

RESOLUTION NO. _____

**A RESOLUTION OF THE SAN MARINO CITY COUNCIL
ADOPTING A POLICY REGARDING ELECTRONIC
COMMUNICATIONS, A RECORDS AND INFORMATION
MANAGEMENT POLICY, AND A RETENTION SCHEDULE**

WHEREAS, the retention of numerous obsolete records is unnecessary for the effective and efficient operation of City government; and

WHEREAS, Government Code Section 34090 provides a rule for the minimum retention of any City record that has served its purpose and is no longer required; and

WHEREAS, this Resolution is intended to adopt a Records and Information Management Policy, Electronic Communications Policy and a Retention Schedule that facilitate the appropriate and efficient management and retention of City records in accordance with Government Code Section 34090.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SAN MARINO HEREBY RESOLVES AS FOLLOWS:

SECTION 1. Retention Schedule.

A. The Retention Schedule attached hereto as Exhibit A and incorporated herein by this reference, is hereby adopted.

B. City Records, both paper and electronic, shall be retained for the defined period of time listed for each record series in the column entitled "Retention" on Exhibit A and shall not be destroyed until approved for destruction in accordance with this Resolution.

C. Non-Records need not be retained in any form; provided, however, that any Non-Records that are subject to a Legal Hold shall be retained and shall not be destroyed until notice is provided by the City Attorney for the City of San Marino that such Non-Records no longer need be retained.

SECTION 2. Approval of Destruction of City Records.

A. At the expiration of the Retention period set forth for each record series listed on Exhibit A, such expired City Records are authorized to be destroyed as provided by the applicable California codes and regulations upon the written request of the City Clerk and consent in writing of the applicable Department Head and the City Attorney to such destruction, and inclusion on the consent calendar for presentation to the City Council for acknowledgement.

B. Notwithstanding the foregoing, City Records that are subject to a Legal Hold shall be retained and are not authorized for destruction until notice is provided by the City Attorney that such City Records subject to a Legal Hold no longer need be retained.

C. All City Records approved for destruction shall be destroyed in a secure manner.

SECTION 3. Destruction of Records Mandated by Law. If state or federal law mandates that a City Record must be destroyed within a certain period of time or by a specified date, the City Clerk, with the written consent of the City Attorney, is hereby authorized to destroy such City Records as required by state or federal law, notwithstanding that the Retention and Destruction Schedule specifies a longer Retention period.

SECTION 4. Destruction of Duplicates. Pursuant to Government Code Section 34090.7, the City Council hereby authorizes destruction of duplicates of City Records if such duplicates are no longer required, provided that the original is retained in accordance with the Records Retention Schedule and Destruction Schedule.

SECTION 5. Records Retention Policy. The Records and Information Management Policy that is attached hereto as Exhibit "B" and incorporated herein by this reference is hereby adopted by the City Council.

SECTION 6. The Policy Regarding Electronic Communications that is attached hereto as Exhibit "C" and incorporated herein by this reference is hereby adopted by the City Council.

SECTION 7. Supersession. Any provision of a previously adopted City Council resolution or City policy that conflicts with the terms of this Resolution or the attachments is superseded and shall be of no further force or effect.

SECTION 8. Certification. The City Clerk shall certify to the passage and adoption of this Resolution and shall enter it in the book of original resolutions.

SECTION 9. Effective Date. This Resolution shall be in full force and effective immediately upon its passage and adoption.

PASSED, APPROVED AND ADOPTED this _____ day of _____, 2017.

BY:

DR. RICHARD SUN, MAYOR

ATTEST:

Carol Cowley, Acting City Clerk

APPROVED AS TO FORM:

Steve Dorsey, City Attorney

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) ss.
CITY OF SAN MARINO)

I HEREBY CERTIFY that the foregoing Resolution No. R-17-___ was duly adopted by the City Council of the City of San Marino at a Regular Meeting held on the 8th day of March 2017, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

CAROL COWLEY, CMC
ACTING CITY CLERK

Exhibit A

Records Retention and Destruction Schedule
for the City of San Marino

Exhibit B

City of San Marino
Records Management Policy

Exhibit C

City of San Marino

Policy Regarding Electronic Communications



City of San Marino

Records Management Policy

POLICY

The Purpose of this Policy is to define the requirements that will be followed for managing the records of the City of San Marino (the “City”) in compliance with federal, state, and local requirements.

SCOPE

This policy applies to City employees, elected and appointed City officials, temporary workers, volunteers, and contractors of the City who are acting on behalf of the City and who have access to, use of, or are involved in the creation, maintenance or storage of the City’s records (“Public Officers”).

This Policy governs all records created or received by the City in the course of its business, including, but not limited to: (a) paper documents, forms, reports, manuals, correspondence and files; (b) computer received and generated records and electronic communications; and (c) records and information in other formats such as microfilm, videos, audio recordings, photographs, etc.

