with municipal clerk Authority: There is no specific statutory authority for retention of this item; however, the Secretary of State has recommended this retention period per the authority of section GC34090(a) which does not authorize the destruction of records affecting title to real property or liens thereon.

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RECORDS RETENTION SCHEDULE FOR THE CITY OF SAUSALITO

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Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			COMMENTS
		OFFICE	STORAGE	TOTAL	
					V.H.C.

29	CEQA Legal Notices: Notices of exemption; Notices of completion; Notices of preparation; Notices of determination; Environmental Impact Report; Mitigation monitoring; Negative declaration; Comments; and Statements of overriding considerations	P	-	P	-	Authority: GC34090(a) plus CEQA Guidelines
30	Real Property - Certificates of Compliance (Lot Line Adjustments): Certificates & supporting data	P	-	P	V,H	Authority: GC34090(a)
31	Real Property - Dedications Files: Offers of dedication & exhibits; Resolutions (file copies); and Correspondence & supporting data	P	-	P	V,H	Authority: GC34090(a)
32	Real Property - Detachments/Withdrawals Files: Maps & drawings; Studies & reports; Agreements; and Correspondence & supporting data	P	-	P	V,H	Authority: GC34090(a)
33	Real Property Files: Deeds & supporting data; Quitclaims & supporting data; Easements & supporting data	P	-	P	V,H	Authority: GC34090(a)

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RECORDS RETENTION SCHEDULE FOR THE CITY OF SAUSALITO

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34	Subdivision Tracts Lot Splits - Mergers	P	-	P	V,H	Authority: GC34090(a)
35	LEGAL RECORDS Appeals	CU+3	-	CU+3	V,H,C	Note: On pleading paper: Original should be immediately date-stamped upon receipt. Authority: There is no specific statutory authority for retention of this item; however, the Secretary of State has recommended this retention period per the authority of section covering statute of limitations contained in CCP583.320(a)(3) and GC34090 which does not authorize the destruction of records less than 2 years old.
36	Bankruptcy - related Hearing notices and motions Notices of Default Election to Surrender Deed of Trust.	CL+2		CL+2		Note: Original served copy should be immediately date-stamped upon receipt. Authority: There is no specific statutory authority for retention of this item. Given its historical value, the City may consider retaining for minimum of 2 years per GC 34090(d).
37	City Attorney General Opinions	AR+2 S+2	- -	AR+2 S+2	C C	Note: These documents are confidential. Authority: There is no specific statutory authority for retention of these items; however, the Secretary of State has recommended retention for this period per the authority of GC34090 which does not authorize destruction of items less than 2 years old and GC6254(k) prohibiting disclosure of records subject to attorney-client privilege.

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RECORDS RETENTION SCHEDULE FOR THE CITY OF SAUSALITO

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		STORAGE	TOTAL	

38	Claims Against City	CL+5	-	CL+5	V,H	Authority: There is no specific statutory authority for retention of this item; however, the Secretary of State has recommended retention for this period per the authority of sections GC34090 and 25105.5 (repealed and apparently was applicable to counties). Given its historical value, the City may consider retaining for minimum of 2 years per Section 34090(d).
39	Litigation Files (Copies)	CL+5	-	CL+5	H,C	Note: These documents are confidential. Authority: There is no specific statutory authority for retention of this item; however, the Secretary of State has recommended retention for this period per the authority of sections GC34090. Given its historical value, the City may consider retaining for minimum of 2 years per Section 34090(d).
40	Petitions to City	CU+2	-	CU+2	H	Authority: There is no specific statutory authority for retention of this item; however, given its historical value, the City may consider retaining for minimum of 2 years per Section 34090(d).

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RECORDS RETENTION SCHEDULE FOR THE CITY OF SAUSALITO

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	ADMINISTRATIVE and MISCELLANEOUS RECORDS					
41	City Clerk and City Council Correspondence Files: Incoming correspondence; Outgoing correspondence	CU+2	-	CU+2	-	Note: City Clerk correspondence relating to a specific issue is filed in the appropriate department file. Refer to row 45 for electronic mail/communications. Authority: There is no specific statutory authority for retention of this item; however, the Secretary of State has recommended retention for this period per the authority of GC34090(d) which does not approve destruction of records less than 2 years old.
42	City Clerk Memos Includes Conventions, Seminars, etc.	CU+2	-	CU+2	-	Note: City Clerk memos relating to a specific issue are filed in the appropriate department file. Authority: There is no specific statutory authority for retention of this item; however, the Secretary of State has recommended retention for this period per the authority of GC34090(d) which does not approve destruction of records less than 2 years old.
43	City History Files: Selected historical records, including: Maps & drawings; Photographs; Reports & studies; Articles & news-clippings; City publications; City newsletters; and Press releases	P	P	P	H	Authority: There is no specific statutory authority for retention of this item; the Secretary of State has recommended retention for this period. Given its historical value, the City may consider retaining for minimum of 2 years per Section 34090(d).

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RECORDS RETENTION SCHEDULE FOR THE CITY OF SAUSALITO

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44	City Incorporation Documents	P	-	P	H	Authority: There is no specific statutory authority for retention of this item; however, the Secretary of State has recommended retention for this period per the authority of section GC34090. Given its historical value, the City may consider retaining for minimum of 2 years per Section 34090(d).
45	Electronic Mail	10 days	-	10 days	V,H,C	Note: Per City Electronic Mail, Network and Computer Use Policy emails are considered draft, transitory documents and are not kept in the ordinary course of business. If email qualifies as another type(s) of record category, kept in the ordinary course of business, retain and/or maintain for that type of record as mandated by this schedule. i.e., generally 2 yrs for most records, unless other statute/policy applies. Caveat: may be confidential and/or attorney-client/privileged item. Authority: City Email Policy
46	Equipment Files: Owners manuals; Service/ maintenance information; Purchase information; and Correspondence & backup data	T+2	-	T+2	H	Note: For this record series, T (Termination) represents termination of ownership of the equipment. Authority: There is no specific statutory authority for retention of this item; however, the Secretary of State has recommended retention for this period per the authority of GC34090(d).

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RECORDS RETENTION SCHEDULE FOR THE CITY OF SAUSALITO

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47	Insurance Liability/Property	P	-	P	V,H	Note: Include Certificates of Insurance [filled separately from contracts], insurance filed by licensees, liability, property, Certificates of Participation, deferred used of facilities Authority: There is no specific statutory authority for retention of this item; however, the Secretary of State has recommended retention for this period per the authority of sections GC34090. Given its historical value, the City may consider retaining for minimum of 2 years per Section 34090(d), once closed/terminated.
48	Licenses	CU+2	-	CU+2	V,H	Note: Forms, documentation required by federal or state agencies Authority: There is no specific statutory authority for retention of this item; however, the Secretary of State has recommended this retention period per the authority of GC34090(d), which does not authorize the destruction of records less than 2 years old.
49	Organizations Files - Civic Organizations: Reports & studies; Publications; and Backup data	CU+2	-	CU+2	V,H	Note: Examples include Chamber of Commerce, Rotary Club, Homeowners' Association. This record series is for general correspondence and communications with civic organizations. Records pertaining to agreements or projects with these organizations are addressed by and subject to the retention requirements in the record series 'Agreements, Contracts & Leases'. Authority: There is no specific statutory authority for retention of this item; however, given its historical value, the City may consider retaining for minimum of 2 years per Section 34090(d).

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RECORDS RETENTION SCHEDULE FOR THE CITY OF SAUSALITO

DEPARTMENT:		CITY CLERK				DATE: April, 2007	
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50	Organizations Files - Federal, State, County, and Local Government Agencies: Reports & studies; Publications; and Backup data	CU+2	-	CU+2	V,H	Note: Examples include FPPC, County of Marin, LAFCO, and other cities. This record series is for general correspondence and communications with government agencies. Records pertaining to agreements or projects with these organizations are addressed by and subject to the retention requirements in the record series 'Agreements, Contracts & Leases'. Authority: There is no specific statutory authority for retention of this item; however, given its historical value, the City may consider retaining for minimum of 2 years per Section 34090(d).
51	Organizations Files - Professional Organizations: Reports & studies; Publications; and Backup data	CU+2	-	CU+2	V,H	Note: This record series is for general correspondence and communications with professional organizations are addressed by and subject to the retention requirements in the record series 'Agreements, Contracts & Leases'. Authority: There is no specific statutory authority for retention of this item; however, given its historical value, the City may consider retaining for minimum of 2 years per Section 34090(d).
52	Permits	CU+2	-	CU+2	V,H	Note: Form, related documentation required by federal or state agencies Authority: There is no specific statutory authority for retention of this item; however, the Secretary of State has recommended this retention period per the authority of GC34090, which does not authorize the destruction of records less than 2 years old.

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RECORDS RETENTION SCHEDULE FOR THE CITY OF SAUSALITO

DEPARTMENT:		CITY CLERK			DATE: April, 2007
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53	Records Management - City Retention Schedules	S+2	-	S+2	-	Authority: There is no specific statutory authority for retention of this item; however, given its historical value, the City may consider retaining for minimum of 2 years per Section 34090(d) once superseded.
54	Records Management - Destroyed Records Lists & Approvals	P	-	P	-	Note: Originals to Exhibit of Resolution Approving Destruction of Specified Records Authority: GC34090(e)
55	Marin County Board of Supervisors Flood Control Health Department/AQMD Planning	S+2	-	S+2	V,H	Authority: There is no specific statutory authority for retention of this item; however, given its historical value, the City may consider retaining for minimum of 2 years per Section 34090(d) once superseded.

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RECORDS RETENTION SCHEDULE FOR THE CITY OF SAUSALITO

CITY MANAGER		DATE: April, 2007	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION	
		OFFICE	TOTAL
		V.H.C.	
		COMMENTS	

LEGAL RECORDS					
Item No.	RECORD SERIES TITLE AND CONTENTS	OFFICE	TOTAL	V.H.C.	COMMENTS
1	City Attorney memoranda and legal opinions	S+2	S+2	C	Note: Retain until updated; these items are confidential Authority: There is no specific statutory authority for retention of these items; however, the Secretary of State has recommended this retention period per the authority of GC34090 and 6254.
2	Appeals (Copies)	CU+2	CU+2	V,H	Note: Original copy should be date-stamped when received. There is no specific statutory authority for retention of this item however the Secretary of State has recommended CU+3 retention period; the department may retain 2 years per GC34090(d) which does not authorize the destruction of records less than 2 years old.
3	Litigation Files (Copies)	CL+2	CL+2	C	Note: Duplicate series; original is with City's legal counsel. Authority: There is no specific statutory authority for retention of these items; however, the Secretary of State has recommended this retention period per the authority of GC34090.7 providing for destruction of duplicate city records.
ADMINISTRATIVE and MISCELLANEOUS RECORDS					
4	Correspondence Chron Files; General/Public; Controlled; Reports; Subject Files Reproduction/printing requests; and Correspondence not attached to agreement project file	CU+2	CU+2	V,H	Note: See row 7 for e-mail Authority: There is no specific statutory authority for retention of this item; however, GC34090(q) does not authorize the destruction of records less than 2 years old.

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RECORDS RETENTION SCHEDULE FOR THE CITY OF SAUSALITO

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5	Departmental Policies and Procedures	S +5	-	S +5	V,H	Authority: There is no specific statutory authority for retention of this item; however, the Secretary of State has recommended S+5 retention period; the department may retain for two years since GC34090(d) does not authorize the destruction of records less than 2 years old.
6	Department Projects, Programs, Events, Issues, Activities	S+5	-	S+5	H	Authority: There is no specific statutory authority for retention of this item; however, the Secretary of State has recommended a retention period for 5 years, however, citing authority is GC34090.
7	Electronic Mail	Not Retained	-	Not Retained	V,H,C	Note: Per City Electronic Mail, Network and Computer Use Policy emails are considered draft, transitory documents and are not kept in the ordinary course of business. If email qualifies as another type(s) of record category, kept in the ordinary course of business, retain and/or maintain for that type of record as mandated by this schedule. i.e., generally 2 yrs for most records, unless other statute/policy applies. Caveat: may be confidential and/or attorney-client privileged item. Authority: City Email Policy
8	Equipment Files Owners Manuals; Service/Maintenance; Purchase Information; and Correspondence/Back-up Data	T+2	-	T+2	-	Note: T for this record is termination of ownership of the equipment. Authority: There is no specific statutory authority for retention of this item; however, the Secretary of State has recommended this retention period per the authority of GC34090(d), which does not authorize the destruction of records less than 2 years old.
9	California State Governor's Office/Planning and Research Other State Agencies	CU+2	-	CU+2	V,H	Authority: There is no specific statutory authority for retention of this item; however, given its historical value, the Department may consider retaining for 2 years under authority of GC34090(d), which does not authorize the destruction of records less than 2 years old.

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H = Historical
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C = Confidential

CL = Closed/Completed
E = Expiration
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T = Termination
L = Life

VHC CODES:

RECORDS RETENTION SCHEDULE FOR THE CITY OF SAUSALITO

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10	Marin County	CU+2	-	CU+2	V,H	Authority: There is no specific statutory authority for retention of this item; however, given its historical value, the Department may consider retaining for 2 years under authority of GC34090(d), which does not authorize the destruction of records less than 2 years old.
11	Local Government Agencies	CU+2	-	CU+2	V,H	Authority: There is no specific statutory authority for retention of this item; however, given its historical value, the Department may consider retaining for 2 years under authority of GC34090(d), which does not authorize the destruction of records less than 2 years old.
12	Federal Agencies	CU+2	-	CU+2	V,H	Authority: There is no specific statutory authority for retention of this item; however, given its historical value, the Department may consider retaining for 2 years under authority of GC34090(d), which does not authorize the destruction of records less than 2 years old.
13	Organization Files Civic Organizations, Homeowners Associations, Professional Organizations	CU+2	-	CU+2	H	Authority: There is no specific statutory authority for retention of this item; however, the Secretary of State has recommended this retention period per the authority of GC34090(d), which does not authorize the destruction of records less than 2 years old.

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Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V.H.C.	COMMENTS
		OFFICE	STORAGE	TOTAL		

ADMINISTRATIVE AND MISCELLANEOUS RECORDS

1.	Correspondence Chron Files; General/Public; Reports; Citizen Complaints; Subject Files; Reproduction/printing requests; and Correspondence not attached to agreement or project file	CU+2	-	CU+2	V,H	Note: See row 2 for electronic mail communications Authority: There is no specific statutory authority for retention of this item; however, the Secretary of State has recommended this retention period per the authority of GC34090(d) which does not authorize the destruction of records less than 2 years old.
2.	Electronic Mail	Not retained	-	Not retained	V,H,C	Note: Per City Electronic Mail, Network and Computer Use Policy emails are considered draft, transitory documents and are not kept in the ordinary course of business. If email qualifies as another type(s) of record category, kept in the ordinary course of business, retain and/or maintain for that type of record as mandated by this schedule. I.e., generally 2 yrs for most records, unless other statute/policy applies. Caveat: may be confidential and/or attorney-client privileged item. Authority: City Email Policy
3.	Emergency Medical Services Reports	CU+3	-	CU+3	V,H	Authority: There is no specific statutory authority for retention of this item. See CCP 340.5 which provides 3 yr statute of limitation for health care provider.
4.	Equipment/vehicle Files: Owners manuals; Service/ maintenance information; Purchase information; and Correspondence & backup data	CU+3	-	CU+3	V,H	Authority: There is no specific statutory authority for retention of this item. See also 8 CCR 3203(b)(1); CCP 340.5 which provides 3 yr statute of limitation for health care provider.
5.	Events	CU+2	-	CU+2		Note: Includes plans for gates, special event/ layouts, temporary conditions Authority: GC 34090(d) Authority: Secretary of State recommends this retention period per GC

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 1 = Historical C = Confidential 1

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RECORDS RETENTION SCHEDULE FOR THE CITY OF SAUSALITO

DATE: April, 2007

FIRE

Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V.H.C.	COMMENTS
		OFFICE	STORAGE	TOTAL		
6.	Field reports, non-fire, non-arson	CU+2	-	CU+2	-	34090(d)which prohibits the destruction of records less than 2 years old.
7.	Fire Code (Uniform)	S+2	-	S+2	V,H	Authority: GC 34090(d)
8.	HIPPA Forms	CU+6	-	CU+6	V,H	Note: Patients Health Insurance Portability and Accountability Act original, signed documentation of Disclosures, Consent, Treatment, amendments. Authority: 45 CFR 164.526(f)and 164.530(j)(1)
9.	History Files (Departmental): Selected historical records, including: Maps & drawings; Photographs; Reports & studies; Articles & news-clippings; Publications; Newsletters; and Press releases	CU+2	-	CU+2	V,H	Authority: Secretary of State recommends this retention period per GC 34090(c) which prohibits the destruction of records less than 2 years old.
10.	Homicide Investigations - Evidence Arson	P	-	P		Note: Supports prosecution resulting in homicide; see more - row 16 Authority: PC 799
11.	Hydrant System	P	-	P		Authority: GC 34090(a)
12.	Incident Report	CL+3	-	CL+3	-	Authority: Secretary of State recommends this retention period under the authority of CCP 338 (establishing 3 yr statute of limitations for certain civil actions) and GC34090(d) which prohibits the destruction of records less than 2 years olds. The department may consider retaining this item 2 years before its scheduled destruction.
13.	Inspections; Fire Prevention	CL+3	-	CL+3	-	Note: Includes alarm/sprinkler systems, prevention efforts Authority: Secretary State recommends this retention period. The department may consider retaining this item 2 years before its scheduled destruction.

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RETENTION CODES: AR = Annual Review A = Audit CL = Closed/Completed E = Expiration P = Permanent S = Superseded T = Termination
 CU = Current Year * = See Note for Descriptor
 VHC CODES: V = Vital H = Historical C = Confidential 2

RECORDS RETENTION SCHEDULE FOR THE CITY OF SAUSALITO

FIRE

DATE: April, 2007

Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V.H.C.	COMMENTS
		OFFICE	STORAGE	TOTAL		

14.	Insurance Liability/Property	P	-	P	V,H	Note: Include Certificates of Insurance filed separately from contracts, insurance filed by licensees, liability, property, Certificates of Participation, deferred used of facilities. Authority: There is no specific statutory authority for retention of this item; however, the Secretary of State has recommended retention for this period per the authority of sections GC34090. The department may consider retaining for minimum of 2 years per Section 34090(d), once closed/terminated.
15.	Inventory, Equipment & Supplies	CU+2	-	CU+2	-	Note: Includes narcotic inventory - various drugs distributed to the department for patients, cataloging distribution and use. Authority: There is no specific statutory authority for retention of this item; however, the Secretary of State has recommended this retention period per the authority of GC34090(d), which does not authorize the destruction of records less than 2 years old.
16.	Investigations, Evidence (Homicide/Arson)	P	-	P	-	Authority: Secretary of State recommends this retention period per PC799,800,801 (relating to statute of limitations for certain crimes); UFC104.32 (i.e., to support prosecution resulting in homicide; great bodily harm; inhabited structure or property). Authority: PC 800 (6 yr statute of limitations)
17.	Non-homicide Journals, Fire Station	CL+6	-	CL+6	-	Note: Activities, personnel, engine company Authority: Secretary of State recommends this retention period per GC 34090(d) which prohibits the destruction of records less than 2 years old.
18.	Licenses	CU+2	-	CU+2	V,H	Note: Forms, documentation required by local, federal or state agencies Authority: There is no specific statutory authority for retention of this item; however, the Secretary of State has recommended this retention period per the authority of GC34090(d), which does not authorize the destruction of records less than 2 years old.