DEFINITIONS

For purposes of this Policy and compliance with the Retention Schedule the following definitions shall apply:

- A. *“City Record”*: Anything that constitutes an objective lasting indication of a writing, event or other information, regardless of physical form or characteristics (including, but not limited to, any record, document, instrument, book, paper, map, exhibit, magnetic or paper tape, photographic film, photographic print, optical media, electronically transmitted mail (e-mail), facsimile, or electronic file), which is in the custody of a Public Officer and is kept either: (1) because a law requires it to be kept, or (2) because it is necessary or convenient to the discharge of the Public Officer's duties and was made or retained for the purpose of preserving its informational content for future reference.
- B. *“Non-Record”*: Anything that constitutes an objective lasting indication of a writing, event or other information that does not fall under the definition of a City Record, including but not limited to: (1) magazines or publications not produced by the City; (2) library or museum material intended solely for reference or exhibition; (3) transitory writings, including working papers, appointment logs, notes, calculations or preliminary drafts, or interagency or intra-agency memoranda, that are not retained by the City in the ordinary course of business even if they contain information relating to the conduct of the City’s business; (4) unofficial copies of documents kept only for convenience or reference; and (5) documents that do not contain information relating to the conduct of the City’s business.
- C. *“Legal Hold”*: The duty of the City to preserve and not destroy any records that are potentially relevant to any of the following in which the City may be involved: a reasonably anticipated claim or litigation; an ongoing claim or litigation; a pending employee grievance; a pending regulatory or governmental investigation; a pending subpoena; a pending Public Records Act request, a pending audit, or similar legal matter. Any records subject to a Legal Hold must be preserved in all forms in which the record exists, including both paper and electronic formats.



City of San Marino

Records Management Policy

Notification of a Legal Hold will normally originate from either the City Attorney or the City Clerk. However, if a Public Officer receives communication regarding a Legal Hold from another source, the Public Officer will forward that communication to the City Attorney and City Clerk and preserve the relevant records until the City Attorney or City Clerk provide further instructions.

NOTE: Legal holds may apply to a user's electronic communications and information on City electronic devices, as well as City-related electronic communications and information on the user's personally-owned or business electronic devices.

D. "Personally-owned electronic device": An electronic device that is owned, leased, licensed or borrowed by the user, and the user does not receive a stipend or reimbursement from the City for the user's City business use of the device.

E. "Public Officers": City employees, elected and appointed City officials, temporary workers, volunteers, and contractors of the City who are acting on behalf of the City.

POLICY STATEMENT

A. Ownership

Records created or received by the City in the course or conduct of the City's business are the exclusive property of the City.

B. Authenticity

The City is committed to creating and maintaining complete, accurate, and trustworthy records that document its business activities. Deliberately creating false or misleading records or information regarding the City's activities is strictly prohibited.

Records should not contain language that is misleading, incomplete, inaccurate, or fraudulent.

C. Classification

Records will be created, stored and managed with the appropriate classification that enables the efficient access and secure protection of the information.

D. Retention

Records are to be retained in accordance with the approved Retention Schedule and shall only be deleted or disposed of in compliance with the City Council's Resolution, this policy, and the Retention Schedule.

Records not included in the Retention Schedule shall not be destroyed without the City Council's approval by resolution and the City Attorney's written consent.

E. Storage

Records that are no longer considered active may be transferred to designated offsite storage to fulfill the City's retention requirements.



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Records that are owned by the City should not be transferred to or stored on any personal devices.

F. Availability

Records must be available for future business, litigation, and investigations as necessary, regardless of storage location.

Records shall be made available to the public in accordance with the California Public Records Act, Government Code § 6250-6276.48.

G. Exiting Officials, Employees and Contractors

When an employee or a contractor separates from the City, the supervisor or manager of that employee or contractor is responsible for complying with the requirements of this Policy and any supporting procedures for retaining and managing the records and information of the exiting employee or contractor.

When an elected or appointed official separates from the City, the City Clerk is responsible for complying with the requirements of this Policy and any supporting procedures for retaining and managing the records and information of the exiting official.

H. Suspending Retention Requirements

Records that are subject to a Legal Hold are to be retained and preserved until further notice from the City Attorney, regardless of the retention period set forth in the Retention Schedule.

Records subject to a Legal Hold that are no longer required for business purposes may be transferred to offsite storage for preservation in coordination with the City Attorney.

I. Records Protection

Disaster recovery backup media are exact copies of an operating system, including associated application and data created for the sole purpose of recovering data in the event of a disaster and are not subject to the requirements of the Retention Schedule. Backups serve as a level of protection for electronic systems and the data that is stored on those systems.

J. Historical Information

Historical artifacts, documents, events, memorabilia and collections, as defined on the Retention Schedule, are valuable in documenting the City's history and providing information for researchers. Historical Records are to be permanently preserved so as to assure their ongoing availability and access.

POLICY REVIEW

This Policy and the Retention Schedule may be amended or modified from time to time by the City Council, as deemed necessary to account for changes in legal, regulatory or operational requirements. However, the City Clerk, with concurrence of the City Manager, may make non-substantive changes to the Retention Schedule (such as corrections to typographical errors or formats and additions or modifications to examples) that do not impact retention periods.



Section 1. **PURPOSE**

The purpose of this policy is to establish rules and requirements for the acceptable use of Electronic Communication created by staff and officials of the City of San Marino ("City") such as email, text messaging, pager messages, and any other electronic communications.

Section 2. **APPLICABILITY**

This policy shall apply to all Public Officers, as defined below, who use electronic devices or City electronic communication services to receive or create electronic communication on behalf of the City.

Section 3. **GENERAL**

The City provides computers and other electronic devices, Internet access, E-mail, voice mail and other electronic communications and information services to facilitate conducting City business. This access carries certain responsibilities and obligations as to what constitutes acceptable use of City-owned electronic devices and services. City electronic devices, and City electronic communications services and information, are business tools that will be used in accordance with City policies and current law, including the California Public Records Act and state law records retention mandates (Gov't. Code § 34090 et seq.). Respectful and professionally written electronic communications provide an efficient and effective means of communications.

This policy explains the requirements for using City electronic devices and services and specifies what actions are prohibited. The use of City electronic devices and services to access, create, store, send or receive electronic communications and information must be in compliance with applicable statutes, regulations, and City policies. Thus, users are expected to use common sense and good judgment to avoid any communication or use that is disrespectful, offensive, illegal or contrary to City policy and to maintain a work environment free from unlawful discrimination and harassment. Questions regarding what constitutes acceptable use should be directed to the City Manager's Office.

Section 4. **DEFINITIONS**

The following definitions apply to this policy:

"Blogging": The process of writing or updating a "blog," which is an online, user-created journal (short for "web log").

"City electronic devices": Any and all electronic devices owned, leased, rented, licensed, paid for, acquired or operated by the City. In the event the City reimburses or pays for a user's telephone or data plan for an electronic device, such electronic device is a "City electronic device" for purposes of this policy.

"Electronic device": Any electronic device that is capable of creating, processing, accessing, storing or transmitting electronic communications and information,



whether now in existence or created in the future, including computers, servers, information systems, smart phones, mobile devices, electronic tablets, cell phones, text pagers, phone systems, photocopiers, facsimile machines, and other peripherals, regardless of whether the equipment is integrated into a system or network. For purposes of this definition, electronic devices also include the software used to run such equipment, as well as storage devices and other media (such as, computer servers, hard drives, flash drives, external hard drives, floppy disks, compact disks, etc.).

“Electronic communications”: Any and all communications that are electronically created, processed, stored, accessed, copied, printed, received or transmitted, including without limitation, electronic mail, text use, social media, and any other type of communication using electronic devices, whether now in existence or created in the future.

“Electronic communications and information”: Any and all electronic communications, as well as any and all information or data that is electronically created, processed, stored, accessed, copied, printed, received or transmitted, including without limitation, word processing documents, spreadsheets, databases, data about computer or Internet use, metadata and any other type of data files or electronic information, whether now in existence or created in the future.

“Electronic communication services”: Any and all City-authorized technological tools for receiving or transmitting City information and conducting City business.

“Include,” “Including,” “for example,” or “such as”: A non-exhaustive example, and shall be read as “including without limitation.”

“Legal Hold”: The duty of the City to preserve and not destroy any records that are potentially relevant to any of the following in which the City may be involved: a reasonably anticipated claim or litigation; an ongoing claim or litigation; a pending employee grievance; a pending regulatory or governmental investigation; a pending subpoena; a pending Public Records Act request, a pending audit, or similar legal matter. Any records subject to a Legal Hold must be preserved in all forms in which the record exists, including both paper and electronic formats.

Notification of a Legal Hold will normally originate from either the City Attorney or the City Clerk. However, if a Public Officer receives communication regarding a Legal Hold from another source, the Public Officer will forward that communication to the City Attorney and City Clerk and preserve the relevant records until the City Attorney or City Clerk provide further instructions.

NOTE: Legal holds may apply to a user’s electronic communications and information on City electronic devices, as well as City-related electronic communications and information on the user’s personally-owned or business electronic devices.



“Personally-owned electronic device”: An electronic device that is owned, leased, licensed or borrowed by the user, and the user does not receive a stipend or reimbursement from the City for the user’s City business use of the device.

“Public Officers”: City employees, elected and appointed City officials, temporary workers, volunteers, and contractors of the City who are acting on behalf of the City.

Section 5. NO EXPECTATION OF PRIVACY; OWNERSHIP

All electronic communications and information created, stored, sent or received using City electronic devices and communication services are the property of the City. The City reserves the right to retrieve and make proper and lawful use of any and all such electronic communications and information. Electronic communications and information may be subpoenaed or requested under the Public Records Act and/or may be used as evidence in court or as part of an investigation. The content of electronic communications and information may be disclosed within or outside the City without user permission or knowledge.

The City respects the individual privacy of its employees and other users of City electronic devices and communication services. However, an employee or other user cannot expect privacy rights to extend to work-related conduct or the use of City electronic devices or communication services, even if that use is of a personal nature. Consequently, users shall have no reasonable expectation of privacy in electronic communications and information created, stored, accessed, sent or received using City electronic devices or communication services.

Further, users of City electronic devices and communication services who access or use the Internet, E-mail, voice mail and other electronic communications created, stored, sent, or received using City electronic devices, are advised that the City will from time to time monitor such electronic communications and information, including metadata.

Section 6. PROPER USE OF ELECTRONIC DEVICES AND COMMUNICATION SERVICES

1. City electronic devices and communication services should be used for City business.
 - a. City electronic devices and communication services should be used for City business. Only electronic communications and information related to City business should be created, stored, accessed, sent or received by users on City electronic devices or using City communication services.
 - b. State law provides for criminal and civil penalties if a public official or employee uses a public resource for personal enjoyment, private gain or advantage, or an outside endeavor not related to City business (Cal. Gov’t. Code § 8314). However, California law



specifically protects public officials and employees from such penalties if the personal use is *incidental or minimal*.