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CU = Current Year * = See Note for Descriptor
V = Vital H = Historical C = Confidential 3

VHC CODES:

RECORDS RETENTION SCHEDULE FOR THE CITY OF SAUSALITO

FIRE

DATE: April, 2007

Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V.H.C.	COMMENTS
		OFFICE	STORAGE	TOTAL		

19.	Logs (Field, non-fire, non-atson)	CU+2	-	CU+2	-	Authority: Secretary of State recommends this retention period per GC 34090(d) which prohibits the destruction of records less than 2 years old.
20.	Logs, Fire Equipment/Gear	CU+2	-	CU+2	V,H	Authority: There is no specific statutory authority for retention of this item; however, the Secretary of State has recommended this retention period per the authority of GC34090(d), which does not authorize the destruction of records less than 2 years old.
21.	Organizations Files - Civic Organizations: Reports & studies; Publications; and Backup data	CU+2	-	CU+2	V,H	Note: Examples include Chamber of Commerce, Rotary Club, Homeowners' Associations. This record series is for general correspondence and communications with civic organizations. Records pertaining to agreements or projects with these organizations are addressed by and subject to the retention requirements in the record series 'Agreements, Contracts & Leases'. Authority: There is no specific statutory authority for retention of this item; however, given its historical value, the department may consider retaining for minimum of 2 years per Section 34090(d).
22.	Organizations Files - Federal, State, County, Local Government Agencies: Reports & studies; Publications; and Backup data	CU+2	-	CU+2	V,H	Note: Examples include FPPC, County of Marin, LAFCO, and other cities. This record series is for general correspondence and communications with government agencies. Records pertaining to agreements or projects with these organizations are addressed by and subject to the retention requirements in the record series 'Agreements, Contracts & Leases'. Authority: There is no specific statutory authority for retention of this item; however, given its historical value, the department may consider retaining for minimum of 2 years per Section 34090(d).
23.	Organizations Files - Professional Organizations: Reports & studies; Publications; and Backup data Item #: 6.A	CU+2	-	CU+2	V,H	Note: This record series is for general correspondence and communications with professional organizations are addressed by and subject to the retention requirements in the record series 'Agreements, Contracts & Leases'. Authority: There is no specific statutory authority for retention of this item; however, given its historical value, the Department may consider retaining for minimum of 2 years per Section 34090(d).

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RETENTION CODES:
 A = Audit
 * = See Note for Descriptor
 CU = Current Year
 V = Vital

VHC CODES:
 H = Historical
 C = Confidential 4

P = Permanent S = Superseded T = Termination
 CL = Closed/Completed E = Expiration

RECORDS RETENTION SCHEDULE FOR THE CITY OF SAUSALITO

FIRE

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Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V.H.C.	COMMENTS
		OFFICE	STORAGE	TOTAL		
24.	Permits	CU+2	-	CU+2	V,H	Note: Form, related documentation required by local, federal or state agencies Authority: There is no specific statutory authority for retention of this item; however, the Secretary of State has recommended this retention period per the authority of GC34090(d), which does not authorize the destruction of records less than 2 years old.
25.	Permits, Uniform Fire Code	CL+2	-	CL+2	-	Authority: Secretary of State recommends this retention period without citing any authority, however, this appears consistent with GC 34090(d) which prohibits the destruction of records less than 2 years old.
26.	Petty Cash Receipts/Requisitions	CU+2	-	CU+2	-	Authority: GC 34090(d)
27.	Plan Checks	CU+2	-	CU+2	-	Note: Includes all documentation of plan check submittals Authority: GC 34090(d)
28.	Plans (Technical)	P	-	P	-	Note: Plans for structural components or auxiliary systems and/or devices Authority: GC 34090
29.	Records Management - Destroyed Records Lists & Approvals	P	-	P	-	Note: Originals to Exhibit of Resolution Approving Destruction of Specified Records Authority: GC 34090(e)
30.	Records Management - Retention Schedules	S+2	-	S+2	-	Authority: There is no specific statutory authority for retention of this item; however, the Department may consider retaining for minimum of 2 years per Section 34090(d) once superseded.
31.	Request for Proposals	CU+2	-	CU+2	-	Authority: GC 34090(d)
32.	Revenue Collection Receipt books	CU+2	-	CU+2	V,H	Authority: GC 34090(d)

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RECORDS RETENTION SCHEDULE FOR THE CITY OF SAUSALITO

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Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V.H.C.	COMMENTS
		OFFICE	STORAGE	TOTAL		

33.	Marin County Board of Supervisors Flood Control Health Department/AQMD Planning	S+2	-	S+2	V,H	Authority: There is no specific statutory authority for retention of this item; however, given its historical value, the Department may consider retaining for minimum of 2 years per Section 34090(c) once superseded.
34.	Underground Storage Tanks	P	-	P		Note: Includes compliance and maintenance operations Authority: GC 34090(a)
35.	Weed Abatement	CL+2	-	CL+2	-	Note: Includes reports and documentation Authority: Secretary of State recommends this retention period per GC 34090(d) which prohibits the destruction of records less than 2 years old.
BIDS AND AGREEMENTS						
36.	Agreements, Contracts & Leases Executed documents Amendments Attached exhibits	CL+1	9	CL+10	-	Note: For this record series, CL(Closed/Completed) represents completion of all terms of the agreement or contract. Authority: There is no specific statutory authority for retention of this item; however, the Secretary of State has recommended this retention period per the authority of sections covering statutes of limitations contained in CCP 337, 337.15.
37.	Bids/Proposals Files (Successful Bidders) Requests for bids/proposals Specifications & backup data Bids/proposals received	CL+1	9	CL+10	-	Note: For this record series, CL (Closed/Completed) represents completion of all terms of the executed contract or agreement with the organization submitting the successful bid or proposal. Authority: There is no specific statutory authority for retention of this item; however, the Secretary of State has recommended this retention period per the statute of limitation contained in CCP337.15
38.	Bids/Proposals Files (Unsuccessful Bidders) Unaccepted bids/proposals received on any building, structure, or other public work	CL-2	-	CL-2	-	Authority: GC60202; GC34090(d) which does not authorize the destruction of records less than 2 years old.

iew A = Audit CL = Closed/Completed E = Expiration P = Permanent S = Superseded T = Termination
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RECORDS RETENTION SCHEDULE FOR THE CITY OF SAUSALITO

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Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V.H.C.	COMMENTS
		OFFICE	STORAGE	TOTAL		

LEGAL RECORDS						
Item No.	RECORD SERIES TITLE AND CONTENTS	OFFICE	STORAGE	TOTAL	V.H.C.	COMMENTS
39.	Appeals	CU+3	-	CU+3	V,H,C	Note: Original served copy should be immediately date-stamped upon receipt. Authority: There is no specific statutory authority for retention of this item; however, the Secretary of State has recommended this retention period per the authority of section covering statute of limitations contained in CCP583.320(a)(3) and GC34090 which does not authorize the destruction of records less than 2 years old.
40.	Claims (Copies)	CL+5	-	CL+5	V,H	Authority: There is no specific statutory authority for retention of this item; however, the Secretary of State has recommended retention for this period per the authority of sections GC34090 and 25105.5 (repealed and apparently was applicable to counties). Given its historical value, the department may consider retaining for minimum of 2 years per Section 34090(d).
41.	General Orders, Policies/Procedures	S+2	-	S+2	V,H	Authority: There is no specific statutory authority for retention of this item; however, the Secretary of State has recommended retention for this period which is consistent with sections GC34090(d)
42.	Legal/City Attorney General Opinions	AR+2 S+2	- -	AR+2 S+2	C C	Note: These documents are confidential. Authority: There is no specific statutory authority for retention of these items; however, the Secretary of State has recommended retention for this period per the authority of GC34090 which does not authorize destruction of items less than 2 years old and GC6254(k) prohibiting disclosure of records subject to attorney-client privilege.
43.	Legislation	CU+2	-	CU+2		Note: Legislation affecting Fire Department: bills, laws, and practices per legislative action Authority: GC 34090(d)

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RETENTION CODES: AR = Annual Review
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C = Confidential

P = Permanent
S = Superseded
T = Termination
E = Expiration
CL = Closed/Completed

VHC CODES:

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Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V.H.C.	COMMENTS
		OFFICE	STORAGE	TOTAL		

44.	Litigation Files (Copies)	CL+5	-	CL+5	H,C	Note: Official is with City's legal counsel. These documents are confidential. Authority: There is no specific statutory authority for retention of this item; however, the Secretary of State has recommended retention for this period per the authority of sections GC34090. Given its historical value, the department may consider retaining for minimum of 2 years per Section 34090(d).
45.	Petitions	CU+2	-	CU+2	V,H	Authority: There is no specific statutory authority for retention of this item; however, given its historical value, the department may consider retaining for minimum of 2 years per Section 34090(d).