- c. Incidental or minimal personal use of City electronic devices and communication services, including use for sending or receiving electronic communications, is permitted. Even though incidental or minimal use is permitted, as stated elsewhere in this Policy, users do not have an expectation of privacy in such use.
 - (1) Such incidental and personal use of City electronic devices and communication services by City employees should occur during lunch breaks, rest breaks and before or after business hours, as long as such use does not have a detrimental effect on the City or on the user's job performance.
 - (2) Exception to personal use – no streaming media: Streaming media can use a great deal of computer network resources and, thus, must be used carefully. Consequently, streaming media is allowed only for job-related functions when connected to the City's server system.
2. Confidential communications and information. City electronic devices and communication services may store confidential documents or messages. Users shall take appropriate precautions, such as password protecting the devices and communication accounts, to ensure that City electronic devices and systems containing confidential information are accessed only by users who have permission to access such confidential information. For example, portable City electronic devices, such as iPads, tablets or laptops, should never be used by friends or family, and passwords to City information systems should never be shared.
 - a. Users should keep in mind that E-mail messages and other electronic communications transmitted to recipients on systems outside of the City pass through systems and networks not managed by the City. The privacy and confidentiality of such messages is, therefore, not assured.
3. Use must be in compliance with all laws and city policies.
 - a. Users must comply with all federal, state and other applicable laws when using City electronic devices and communication services, or when using personally-owned electronic devices when on City premises or while conducting City business from any location.



- b. City policies and procedures are in force regardless of the technology or tool that is used. Users must comply with all City policies and procedures when using City electronic devices and communication services, and unless expressly indicated otherwise, these policies and procedures apply to the use of personally-owned electronic devices when used on City premises or while conducting City business from any location.
- c. Some delivery methods for electronic communications and networks impose legal restrictions regarding the nature of messages allowed. Users are expected to comply with all such regulations.

Section 7. PROHIBITED USES OF CITY ELECTRONIC DEVICES OR COMMUNICATION SERVICES FOR ELECTRONIC COMMUNICATION

When representing the City or using City electronic devices or communication services, user's electronic communications must adhere to a high standard of professional conduct. Any unlawful, unethical or inappropriate use of City electronic devices or communication services while creating electronic communication and information is prohibited. While it is not possible to provide an exhaustive list of every type of inappropriate use, the following activities are illustrative of the acts that are specifically restricted when using or accessing City electronic devices or communication services, when using personally-owned electronic devices when on City premises, or when using personally-owned electronic devices to conduct City business from any location.

- 1. Prohibited electronic communications – Public Officers are prohibited from sending electronic communications that disrupt or threaten to disrupt the efficient operation of City business or administration. Messages prohibited in this section include:
 - a. Messages which are pornographic or obscene.
 - b. Messages in conflict with the City's Sexual Harassment Policy or any other policy prohibiting discrimination, including harassment, on the basis of race, color, religion, sex, national origin, ancestry, age, physical disability, mental disability, medical condition, political affiliation, veteran status, marital status, sexual orientation or any other status protected by local, state or federal law.
 - c. Messages that use racial, religious or ethnic slurs.
 - d. Messages intended to harass or annoy.
 - e. Messages for campaigning or political purposes (only applies when using a City electronic device or City E-mail address).
 - f. Messages that contain threats that implicate personal safety.



- g. Messages that may harm the integrity of a City electronic device, including, without limitation, forwarding virus-infected electronic communications and information with knowledge or reckless indifference to the risk of harm.
 - h. Messages that solicit or proselytize others for non-City related commercial ventures, religious or political causes, outside organizations or other non-City related activities (only applies to electronic communications and information that is created or sent using City electronic devices or City E-mail addresses).
 - i. Messages that constitute spam, chain letters, or pyramid schemes.
 - j. Messages that intentionally misrepresent one's identity for improper or illegal acts.
 - k. Messages that use forged e-mail header information.
 - 2. No unlawful use – Public Officers shall not create or receive electronic communication that engages in any activity that is illegal under local, state, federal or international law, that violates individual rights, creates potential liability for the City, or violates City policy, including:
 - a. Theft or unauthorized copying of electronic communications and information, including electronic files and data.
 - b. The installation or distribution of unlicensed or "pirated" software on City electronic devices.
 - c. Acts of terrorism.
 - d. Identity theft.
 - e. Unauthorized interception or monitoring of electronic communications.
 - 3. Confidential data – Public Officers shall not use electronic communications to transmit confidential data to unauthorized individuals within or outside of the City.
 - 4. Large file downloads, e-mail attachments and file sharing – City electronic communication systems were not designed to transfer large files and, as such, electronic communications should not contain attachments that exceed the file size limits defined by City policy.
 - 5. No campaigning or political use – Public Officers shall not use City electronic devices or communication services for campaigning or other political purposes. State law prohibits using government funds and resources for political purposes.