NOTICE RECORDS

46	Advertising (Legal)	CU+2	-	CU+2	V,H	Note: Includes other public notices, legal publications Authority: There is no specific statutory authority for retention of this item; however, the Secretary of State has recommended CU+4 per the authority of sections covering statutes of limitations contained in CCP343,349 et seq. and GC911.2, and GC34090, which does not authorize the destruction of records less than 2 years old. The Department may consider retaining this item 2 yrs per GC34090(d).
47.	Notice of Public Nuisance and Order to Abate Other related Code Enforcement-issued notices to real property owners Non-real property related	P CU+2	- -	P CU+2	V,H V,H	Note: Includes related documentation. Authority: GC 34090(a) Authority: GC 34090(d)
48.	Public Hearings and Notices; Proof of publication; Mailing lists; Certified mail receipts	CU+2	-	CU+2	V,H	Note: Does not include Notice of Public Nuisance and Order to Abate; see row 47. Authority: There is no specific statutory authority for retention of this item; however, given its historical value, the Department may consider retaining for minimum of 2 years per GC34090(d).

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RECORDS RETENTION SCHEDULE FOR THE CITY OF SAUSALITO

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Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V.H.C.	COMMENTS
		OFFICE	STORAGE	TOTAL		

PERSONNEL RELATED

49.	Exposure Background data Material safety data sheets Biological monitoring results Analyses using exposure or medical records.	T+30	-	T+30	V,H	Note: Does not include health insurance claims records or first aid records (one-time treatment) or the medical records of employees who have worked for less than (1) year for the employer - need not be retained beyond the term of employment if they are provided to the employee upon the termination of employment. Note: Background data to environmental (workplace) monitoring or measuring, such as laboratory reports and worksheets, need only be retained for one (1) year as long as the sampling results, the collection methodology (sampling plan), a description of the analytical and mathematical methods used, and a summary of other background data relevant to interpretation of the results obtained, are retained for at least thirty (30) years. Also, material safety data sheets and specified records concerning the identity of a substance or agent need not be retained for any specified period as long as some record of the identity (chemical name if known) of the substance or agent, where it was used, and when it was used is retained for at least thirty (30) years. Note: * - Material safety data sheets must be kept for those chemicals currently in use that are effected by the Hazard Communication Standard in accordance with 29 CFR 1910.1200(g). Biological monitoring results designated as exposure records by specific occupational safety and health standards shall be preserved and maintained as required by the specific standard. Note: Each analysis using exposure or medical records shall be preserved and maintained for at least thirty (30) years. Authority: All subcategories above - 29 CFR 1910.1020(d)
50.	Staff Meeting Minutes Action items	CU+2	-	CU+2	V,H	Authority: GC34090(d)

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FIRE

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Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V.H.C.	COMMENTS
		OFFICE	STORAGE	TOTAL		
51.	Timesheets	A+3	-	A+3	V,H	Note: Departmental timesheets signed by the employees and maintained by within department Authority: 29 CFR 516.2, 516.5 through .6; LC 1174(d)
52.	Training Conference Minutes	CU+2	-	CU+2	V,H	Authority: GC34090(d)
53.	Training Folders Certifications Designations Continuing Education	CU+2	-	CU+2	-	Authority: GC 34090(d)
54.	Travel Reimbursement	CU+2	-	CU+2	-	Authority: GC 34090(d)

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 CU = Current Year * = See Note for Descriptor
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RECORDS RETENTION SCHEDULE FOR THE CITY OF SAUSALITO

Item No.		RECORD SERIES TITLE AND CONTENTS	RETENTION			V.H.C.	COMMENTS
			OFFICE	STORAGE	TOTAL		

DATE: April, 2007

LEGAL RECORDS							
1		City Attorney memoranda and legal opinions	S+2	-	S+2	C	Note: Retain until updated; these items are confidential Authority: There is no specific statutory authority for retention of these items; however, the Secretary of State has recommended this retention period per the authority of GC34090 and 6254.
2		Citizen Complaints (See Correspondence under ADMINISTRATIVE					
3		California State	CU+2	-	CU+2	V, H	Authority: There is no specific statutory authority for retention of this item; however, given its historical value, the Department may consider retaining for 2 years under authority of GC34090, which does not authorize the destruction of records less than 2 years old.
ADMINISTRATIVE and MISCELLANEOUS RECORDS							
4		Correspondence Chron Files; General/Public; Controlled; Reports; Citizen Complaints; Subject Files Reproduction/printing requests; and Correspondence not attached to agreement or project file	CU+2	-	CU+2	V, H	Note: For electronic records, see below Authority: There is no specific statutory authority for retention of this item; however, the Secretary of State has recommended this retention period per the authority of GC34090(p) which does not authorize the destruction of records less than 2 years old.

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S = Superseded T = Termination L = Life
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VHC CODES: CL = Closed/Completed CU = Current Date of Document E = Expiration P = Permanent

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RECORDS RETENTION SCHEDULE FOR THE CITY OF SAUSALITO

INFORMATION TECHNOLOGY		DATE: April, 2007			COMMENTS
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			
		OFFICE	STORAGE	TOTAL	

		S + 5	-	S + 5	V,H	
5	Departmental Policies and Procedures	S + 5	-	S + 5	V,H	Authority: There is no specific statutory authority for retention of this item; however, the Secretary of State has recommended "S+5" retention period, citing GC34090(d), which does not authorize the destruction of records less than 2 years old.
6	Department Projects, Programs, Events, Issues, Activities Publications	S+5	-	S+5	H	Authority: There is no specific statutory authority for retention of this item; however, the Secretary of State has recommended a retention period for 5 years, however, citing authority is GC34090.
7	Electronic Mail	Not retained	-	Not Retained	V,H,C	Note: Per City Electronic Mail, Network and Computer Use Policy emails are considered draft, transitory documents and are not kept in the ordinary course of business. If email qualifies as another type(s) of record category, kept in the ordinary course of business, retain and/or maintain for that type of record as mandated by this schedule. i.e., generally 2 yrs for most records, unless other statute/policy applies. Caveat: may be confidential and/or attorney-client privileged item. Authority: City Email Policy
8	Equipment Files Owners Manuals; Service/Maintenance Logs; Vendors; Catalogs; Purchase Information Inventory, information systems	T+2	-	T+2	-	Note: T for this record is termination of ownership of the equipment. Authority: There is no specific statutory authority for retention of this item; however, the Secretary of State has recommended this retention period per the authority of GC34090(d), which does not authorize the destruction of records less than 2 years old.

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A = Audit
S = Supervision, Elimination L = Life
V = Vital H = Historical C = Confidential

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VHC CODES:

RECORDS RETENTION SCHEDULE FOR THE CITY OF SAUSALITO

INFORMATION TECHNOLOGY		DATE: April, 2007			
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION		V.H.C.	COMMENTS
		OFFICE	STORAGE		

9	Federal Agencies	CU+2	-	CU+2	V,H	Authority: There is no specific statutory authority for retention of this item; however, given its historical value, the Department may consider retaining for 2 years under authority of GC34090(d), which does not authorize the destruction of records less than 2 years old.
10	Local Government Agencies	CU+2	-	CU+2	V,H	Authority: There is no specific statutory authority for retention of this item; however, given its historical value, the Department may consider retaining for 2 years under authority of GC34090(d), which does not authorize the destruction of records less than 2 years old.
11	Marin County	CU+2	-	CU+2	V,H	Authority: There is no specific statutory authority for retention of this item; however, given its historical value, the Department may consider retaining for 2 years under authority of GC34090(d), which does not authorize the destruction of records less than 2 years old.
12	Program files and directories	Annual Backup - CU+2 Daily Backup - CU+2mos Monthly Backup - CU+1 Weekly backup - CU +6mos	-	Annual Backup - CU+2 Daily Backup - CU+2mo Monthly Backup - CU+1 Weekly backup - CU +6mos		Authority: GC 34090(d); 34090.7
13	Network information systems:LAN/WAN	CU+4		CU+4		Authority: GC 39090
14	Tapes information system	CU+2		CU+2		Authority: GC 39090

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RECORDS RETENTION SCHEDULE FOR THE CITY OF SAUSALITO

LIBRARY		DATE: April, 2007			
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION		V.H.C.	COMMENTS
		OFFICE	STORAGE		

LEGAL RECORDS						
1	City Attorney memoranda and legal opinions	S+2	-	S+2	C	Note: Retain until updated; these items are confidential Authority: There is no specific statutory authority for retention of these items; however, the Secretary of State has recommended this retention period per the authority of GC34090 and 6254.
2	Citizen Complaints (See Correspondence under ADMINISTRATIVE					
3	California State	CU+2	-	CU+2	V, H	Authority: There is no specific statutory authority for retention of this item; however, given its historical value, the Department may consider retaining for 2 years under authority of GC34090, which does not authorize the destruction of records less than 2 years old.

ADMINISTRATIVE and MISCELLANEOUS RECORDS						
4	Correspondence Chron Files; General/Public; Controlled; Reports; Citizen Complaints; Subject Files Reproduction/printing requests; and Correspondence not attached to agreement or project file	CU+2	-	CU+2	V,H	Note: For electronic records, see below Authority: There is no specific statutory authority for retention of this item; however, the Secretary of State has recommended this retention period per the authority of GC34090(d) which does not authorize the destruction of records less than 2 years old.

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RECORDS RETENTION SCHEDULE FOR THE CITY OF SAUSALITO

LIBRARY		DATE: April, 2007			
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION		V.H.C.	COMMENTS
		OFFICE	STORAGE		

5	Departmental Policies and Procedures	S + 5	-	S + 5	V,H	Authority: There is no specific statutory authority for retention of this item; however, the Secretary of State has recommended "S+5" retention period, citing GC34090(d), which does not authorize the destruction of records less than 2 years old.
6	Department Projects, Programs, Events, Issues, Activities Publications	S+5	-	S+5	H	Authority: There is no specific statutory authority for retention of this item; however, the Secretary of State has recommended a retention period for 5 years, however, citing authority is GC34090.
7	Electronic Mail	Not retained	-	Not Retained	V,H,C	Note: Per City Electronic Mail, Network and Computer Use Policy emails are considered draft, transitory documents and are not kept in the ordinary course of business. If email qualifies as another type(s) of record category, kept in the ordinary course of business, retain and/or maintain for that type of record as mandated by this schedule. i.e., generally 2 yrs for most records, unless other statute/policy applies. Caveat: may be confidential and/or attorney-client privileged item. Authority: City Email Policy
8	Equipment Files Owners Manuals; Service/Maintenance Logs; Vendors; Catalogs; Purchase Information	T+2	-	T+2	-	Note: T for this record is termination of ownership of the equipment. Authority: There is no specific statutory authority for retention of this item; however, the Secretary of State has recommended this retention period per the authority of GC34090(d), which does not authorize the destruction of records less than 2 years old.