Section 8. USE OF INTERNET - WEB BROWSING

The Internet is a network of interconnected computers over which the City has very little control. The user should recognize this when using City electronic devices to access the Internet, and understand that it is a public domain and he or she can come into contact with information, even inadvertently, that he or she may find offensive, sexually explicit or inappropriate. The user must use the Internet at his or her own risk, and in accordance with all other provisions of this Policy. The City is specifically not responsible for any information that the user views, reads or downloads from the Internet.

All provisions of this policy apply when a user accesses the Internet using City electronic devices.

Section 9. RETENTION OF ELECTRONIC COMMUNICATION

1. E-mail messages and other electronic communications and information (including attachments) that are intended to be retained in the ordinary course of the City's business are recognized as official records that need protection/retention in accordance with California law and the City's Records and Information Management Policy.
2. Electronic communication that is a record shall be retained in the appropriate repository and manner as directed by the City Clerk. Non-Record electronic communications and information that are not to be retained and which serve no useful purpose to the City should be promptly deleted from the user's E-mail.
3. Legal Holds. The duty of the City to preserve and not destroy any records that are potentially relevant to any of the following in which the City may be involved: a reasonably anticipated claim or litigation; an ongoing claim or litigation; a pending employee grievance; a pending regulatory or governmental investigation; a pending subpoena; a pending Public Records Act request, a pending audit, or similar legal matter. Any records subject to a Legal Hold must be preserved in all forms in which the record exists, including both paper and electronic formats. NOTE: Notification of a Legal Hold will normally originate from either the City Attorney or the City Clerk. However, if a Public Officer receives communication regarding a Legal Hold from another source, the Public Officer will forward that communication to the City Attorney and City Clerk and preserve the relevant records until the City Attorney or City Clerk provide further instructions.
4. Destruction of E-mail and Electronic Records. Unless retention in electronic format is otherwise required by law, the Retention Schedule, or a Legal Hold, the City Council, pursuant to Government Code Section 34090.7, hereby authorizes destruction of e-mail and electronic records as duplicates, provided that printed copies are retained as follows:



- a. In lieu of retaining an e-mail in electronic format, an e-mail printed on paper may be retained as the original City Record in accordance with its appropriate retention schedule so long as the printed e-mail includes the identity of the sender and recipient, the date and time of the e-mail, and any attachments. If a printed e-mail is retained as the original City Record, the electronic version is deemed to be a duplicate and may be destroyed after the e-mail is printed, without further approval by the City Council or City Attorney, provided, however, that any such e-mail in electronic format that is subject to a Legal Hold shall not be destroyed until notice is provided by the City Attorney that such electronic record no longer need be retained.
- b. In lieu of retaining any letter, memorandum or report in electronic format, the final version of a letter, memorandum or report printed on paper may be retained as the original City Record. If a printed letter, memorandum or report is retained as the original City Record, the electronic version is deemed to be a duplicate and may be destroyed after the original is printed, without further approval by the City Council or City Attorney, provided, however, that any such electronic record that is subject to a Legal Hold shall not be destroyed until notice is provided by the City Attorney that such electronic record no longer need be retained.
- c. The authorization to destroy duplicates provided by this Section shall not permit the destruction of those electronic files that are routinely used, edited and updated by the City on an on-going basis, such as a financial accounting database.

Section 10. SPECIAL CONSIDERATIONS FOR ELECTED AND APPOINTED OFFICIALS

1. The City may provide City Council members, Planning Commissioners, and other members of legislative bodies with access to City electronic devices to enable them to review agenda packets electronically, to electronically communicate regarding City business, and to otherwise facilitate their duties as City officials. For the same reason, E-mail addresses are also provided to such City officials. Elected and appointed officials should use their City-assigned E-mail address for electronic communications regarding City business.
2. Any provision of this policy applicable to a “user” or “users” is applicable to elected and appointed officials. As set forth in this Policy, such officials have no privacy interest in electronic communications and information created, stored, sent, or received using City electronic devices or City E-mail addresses.
3. Elected and appointed officials shall take appropriate steps to protect the confidentiality of electronic communications and information they create, store, send, or receive, including privileged attorney-client



communications, closed session records, and other confidential information received or sent via electronic communications.

4. Elected and appointed officials shall use City electronic devices during public meetings only for review of agenda packets. To avoid an appearance of impropriety, such officials shall not use City electronic devices, or personally-owned electronic devices, to send or receive electronic communications, or access the Internet, during public meetings unless such official publicly announces the content of the communication or reason for the Internet access.
5. As indicated above, City electronic devices and City E-mail addresses shall not be used for campaigning or other political purposes. State law prohibits using government funds and resources for political purposes.
6. Elected and appointed officials should avoid using his or her employer's electronic devices to send, receive or store City electronic communications and information.
7. Members of a legislative body should be cognizant of the Brown Act's prohibitions against serial meetings when using electronic communications. The Brown Act prohibits "serial meetings" between a majority of the members of a legislative body, which includes using E-mail "to discuss, deliberate or take action on any item of business that is within the subject matter jurisdiction of the legislative body." Gov't Code § 54952.2(b)(1). This includes electronic communications between a majority of the members of a legislative body during a meeting that are not immediately publicly available.

Section 11. QUESTIONS ABOUT THIS POLICY

Public Officers shall direct questions regarding this Policy and the City's Records Retention Policy to his/her supervisor, department director, the City Clerk or the City Attorney.

Explanations and Definitions

This template serves as the starting point for establishing the guidelines that define the length of time for which the City should retain their records and information (Retention Schedule). Records refer to information — regardless of its format or media — that documents the actions and transactions of the City, as well as information that is needed to operate the City to comply fully with legal, financial, reporting, and regulatory requirements, and to maximize business efficiencies.

Column Heading Explanations

Record No. - a unique identifying number for the category of information (to be added after all categories have been determined)

Business Process - the high-level grouping of business processes within the City (this is not the departments or functions of the City, but rather high-level general business functions)

Record Category Name - the actual category or grouping of "like" information upon which retention will be applied

Record Category Description - a description of the category or grouping of "like" information for clarification purposes

Example Records - records and information names that fall within the category or grouping; many actual departmental retention schedule record series are mapped to one of these high-level categories

Retention - how long information in this category must be retained, including any triggering events (described at the top of the schedule, with additional codes below)

Legal Citations - the legal or regulatory requirements or statutes that lead to the calculation of retention (not all information has a legal requirement to be kept; other considerations are mentioned above)

Comments - any special handling or other requirements for information of this category



**City of San Marino
Retention Schedule**

ACRONYMS

AC = While Active **AU** = Audit **CL** = Close/Completion **CU** = Current Year **D** = Day **FR** = Final Resolution **LA** = Limitation on Action
LI = Life (of program, asset) **M** = Month **MA** = Maturity **MAINT** = Maintain Records **PR** = Permanent **S** = Superseded **T** = Termination **Y** = Year

Record No.	Business Process	Record Category Name	Record Category Description	Example Records	Retention	Legal Citations	Comments
001	All Departments	Agreements, Contracts and Leases - Equipment, Goods and Services	Executed agreements, contracts, leases (which includes any type of contract, such as an agreement, franchise, purchase order, or lease) and associated ancillary documents, between the City and other parties pertaining to goods and services. This category excludes real property.	Addendums Amendments Attachments / Exhibits Bids, Awards (Accepted) Certificates of Insurance Change Orders Disclosures Exhibits Facility Users Agreement (application, General Liability insurance certificate) Franchise Agreements (Solid Waste, Recycling) Leases Letters of Intent License Agreements, Licenses Memoranda of Agreement (MOAs) Memoranda of Understanding (MOUs) Price Lists Proof of Insurance Certificates Purchases Documentation Quotations Receiving Reports Requests for Information (RFI) Requests for Proposal (RFP) Requests for Quote (RFQ) Requisitions Scorecards Specifications Statements of Work (SOW) Warranties	AC+10Y	CA - CCP 337 - (LA4Y) CA - CCP 343 - (LA4Y) CA - GOV 34090 - (2Y) US - 26 CFR 31.6001-1 - (CU+4Y) US - 29 CFR 516.5 - (3Y)	
002	All Departments	Asset Management, Maintenance	Records related to the management and maintenance of City assets, including equipment, fleet vehicles, real property and infrastructure assets.	California Bureau of Automotive Repair (BAR) Smog Records California Highway Patrol Biennial Inspection Terminal (BIT) Records Damage to City Property Equipment Accident Reports Equipment Certifications Fuel Records Horticulture Irrigation in parks and right-of-ways Landscaping Maintenance and Repair Work Orders (<i>internal, public requests</i>) Maintenance Reports (<i>buildings, parks, streets, sidewalks</i>) Motor Vehicle Records and Reports Playground Equipment Playground Inspections Registrations, Operating Permits Rental (Portable Stage) Service Calls Sewer Maintenance Sidewalks Streetlights Street Sweeping Streets Traffic Signals Tree Program / Tree Requests Vehicles/ Fleet	LI*+4Y	CA - CCP 337 - (LA4Y) CA - GOV 34090 - (2Y) US - 26 CFR 31.6501 - (CU+3Y) US - 26 CFR 301.6501 - (CU+3Y)	* LI = Life of Asset (NOTE: Life of asset is not affected by life of real property on which it is located.)