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S = Superseded T = Termination L = Life
V = Vital H = Historical C = Confidential

CL= Closed/Completed CU = Current Date of Document E = Expiration P = Permanent

VHC CODES:

RECORDS RETENTION SCHEDULE FOR THE CITY OF SAUSALITO

LIBRARY		DATE: April, 2007			
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION		V.H.C.	COMMENTS
		OFFICE	STORAGE		

9	Federal Agencies	CU+2	-	CU+2	V,H	Authority: There is no specific statutory authority for retention of this item; however, given its historical value, the Department may consider retaining for 2 years under authority of GC34090(d), which does not authorize the destruction of records less than 2 years old.
10	Local Government Agencies	CU+2	-	CU+2	V,H	Authority: There is no specific statutory authority for retention of this item; however, given its historical value, the Department may consider retaining for 2 years under authority of GC34090(d), which does not authorize the destruction of records less than 2 years old.
11	Marin County	CU+2	-	CU+2	V,H	Authority: There is no specific statutory authority for retention of this item; however, given its historical value, the Department may consider retaining for 2 years under authority of GC34090(d), which does not authorize the destruction of records less than 2 years old.
12	Agendas of Boards, Committees and Commissions within the Department's Control	CU + 2		CU + 2		Authority: GC 34090(d)
13	Minutes of Boards, Committees and Commissions within the Department's control	P		P		Authority: GC 39090(d), 36814, 40801

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RETENTION CODES: AR = Annual Review A = Audit
 S = Superseded T = Termination L = Life
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VHC CODES: CL = Closed/Completed CU = Current Date of Document E = Expiration P = Permanent

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RECORDS RETENTION SCHEDULE FOR THE CITY OF SAUSALITO

DATE: April, 2007

PLANNING

Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V.H.C.	COMMENTS
		OFFICE	STORAGE	TOTAL		

LAND USE and PLANNING RECORDS

1	Annexations (LAFCO)	2	P	P	V,H	Authority: There is no specific statutory authority for retention of this item; however, the Secretary of State has recommended this retention period per the authority of GC34090(a), which does not authorize the destruction of records affecting title to real property or liens thereon.
2	Case Files, Planning and Zoning Pertains to real property. May include: blueprints, drawings, maps, plans, reports, evaluations, uses, compliance certificates, lot line adjustments, or other planning-related matters brought before legislative body	P	-	P	V,H	Note: Recommend annual review of Department case files to ascertain retention period for variety of items. GC34090(a);H&S19850;4003;4004
3	CEQA Documents Exemptions; Environmental Impact Report; Mitigation monitoring; Negative Declaration; Notices of Completion and Determination; Comments; and Statements of Overriding Considerations	P	-	P	V,H	Authority: GC34090(a) + CEQA Guidelines
4	Flood Records	CU + 2	-	CU + 2	-	Authority: There is no specific statutory authority for retention of this item; however, the Secretary of State has recommended this retention period per the authority of GC34090(d) which does not authorize the destruction of records less than 2 years old.
5	Administrative Interpretations and decisions	S + 2	-	S + 2	V,H	Authority: There is no specific statutory authority for retention of this item; however, the Secretary of State has recommended this retention period per the authority of GC34090(d) which does not authorize the destruction of records less than 2 years old.

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DATE: April, 2007

PLANNING

Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V.H.C.	COMMENTS
		OFFICE	STORAGE	TOTAL		

6	Lot Split Cases	P	-	P	-	Authority: There is no specific statutory authority for retention of this item; however, the Secretary of State has recommended this retention period per the authority of GC34090(a), which does not authorize the destruction of records affecting title to real property or liens thereon.
7	Maps - City Boundaries	P	-	P	V,H	Note: Recorded maps, surveys, monuments Authority: There is no specific statutory authority for retention of this item; however, the Secretary of State has recommended this retention period per the authority of GC34090(a), which does not authorize the destruction of records affecting title to real property or liens thereon.
8	Original Zoning Maps	P	-	P	V,H	Authority: There is no specific statutory authority for retention of this item; however, the Secretary of State has recommended this retention period per the authority of GC34090(a), which does not authorize the destruction of records affecting title to real property or liens thereon.
9	Plans General Plan and Elements	P	-	P	V,H	Note: Includes Sphere of Influence Authority:GC34090(a),(e)
10	General Plan Amendments Approved Denied	CL + 2 CU + 3	- -	CL + 2 CU + 3	V,H	Authority: There is no specific statutory authority for retention of this item; however, the Secretary of State has recommended this retention period per the authority of GC34090, which does not authorize the destruction of records less than 2 years old, and GC50110 and 65103 which do not specify retention period.
11	Street Name Changes Item #: 6.A Meeting Date: 10-02-07 Page No. 59	P	-	P	-	Note: Street dedications, closings, address assignment/changes Authority: There is no specific statutory authority for retention of this item; however, the Secretary of State has recommended this retention period per the authority of GC34090(a), which does not authorize the destruction of records affecting title to real property or liens thereon.

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RECORDS RETENTION SCHEDULE FOR THE CITY OF SAUSALITO

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Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V.H.G.	COMMENTS
		OFFICE	STORAGE	TOTAL		

12	Studies, Fees Studies, Special Projects and Areas	C+2	-	C+2	-	Authority: There is no specific statutory authority for retention of this item; however, the Secretary of State has recommended this retention period per the authority of GC34090(d), which does not authorize the destruction of records less than 2 years old.
13	Variances	P	-	P	-	Authority: GC34090(a)
14	Zoning	P	-	P	-	Authority: GC34090(a)
15	Conditional Use Permits	CL+2	-	CL+2	-	Authority: There is no specific statutory authority for retention of this item; however, the Secretary of State has recommended this retention period per the authority of GC34090(d), which does not authorize the destruction of records less than 2 years old.
16	Permits, Other	CL+2	-	CL+2	-	Authority: There is no specific statutory authority for retention of this item; however, the Secretary of State has recommended this retention period per the authority of GC34090(d), which does not authorize the destruction of records less than 2 years old.
17	Photographs	P	-	P	-	Note: Includes aerial photos Authority: There is no specific statutory authority for retention of this item; however, the Secretary of State has recommended this retention period per the authority of GC34090(e), which does not authorize the destruction of records affecting title to property or liens thereon.

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VHC CODES: 3

RECORDS RETENTION SCHEDULE FOR THE CITY OF SAUSALITO

DATE: April, 2007

PLANNING

Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V.H.C.	COMMENTS
		OFFICE	STORAGE	TOTAL		

PLANNING COMMISSION, HLB and DEPT. CONTROLLED COMMITTEES

18	Planning Commission, HLB and other Committees under Department's Control Notices of Meetings	CU+2	-	CU+2	V,H	Note: Includes special meetings and other public notices Authority: There is no specific statutory authority for this item however Secretary of State has recommended this retention period per the authority of GC34090.7 and 54960.1(c)(1).
19	Certificate of Posting and other Legal Advertising Proof of Publications	CU+4	-	CU+4	H	Authority: There is no specific statutory authority for this item however Secretary of State has recommended this retention period per the authority of GC34090 and statutes of limitation in CCP 343 (4 years), 349 et seq. (between 30 days to 6 mos.), and 911.2 (6 mos. for government claims).
20	Agendas and Staff Reports	CU+2	-	CU+2	V,H	Authority: There is no specific statutory authority for this item however Secretary of State has recommended this retention period per the authority of GC34090.
21	Minutes	P	-	P	V,H	Authority: GC34090(e)
22	Meetings - Audio and Video Tapes	6 months	-	6 months	H	Authority: GC34090.7.
23	Planning Commissioner and Other Committee Members Files Applications; Letters of Appointment; Letters of Resignation; Certificates; and ...	T+2	-	T+2	V,H	Authority: There is no specific statutory authority for retention of this item; however, the Secretary of State has recommended this retention period per the authority of GC34090(d), which does not authorize the destruction of records less than 2 years old.

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VHC CODES:

RECORDS RETENTION SCHEDULE FOR THE CITY OF SAUSALITO

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Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V.H.C.	COMMENTS
		OFFICE	STORAGE	TOTAL		

LEGAL RECORDS

24	City Attorney memoranda and legal opinions	S+2	-	S+2	C	Note: Retain until updated; these items are confidential Authority: There is no specific statutory authority for retention of these items; however, the Secretary of State has recommended this retention period per the authority of GC34090 and 6254.
25	Appeals (Copies)	CU+3	-	CU+3	V,H	Note: Original copy should be date-stamped when received. Authority: There is no specific statutory authority for retention of this item however the Secretary of State has recommended this retention period per authority of section covering statute of limitations CCP583.320(a)(3) and GC34090 which does not authorize the destruction of records less than 2 years old.
26	Litigation Files (Copies)	S+2	-	S+2	C	Note: Duplicate series; original is with City's legal counsel. Authority: There is no specific statutory authority for retention of these items; however, the Secretary of State has recommended this retention period per the authority of GC34090.7 providing for destruction of duplicate city records.