**City of San Marino
Retention Schedule**

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Record No.	Business Process	Record Category Name	Record Category Description	Example Records	Retention	Legal Citations	Comments
003	All Departments	Business Continuity Records	All documentation for dealing with preparation for and responses to emergencies, disasters and/or system failures.	Business Continuity Plans Disaster Recovery Plan Drill Records Emergency Contact Lists, Employee Lists, Roster of Workers Emergency Evacuation Procedures Emergency Operations Center Emergency Preparedness Emergency Response Evacuation Plans Fire Prevention Plan Telephone Trees	S+2Y	CA - GOV 34090 - (2Y)	
004	All Departments	Community Activities, Media and Public Relations	Documentation associated with community and outreach activities/events including external communications, advertising and press relations materials.	Brochures FAQs Mailers Media Packets, Releases, Kits Press Kits Public / Media Inquiries Public Information / Outreach / Education Publications Produced by the City (<i>Community Newsletter, Recreation Guide</i>) Publicity Files Social Media Documentation	AC+4Y	CA - CCP 337 - (LA4Y) CA - GOV 34090 - (2Y)	
005	All Departments	Complaints, Internal Investigations	Documentation of complaints received, formal inquiries, and investigations, including those by Internal Affairs, involving City employees (excludes officer involved shootings), whether sustained or not sustained.	Citizen Complaints Departmental Actions Internal Investigations Investigation Logs, Workpapers Investigator Reports, Findings, Notes, Letters Security Incidents (response files, reports) Security Investigations	FR+6Y	CA - EVID 1045 - (AC+5Y) CA - GOV 12946 - (2Y; T+2Y) CA - GOV 34090 - (2Y) CA - PEN 801.5 - (4Y) CA - PEN 832.5(b) - (5Y) CA - VEH 2547 - (3Y) US - 26 USC 6531 - (LA6Y)	
006	All Departments	Department Administration	General internal administrative records of City departments, including: - Documentation of department activities - Routine reports generated by the City - Information captured on a log or a list - Correspondence, memos, notes and emails that do not require acknowledgment and do not pertain to another category - Department projects	Complaint Logs, Service Issues City Generated Routine Studies / Reports Department Administrative Documents (calendars, committees, goals, objectives, meeting agendas, meeting minutes, meeting tapes/recording, plans) Employee Communication Letters (announcements, new programs, notices) Form Letters In-House Committees / Employee Committees Lists (department contacts, telephone directories, mailing) Logs (case number, daily DR#, subpoenas received) Project Files (reporting, studies) Publication and Logo Permissions/Releases Safety Committee Supplies Management Surveys / Questionnaires (traffic counts, speed surveys) Travel and Itineraries Volunteer Programs Working Files, Workpapers	AC+2Y	CA - GOV 34090 - (2Y)	
007	All Departments	Historical Documents, Events, Memorabilia, Collections, Artifacts	Records and information documenting the history and significant milestones of the City as determined by the City Manager or City Clerk	City Seal City Generated Historical Studies / Reports City Incorporation Historic Districts Historical Events, Artifacts, Architecture, Designations, Projects Historical Parks, Facilities Picture Collections Registered Logos	PR	CA - GOV 34090 - (2Y) US - 24 CFR 91 Subpart C - (MAINT)	



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Record No.	Business Process	Record Category Name	Record Category Description	Example Records	Retention	Legal Citations	Comments
008	All Departments	Meetings - Audio Records	Audio and Video Recordings of City Council, Commissions, City Committees, and their governing boards	Audio Recordings	1Y*	CA - GOV 54953.5(b) - (30D)	Recordings include: - City Council of the City of San Marino - Planning Commission - Design Review Committee - Traffic Commission - Library Board of Trustees - Recreation Commission * 1 year after the date on which the official minutes are adopted
009	All Departments	Organization Charts	Documents that depict the departmental and reporting structure of the City government.	Org Charts Organization Trees Reporting Structure	S+2Y	CA - GOV 34090 - (2Y)	
010	All Departments	Policies, Procedures and Plans	All administrative documentation of City policies and procedures.	Administrative Policies Directives General Orders Guidelines Five-Year Plans Handbooks Policies Procedure Manuals Procedures Program / Initiative Plans Standards Treatment Plans	AC+10Y	CA - GOV 34090 - (2Y) US - 26 CFR 31.6501 - (CU+3Y) US - 29 CFR 1602.14 - (FR+1Y) US - 29 CFR 1627.3 - (T+1Y) US - 29 USC 1059 - (T+1Y) US - 45 CFR 164.530 (j) - (CU+6Y)	
011	All Departments	Procurement - Agreements and Contract <u>Not</u> Awarded	Records and information created or retained in the preparation of purchasing or acquisition of goods and services, but where the purchase order, contract, or agreement was not awarded.	Bids, Awards (Unaccepted, Rejected) Exhibits Price Lists Quotations Requisitions Requests for Information (RFI) Requests for Proposal (RFP) Requests for Quote (RFQ) Scorecards Specifications	AC+2Y	CA - GOV 34090 - (2Y)	
012	All Departments	Records, Information Management	Documentation of the compliance with Records and Information Management policy and procedures.	Certificates of Destruction Document Hold Notices, Updates Inactive Records Storage Information Lists of Stored / Destroyed Records Records Transfers (to storage, to other depts.)	AC+10Y	CA - CCP 315 - (LA10Y) CA - CCP 337 - (LA4Y) CA - CCP 337.15 - (LA10Y) CA - GOV 34090 - (2Y) US - 26 CFR 31.6001-1 - (CU+4Y) US - 26 CFR 301.6501 - (CU+3Y) US - 40 CFR 70.6 - (CL+5Y) US - 40 CFR 122.21(p) - (3Y) US - 40 CFR 122.41(j) - (3Y)	
013	All Departments	Shipping and Receiving	Records related to the shipping and receiving of products.	Bills of Lading Freight Bills Manifests, Transfer Logs Waybills	2Y	CA - GOV 34090 - (2Y)	
014	All Departments	Vendor, Supplier Files	Records and information of suppliers and vendors to all City organizations created or retained in the purchasing or acquisition of goods and services.	Contractors - Vendor List Vendor Packets Vendor Applications, Profiles	2Y	CA - GOV 34090 - (2Y)	
015	City Clerk	Public Records Requests	Records requested by the public, required for provision to the public, and related inquiries.	Collection Lists Formal Public Records Requests Inquiries Maddy Act Lists	CL+2Y	CA - GOV 34090 - (2Y)	
016	City Clerk	Statements of Economic Interest	Forms mandated by state law related to economic interests of certain employees, elected or appointed officials, or consultants.	Form 700 Form 801 Form 802 Form 806	AC*+7Y	CA - GOV 34090 - (2Y) CA - GOV 81009 (4Y, 7Y)	* Remains active until individual leaves City employment or office is terminated