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Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V.H.C.	COMMENTS
		OFFICE	STORAGE	TOTAL		

ADMINISTRATIVE and MISCELLANEOUS RECORDS

27	Correspondence Chron Files; General/Public; Controlled; Reports; Subject Files Reproduction/printing requests; and Correspondence not attached to agreement or project file	CU+2	-	CU+2	V,H	Note: For electronic mail/communication, see row 30 Authority: There is no specific statutory authority for retention of this item; however, GC34090(d) does not authorize the destruction of records less than 2 years old.
28	Departmental Policies and Procedures	S + 5	-	S + 5	V,H	Authority: There is no specific statutory authority for retention of this item; however, the Secretary of State has recommended this retention period per the authority of GC34090(d), which does not authorize the destruction of records less than 2 years old.
29	Department Projects, Programs, Events, Issues, Activities	CU+2	-	CU+2	H	Authority: There is no specific statutory authority for retention of this item; however, the Secretary of State has recommended a retention period for 5 years, however, citing authority is GC34090. Given their historical value, the Department may consider retaining for 2 years per GC34090(d) which does not authorize the destruction of records less than 2 years old.

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RECORDS RETENTION SCHEDULE FOR THE CITY OF SAUSALITO

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Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V.H.C.	COMMENTS
		OFFICE	STORAGE	TOTAL		

30	Electronic Mail	Not retained.	-	Not retained.	V,H,C	Note: Per City Electronic Mail, Network and Computer Use Policy emails are considered draft, transitory documents and are not kept in the ordinary course of business. If email qualifies as another type(s) of record category, kept in the ordinary course of business, retain and/or maintain for that type of record as mandated by this schedule. i.e., generally 2 yrs for most records, unless other statute/policy applies. Caveat: may be confidential and/or attorney-client privileged item. Authority: City Email Policy
31	Equipment Files Owners Manuals; Service/Maintenance; Purchase Information; and Correspondence/Back-up Data	T+2	-	T+2	-	Note: T for this record is termination of ownership of the equipment. Authority: There is no specific statutory authority for retention of this item; however, the Secretary of State has recommended this retention period per the authority of GC34090(d), which does not authorize the destruction of records less than 2 years old.
32	California State Governor's Office/Planning and Research Other State Agencies	CU+2	-	CU+2	V,H	Authority: There is no specific statutory authority for retention of this item; however, given its historical value, the Department may consider retaining for 2 years under authority of GC34090(d), which does not authorize the destruction of records less than 2 years old.
33	Marin County	CU+2	-	CU+2	V,H	Authority: There is no specific statutory authority for retention of this item; however, given its historical value, the Department may consider retaining for 2 years under authority of GC34090(d), which does not authorize the destruction of records less than 2 years old.

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RECORDS RETENTION SCHEDULE FOR THE CITY OF SAUSALITO

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Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V.H.C.	COMMENTS
		OFFICE	STORAGE	TOTAL		

34	Local Government Agencies	CU+2	-	CU+2	V,H	Authority: There is no specific statutory authority for retention of this item; however, given its historical value, the Department may consider retaining for 2 years under authority of GC34090(d), which does not authorize the destruction of records less than 2 years old.
35	Federal Agencies	CU+2	-	CU+2	V,H	Authority: There is no specific statutory authority for retention of this item; however, given its historical value, the Department may consider retaining for 2 years under authority of GC34090(d), which does not authorize the destruction of records less than 2 years old.
36	Organization Files Civic Organizations, Homeowners Associations Professional Organizations	CU+2	-	CU+2	H	Authority: There is no specific statutory authority for retention of this item; however, the Secretary of State has recommended this retention period per the authority of GC34090(d), which does not authorize the destruction of records less than 2 years old.

CODE ENFORCEMENT

37	Complaint Form	CU+2	-	CU+2	V,H	Note: This form is regarding property related complaints. Refer to City Attorney's office to determine if it is subject to disclosure under the Public Records Act.
38	Log of Investigation and Enforcement Actions	CU +2		CU+2	V,H	Authority: GC 34090
39	Appeals (Copies)	When no longer required		When no longer required	H	Note: Original date stamped when received. Authority: Copies of records retained by County Department may be destroyed when no longer required, GC 34090.7
40	Administrative Citation (Open cases)	AR+1	P	AR+1	V,H	Note: This records series concerns those files/property cases that have had liens or enforcement/legal action, and are deemed by the Bureau as "open". Authority: GC 34090(a)

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		OFFICE	STORAGE	TOTAL		

41	Administrative Citation (Closed cases)	CL+2	-	CL+2	V,H	Note: This records series concerns those files/property cases that have had no enforcement/legal action within a two year period or files and are deemed by the Bureau as "Closed". Authority: GC 34090(d)
42	Compliance Order	P	-	P	V,H	

Authority: GC 34090(a)

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RECORDS RETENTION SCHEDULE FOR THE CITY OF SAUSALITO

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Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION		V.H.C.	COMMENTS
		OFFICE	STORAGE		

MAINTENANCE PUBLIC STREETS, SIDEWALKS, THOROUGHFARES						
Item No.	RECORD SERIES TITLE AND CONTENTS	OFFICE	STORAGE	TOTAL	V.H.C.	COMMENTS
1	Field Books	P	-	P	V,H	Authority: There is no specific statutory authority for the retention of this item; however, the Secretary of State has recommended this retention period per the authority of GC34090(a) which does not authorize the destruction of records affecting title to real property and liens thereon.
2	Flooding/Traffic Safety	CU+2	-	CU+2		Note: Includes other unusual road conditions; barricades; emergencies related Authority: GC34090(d)
3	General Maintenance/ Operations Work Orders Inspection Repairs Cleaning Signals Striping	CU+2	-	CU+2	V,H	Authority: GC34090(d)
4	Irrigation	CU+2	-	CU+2		Note: Includes schedule Authority: GC34090(d)

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VHC CODES:

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		OFFICE	STORAGE		

5	Landscape Maintenance	CU+2	-	CU+2	Authority: GC34090(d)
6	Miscellaneous Drawings, Maps, Mylars, Blueprints, and Specifications	CL+2	-	CL+2	Authority: There is no specific statutory authority for the retention of this item; however, the Secretary of State has recommended this retention period per the authority of GC34090(d) which does not authorize the destruction of records less than 2 years old.
7	Photographs	S+2	-	S+2	Note: Includes aerials Authority: There is no specific statutory authority for the retention of this item; however, the Secretary of State has recommended this retention period per the authority of GC34090(d) which does not authorize the destruction of records less than 2 years old.
8	Reports/Studies	CL+2	-	CL+2	Note: Studies/reports pertaining to those of private construction projects shall not be maintained by the Department unless otherwise required by law. Authority: There is no specific statutory authority for the retention of this item; however, the Secretary of State has recommended this retention period per the authority of GC34090(d) which does not authorize the destruction of records less than 2 years old.

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RECORDS RETENTION SCHEDULE FOR THE CITY OF SAUSALITO

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9	Sidewalk	L+2	-	L+2	Note: Includes records relating to replacement, construction, curbs, gutters and cross gutters Authority: GC34090(d)
10	Signage	L+2	-	L+2	Note: Includes records relating to replacement Authority: GC34090(d)
11	Storm Drains Retention Basins (Cleaning)	CU+2	-	CU+2	Note: Includes records relating to maintenance Authority: GC34090(d)

LEGAL RECORDS

12	City Attorney memoranda and legal opinions	S+2	-	S+2	C	Note: Retain until updated; these items are confidential Authority: There is no specific statutory authority for retention of these items; however, the Secretary of State has recommended this retention period per the authority of GC34090 and 6254.
13	Citizen Complaints (See Correspondence under ADMINISTRATIVE)					

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		OFFICE	STORAGE		

14	California State	CU+2	-	CU+2	V, H	Authority: There is no specific statutory authority for retention of this item; however, given its historical value, the Department may consider retaining for 2 years under authority of GC34090, which does not authorize the destruction of records less than 2 years old.
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ADMINISTRATIVE and MISCELLANEOUS RECORDS

15	Correspondence Chron Files; General/Public; Controlled; Reports; Citizen Complaints; Subject Files Reproduction/printing requests; and Correspondence not attached to agreement or project file	CU+2	-	CU+2	V, H	Note: For electronic records, see below Authority: There is no specific statutory authority for retention of this item; however, the Secretary of State has recommended this retention period per the authority of GC34090(d) which does not authorize the destruction of records less than 2 years old.
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RECORDS RETENTION SCHEDULE FOR THE CITY OF SAUSALITO

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		OFFICE	TOTAL		

Item No.	RECORD SERIES TITLE AND CONTENTS	OFFICE	TOTAL	V.H.C.	COMMENTS
16	Departmental Policies and Procedures	S + 5	S + 5	V,H	Authority: There is no specific statutory authority for retention of this item; however, the Secretary of State has recommended "S+5" retention period, citing GC34090(d), which does not authorize the destruction of records less than 2 years old.
17	Department Projects, Programs, Events, Issues, Activities Publications	S+5	S+5	H	Authority: There is no specific statutory authority for retention of this item; however, the Secretary of State has recommended a retention period for 5 years, however, citing authority is GC34090.
18	Electronic Mail	Not retained	Not Retained	V,H,C	Note: Per City Electronic Mail, Network and Computer Use Policy emails are considered draft, transitory documents and are not kept in the ordinary course of business. If email qualifies as another type(s) of record category, kept in the ordinary course of business, retain and/or maintain for that type of record as mandated by this schedule. i.e., generally 2 yrs for most records, unless other statute/policy applies. Caveat: may be confidential and/or attorney-client privileged item. Authority: City Email Policy
19	Equipment Files (Including Vehicles) Owners Manuals; Service/Maintenance/Gas Logs; Vendors; Catalogs; Purchase Information	T+2	T+2	-	Note: T for this record is termination of ownership of the equipment. Authority: There is no specific statutory authority for retention of this item; however, the Secretary of State has recommended this retention period per the authority of GC34090(d), which does not authorize the destruction of records less than 2 years old.

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		OFFICE	STORAGE		

20	Federal Agencies	CU+2	-	CU+2	V,H	Authority: There is no specific statutory authority for retention of this item; however, given its historical value, the Department may consider retaining for 2 years under authority of GC34090(d), which does not authorize the destruction of records less than 2 years old.
21	Local Government Agencies	CU+2	-	CU+2	V,H	Authority: There is no specific statutory authority for retention of this item; however, given its historical value, the Department may consider retaining for 2 years under authority of GC34090(d), which does not authorize the destruction of records less than 2 years old.
22	Organization Files Civic Organizations, Homeowners Associations Professional Organizations	CU+2	-	CU+2	H	Authority: There is no specific statutory authority for retention of this item; however, the Secretary of State has recommended this retention period per the authority of GC34090(d), which does not authorize the destruction of records less than 2 years old.
23	Marin County	CU+2	-	CU+2	V,H	Authority: There is no specific statutory authority for retention of this item; however, given its historical value, the Department may consider retaining for 2 years under authority of GC34090(d), which does not authorize the destruction of records less than 2 years old.

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VHC CODES:

RECORDS RETENTION SCHEDULE FOR THE CITY OF SAUSALITO

ENGINEERING		DATE: April, 2007			
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION		V.H.C.	COMMENTS
		OFFICE	STORAGE		

PERMITS AND PLANS						
Item No.	RECORD SERIES TITLE AND CONTENTS	OFFICE	STORAGE	TOTAL	V.H.C.	COMMENTS
1	Certificates of Insurance	P	-	P		Note: Compliance, elevation, occupancy which affect real property Authority: There is no specific statutory authority for the retention of this item; however, the Secretary of State has recommended this retention period per the authority of GC34090.
2	Construction (Approved)	P	-	P		Note: This record series pertains to public works construction per GC4002. Original building permits are maintained by Building Department Authority: GC34090(a); GC34090.7; GC4000 et seq.
3	Field Books - Surveys	P	-	P	V,H	Authority: There is no specific statutory authority for the retention of this item; however, the Secretary of State has recommended this retention period per the authority of GC34090(a) which does not authorize the destruction of records affecting title to real property and liens thereon.
4	Miscellaneous Drawings, Blueprints, and Specifications	CL+2	-	CL+2		Note: Includes those submitted by contractors with application for permit and builds for Certificate of Occupancy; compare those for Plans of Buildings below Authority: There is no specific statutory authority for the retention of this item; however, the Secretary of State has recommended this retention period per the authority of GC34090(d) which does not authorize the destruction of records less than 2 years old.

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Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION		V.H.C.	COMMENTS
		OFFICE	STORAGE		

5	Permits	P	-	P	V	Note: Permits are those issued by this Department and include but are not limited to: Encroachment permits. Building permits are maintained by the Building Department. Authority: There is no specific statutory authority for the retention of this item; however, the Secretary of State has recommended this retention period per the authority of GC34090(a) which does not authorize the destruction of records affecting title to real property or liens thereon.
6	Plans (General/Building)	L	-	L	V,H	Note: "L" in this series means "Life" of building; for duplication, requires authorization from original or current owner of building and the professional signing off on the plan (H&S 19851). Authority: H&S19850; refer to H&S 19851 to departmental procedures on duplication.
7	Plans, Capital Improvement, Projects Includes: Street and Drainage Plans	P	-	P		Note: Streets, curbs, gutters, sidewalks, storm drains Authority: There is no specific statutory authority for the retention of this item; however, the Secretary of State has recommended this retention period per the authority of GC34090(a) which does not authorize the destruction of records affecting title to real property or liens thereon.

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RECORDS RETENTION SCHEDULE FOR THE CITY OF SAUSALITO

ENGINEERING		DATE: April, 2007			
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION		V.H.C.	COMMENTS
		OFFICE	TOTAL		

8	Grading Plans Permit (only)	P	-	P	Authority: There is no specific statutory authority for the retention of this item; however, the Secretary of State has recommended this retention period per the authority of GC34090(a) which does not authorize the destruction of records affecting title to real property or liens thereon. Authority: GC34090(d)
STREETS/ALLEYS					
9	Traffic Engineering/Street Improvements Related Includes: Abandonment/Vacations/Lot-line adjustments Closures/Mergers Easements, Dedications, Rights-of-Way Field Books/Survey/Subdivision Map Naming and Numbering (Block/House) Intersection Records Development Conditions Record Map Checking Improvement Plan Checking and Review Inventory, Traffic Control Device	P P P P P CU+2* P P P	- - - - - - - - -	P P P P P CU+2* P P P	V,H (all) *Authority: There is no specific statutory authority for the retention of this item; however, the Secretary of State has recommended this retention period per the authority of GC34090(a) which does not authorize the destruction of records affecting title to real property or liens thereon. See Above (all except as noted) *Authority: There is no specific statutory authority for the retention of this item; however, the Secretary of State has recommended this retention period per the authority of GC34090(d) which does not authorize the destruction of records less than 2 years old.

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RECORDS RETENTION SCHEDULE FOR THE CITY OF SAUSALITO

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Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION		V.H.C.	COMMENTS
		OFFICE	STORAGE		

10	Parking (Traffic Engineering Related) Lots Regulations/Zones	CU+2 S+2	- -	CU+2 S+2	V,H	Authority: There is no specific statutory authority for the retention of these items; however, the Secretary of State has recommended this retention period per the authority of GC34090(d) which does not authorize the destruction of records less than 2 years old.
11	Photographs	S+2	-	S+2		Note: Includes aerials Authority: There is no specific statutory authority for the retention of this item; however, the Secretary of State has recommended this retention period per the authority of GC34090(d) which does not authorize the destruction of records less than 2 years old.
12	Reports/Studies Includes Traffic Safety Survey Related	CL+2	-	CL+2		Note: Studies/reports pertaining to those of private construction projects shall not be maintained by the Department unless otherwise required by law. Authority: There is no specific statutory authority for the retention of this item; however, the Secretary of State has recommended this retention period per the authority of GC34090(d) which does not authorize the destruction of records less than 2 years old.
13	Routes, School Bus & Truck, Bike Paths (Traffic Engineering Related)	S+2	-	S+2		Note: Includes truck routes, access ramps, rest areas Authority: There is no specific statutory authority for the retention of this item; however, the Secretary of State has recommended this retention period per the authority of GC34090(d) which does not authorize the destruction of records less than 2 years old.

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Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION		V.H.C.	COMMENTS
		OFFICE	STORAGE		

14	Signage	L+2	-	L+2	Note: Includes restricted parking zones, log books, index register cards, inventory lists, records of traffic signs Authority: There is no specific statutory authority for the retention of this item; however, the Secretary of State has recommended this retention period per the authority of GC34090(d) which does not authorize the destruction of records less than 2 years old.
15	Traffic Signals Includes: Traffic Control Plan	L+2	-	L+2	Note: Logs, drawings, wiring diagrams, codes, circuit numbers, installation records, testing and maintenance. Authority: There is no specific statutory authority for the retention of this item; however, the Secretary of State has recommended this retention period without noting any ciling authority.
16	Soil	P	-	P	Note: Includes reports; Secretary of State recommends retaining for "P" citing GC 34090(d) which, however, only cites two year retention.
LEGAL RECORDS					
17	City Attorney memoranda and legal opinions	S+2	-	S+2	Note: Retain until updated; these items are confidential Authority: There is no specific statutory authority for retention of these items; however, the Secretary of State has recommended this retention period per the authority of GC34090 and 6254.
18	Citizen Complaints (See Correspondence under ADMINISTRATIVE)				

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Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION		V.H.C.	
		OFFICE	TOTAL		
19	California State	CU+2	-	CU+2	V, H Authority: There is no specific statutory authority for retention of this item; however, given its historical value, the Department may consider retaining for 2 years under authority of GC34090, which does not authorize the destruction of records less than 2 years old.
ADMINISTRATIVE and MISCELLANEOUS RECORDS					
20	Correspondence Chron Files; General/Public; Controlled; Reports; Citizen Complaints; Subject Files Reproduction/printing requests; and Correspondence not attached to agreement or project file	CU+2	-	CU+2	V,H Note: For electronic records, see below Authority: There is no specific statutory authority for retention of this item; however, the Secretary of State has recommended this retention period per the authority of GC34090(d) which does not authorize the destruction of records less than 2 years old.
21	Departmental Policies and Procedures	S + 5	-	S + 5	V,H Authority: There is no specific statutory authority for retention of this item; however, the Secretary of State has recommended "S+5" retention period, citing GC34090(d), which does not authorize the destruction of records less than 2 years old.
22	Department Projects, Programs, Events, Issues, Activities Publications	CU+5	-	CU+5	H Authority: There is no specific statutory authority for retention of this item; however, the Secretary of State has recommended a retention period for 5 years, however, citing authority is GC34090.

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Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION		V.H.C.	COMMENTS
		OFFICE	STORAGE		

23	Electronic Mail	Not retained	-	Not retained		Note: Per City Electronic Mail, Network and Computer Use Policy emails are considered draft, transitory documents and are not kept in the ordinary course of business. If email qualifies as another type(s) of record category, kept in the ordinary course of business, retain and/or maintain for that type of record as mandated by this schedule. i.e., generally 2 yrs for most records, unless other statute/policy applies. Caveat: may be confidential and/or attorney-client privileged item. Authority: City Email Policy
24	Equipment Files (Including Vehicles) Owners Manuals; Service/Maintenance/Gas Logs; Vendors; Catalogs; Purchase Information	T+2	-	T+2	-	Note: T for this record is termination of ownership of the equipment. Authority: There is no specific statutory authority for retention of this item; however, the Secretary of State has recommended this retention period per the authority of GC34090(d), which does not authorize the destruction of records less than 2 years old.
25	Federal Agencies	CU+2	-	CU+2	V,H	Authority: There is no specific statutory authority for retention of this item; however, given its historical value, the Department may consider retaining for 2 years under authority of GC34090(d), which does not authorize the destruction of records less than 2 years old.
26	Local Government Agencies	CU+2	-	CU+2	V,H	Authority: There is no specific statutory authority for retention of this item; however, given its historical value, the Department may consider retaining for 2 years under authority of GC34090(d), which does not authorize the destruction of records less than 2 years old.
27	Organization Files Civic Organizations, Homeowners Associations	CU+2	-	CU+2	H	Authority: There is no specific statutory authority for retention of this item; however, the Secretary of State has recommended this retention period per the authority of GC34090(d), which does not authorize the destruction of records less than 2 years old.

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	Professional Organizations				records less than 2 years old.
28	Marin County	CJ+2	CJ+2	V,H	Authority: There is no specific statutory authority for retention of this item; however, given its historical value, the Department may consider retaining for 2 years under authority of GC34090(d), which does not authorize the destruction of records less than 2 years old.
29	Agendas of Boards, Committees and Commissions within the Department's Control	CJ + 2	CJ + 2		Authority: GC 34090(d)
30	Minutes of Boards, Committees and Commissions within the Department's control	P	P		Authority: GC 39090(d), 36814, 40801

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RECORDS RETENTION SCHEDULE FOR THE CITY OF SAUSALITO

LIBRARY		DATE: April, 2007			
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION		V.H.C.	COMMENTS
		OFFICE	STORAGE		

LEGAL RECORDS					
1	City Attorney memoranda and legal opinions	S+2	-	S+2	C Note: Retain until updated; these items are confidential Authority: There is no specific statutory authority for retention of these items; however, the Secretary of State has recommended this retention period per the authority of GC34090 and 6254.
2	Citizen Complaints (See Correspondence under ADMINISTRATIVE				
3	California State	CU+2	-	CU+2	V, H Authority: There is no specific statutory authority for retention of this item; however, given its historical value, the Department may consider retaining for 2 years under authority of GC34090, which does not authorize the destruction of records less than 2 years old.
ADMINISTRATIVE and MISCELLANEOUS RECORDS					
4	Correspondence Chron Files; General/Public; Controlled; Reports; Citizen Complaints; Subject Files Reproduction/printing requests; and Correspondence not attached to agreement or project file	CU+2	-	CU+2	V, H Note: For electronic records, see below Authority: There is no specific statutory authority for retention of this item; however, the Secretary of State has recommended this retention period per the authority of GC34090(d) which does not authorize the destruction of records less than 2 years old.

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RECORDS RETENTION SCHEDULE FOR THE CITY OF SAUSALITO

LIBRARY		DATE: April, 2007		
		COMMENTS		
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION		V.H.C.
		OFFICE	TOTAL	
		STORAGE		

5	Departmental Policies and Procedures	S + 5	-	S + 5	V,H	Authority: There is no specific statutory authority for retention of this item; however, the Secretary of State has recommended "S+5" retention period, citing GC34090(d), which does not authorize the destruction of records less than 2 years old.
6	Department Projects, Programs, Events, Issues, Activities Publications	S+5	-	S+5	H	Authority: There is no specific statutory authority for retention of this item; however, the Secretary of State has recommended a retention period for 5 years, however, citing authority is GC34090.
7	Electronic Mail	Not retained	-	Not Retained	V,H,C	Note: Per City Electronic Mail, Network and Computer Use Policy emails are considered draft, transitory documents and are not kept in the ordinary course of business. If email qualifies as another type(s) of record category, kept in the ordinary course of business, retain and/or maintain for that type of record as mandated by this schedule. i.e., generally 2 yrs for most records, unless other statute/policy applies. Caveat: may be confidential and/or attorney-client privileged item. Authority: City Email Policy
8	Equipment Files Owners Manuals; Service/Maintenance Logs; Vendors; Catalogs; Purchase Information	T+2	-	T+2	-	Note: T for this record is termination of ownership of the equipment. Authority: There is no specific statutory authority for retention of this item; however, the Secretary of State has recommended this retention period per the authority of GC34090(d), which does not authorize the destruction of records less than 2 years old.

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VHC CODES:

RECORDS RETENTION SCHEDULE FOR THE CITY OF SAUSALITO

LIBRARY

DATE: April, 2007

Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V.H.C.	COMMENTS
		OFFICE	STORAGE	TOTAL		

9	Federal Agencies	CU+2	-	CU+2	V,H	Authority: There is no specific statutory authority for retention of this item; however, given its historical value, the Department may consider retaining for 2 years under authority of GC34090(d), which does not authorize the destruction of records less than 2 years old.
10	Local Government Agencies	CU+2	-	CU+2	V,H	Authority: There is no specific statutory authority for retention of this item; however, given its historical value, the Department may consider retaining for 2 years under authority of GC34090(d), which does not authorize the destruction of records less than 2 years old.
11	Marin County	CU+2	-	CU+2	V,H	Authority: There is no specific statutory authority for retention of this item; however, given its historical value, the Department may consider retaining for 2 years under authority of GC34090(d), which does not authorize the destruction of records less than 2 years old.
12	Agendas of Boards, Committees and Commissions within the Department's Control	CU + 2		CU + 2		Authority: GC 34090(d)
13	Minutes of Boards, Committees and Commissions within the Department's control	P		P		Authority: GC 39090(d), 36814, 40801
14	Facilities Rentals/Use	CU+2		CU+2		Authority: GC 34090(d)

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EXHIBIT B

**CITY OF SAUSALITO
RECORDS DESTRUCTION VERIFICATION**

The records on the attached list have been prepared for destruction in accordance with the City of Sausalito Records Retention Schedule and Section 34090 of the California Government Code.

Approved:

Department Manager

Date

I have reviewed the list of records. Based on the statement of the Department Manager, I consent to the prepared destruction of records under Section 34090 of the California Government Code and the City of Sausalito Records Retention Schedule.

City Attorney

Date

(Attach list of records to be destroyed.)

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EXHIBIT C

**CITY OF SAUSALITO
RECORDS DESTRUCTION STATEMENT**

On _____, the listed documents were
destroyed in the following manner:

Location of destruction:

Destroyed by:

Signed: _____

Department Designee _____

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Documentation forwarded to the Office of the City Clerk on _____

and

Appropriately filed by the City Clerk on _____.

Deputy City Clerk

Attachment 2

SAUSALITO POLICE DEPARTMENT RECORD RETENTION SCHEDULE

290 PC Registrants (terminated upon Court Order)	5 years
Abandoned Vehicle Reports	2 years
Accident Reports:	
Fatalities	10 years
All others	5 years
Administrative Reports	5 years
Arson Registrants (terminated upon Court Order)	5 years
Auction, drug burns and gun trade documentary cases	Indefinitely
Background Files	5 years
Budget Worksheets/Miscellaneous Budget Records	5 years
Case Report Ledgers	10 years
Chief's Correspondence	5 years
Courtesy Reports for other Agencies	5 years
Courtesy Citations	2 years
Daily Logs	2 years
Department Memorandums and Notices	5 years
Department Statistics - Bureau of Criminal Statistics	
10 years	
Employment Records:	
Applications for Employment	2 years
Background Investigation Files	5 years
Employee Complaint Files	5 years
Payroll Records	5 years
Personnel Files (upon separation of employment)	5 years

Sick and Overtime Records	5 years
Time Off Slips	
2 years	
Work Schedules	2 years
Evidence Photographs	
Evidence Tags	
Expired TRO's	5 years
Falsification of Public Records	Indefinitely
Felony Crime Reports Providing:	7 years
There is no outstanding warrant related to the Report	
There is no death connected with the Report	
There is no property outstanding in DOJ or NCIC	
It does not involve Civil or Criminal Litigation	
It is not classified under Sections 290, 799 and 800 PC or 11850 H&S	
Gun Registrations	Indefinitely
Incident Reports	2 years
Investigative Files	10 years
Kidnapping, Treason, and all Federal Crimes without Statute of Limitations	
Indefinitely	
Kidnapping for Ransom	Indefinitely
Lost Property Reports	2 years
Minutes of Staff Meetings	2 years
Miscellaneous Complaint Reports	5 years
Miscellaneous Correspondence	2 years
Miscellaneous Traffic Reports	
2 years	
Misdemeanor Citations	5 years
(except 11357(b), c, (d), (e) or 11360 (b) H&S purged per 11361.5 H&S	

Misdemeanor Crime Reports Providing: There is no outstanding warrant related to the Report There is no property outstanding in DOJ or NCIC It is not involved in Civil or Criminal Litigation It does not involve a City of Sausalito Employee There is no previous destruction order from a judge pursuant to 851.8 PC	5 years
Missing Persons (not located)	Indefinitely
Missing Persons Reports which have been cleared	5 years
Moving Violation Citations	5 years
Municipal Code Violations`	5 years
Murder	Indefinitely
Narcotics Registrants (terminated by Court Order)	Indefinitely
Officer Complaint Files	5 years
Parking Citations	2 years
Parking Records (Payments, Reports, Permits, Hearings, Misc.)	2 years
Purchase Orders	3 years
Records of Expired Licenses and Permits	2 years
Repossession Notices	2 years
Retainable Arrests which are later termed "Detention Only" per 849(b) PC (as of date of detention)	3 years
Sealed Juvenile Records	5 years
Training Bulletins (Outdated and Officially Rescinded)	2 years