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Record No.	Business Process	Record Category Name	Record Category Description	Example Records	Retention	Legal Citations	Comments
017	Elections	Election Records - Administrative Files	Documentation of the administration of City elections.	Correspondence Non-municipal election files Precincts (<i>maps, workers</i>) Research Notes	2Y	CA - GOV 34090 - (2Y)	
018	Elections	Election Records - Elected Mayoral or City Councilmembers	Records and information related to the filing of campaign and election documentation by candidates for mayor or city council, who are elected to City offices.	Campaign Disclosures, Nomination Papers Campaign Statements	PR	CA - GOV 81009(b) - (PR)	
019	Elections	Election Records - Historical	Records and information associated with elections that have lasting value for historical purposes.	Certificates of Election Certification of Election Results Election Summary Resolutions (calling the election, canvassing) Sample Ballots	PR	CA - GOV 34090 - (2Y)	
020	Elections	Election Records - Nomination Documents	Records and information related to the filing of nomination papers and petitions in lieu of filing fee.	Candidate Statements (for sample ballot) Nomination Papers Petitions in Lieu of Filing Fee Signatures in Lieu of Filing Fee Petitions Supplemental Nomination Papers	T*+4Y	CA - ELEC 17100(a) - (T+4Y)	* T = Termination of term of office
021	Elections	Election Records - Performance of Election	Records and information related to the filing and performance of City elections.	Absentee Voters (applications, identification envelopes, roster of applications) Assessment Districts - Proposition 218 Proceedings Assisted Voters Lists Ballot Cards Ballot Measures (Arguments For / Against, Full Text, Rebuttals, Impartial Opinion) Ballot Receipts Ballots (after election, after recount, voted by mail, unused/surrendered vote by mail, provisional, voted, damaged, spoiled, canceled) Challenged Voters Lists Election Results Fair Political Practices Commission Files Inspector Receipts for Ballots Petitions Precinct Officer Appointments Proposition 218 (assessment ballot proceeding, property related fees) Sealed Ballot Containers Tally Sheets Voter identification envelopes (provisional, voted by mail) Voter Index Copies (used as the Voting Record at Polling Places)	8M	CA - ELEC 17200 - (8M) CA - ELEC 17302 - (6M) CA - ELEC 17304 - (6M) CA - ELEC 17306 - (6M) CA - ELEC 17400 - (8M) CA - ELEC 17503 - (6M) CA - ELEC 17505 - (6M)	
022	Elections	Election Records - Unsuccessful Candidates	Records and information related to the filing of campaign and election documentation by candidates not elected.	Campaign Disclosures, Nomination Papers	AC+5Y	CA - GOV 81009 - (5Y)	
023	Elections	Lobbyists and Election Campaigns	Records and information related to the filing of campaign and election documentation by lobbyists, political action committees (PACs), other committees, and those not required to file original with City Clerk.	Disclosures Expenditures Form 400 Series Registrations Reports (lobbyist activities)	AC+7Y	CA - GC 81009(b) - (5Y) CA - GOV 81009(c) - (7Y) US - 11 CFR 102.9 (3Y) US - 11 CFR 104.14 (3Y)	



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Record No.	Business Process	Record Category Name	Record Category Description	Example Records	Retention	Legal Citations	Comments
024	Finance	Accounts Payable and Receivable	Records and information related to the accounting of monies paid by the City including payment for financial obligation.	Aging Reports Business License Fees Check Listing Credit Memos Employee Expense Reports, Reimbursements Form 1099 Records and Form W-9 Records Invoices and Vouchers Payables Package, Receipts Petty Cash Data Purchasing Card Expense Reconciliation/Allocations Purchasing Card Slips, Statements Refunds Sales and Use Taxes Paid Tuition Reimbursements Voided Checks Cash Records (cash count reports, cash flow book information, cash disbursement, cash register receipts, cash receipts) Check Listing Fees and Taxes Petty Cash Data Property Tax Revenue Public Safety Tax Receivables Package, Receipts Reconciliations Utility User Tax Revenue	AU*+7Y	CA - GOV 34090 - (2Y) US - 26 CFR 31.6001 - (CU+4Y)	* Closure of audit
025	Finance	Audits (Internal, External)	Records and information related to auditing activities, including reviewing and documenting operational, compliance, or financial information created as a part of an audit.	Annual Audit Reports Audit Files, Plans Audit, Auditors Reports Audit Schedules Audit Workpapers General Purpose Financial Audits, Single Audits Improvement Plans Investigations, Workpapers Management Responses Observations Petty Cash Audits Recommendations Remediation Plans / Results Responses	AU*+7Y	CA - GOV 34090 - (2Y) US - 26 USC 6531 - (LA6Y)	* Closure of audit
026	Finance	Bank Account Information	Records and information related to banking authorities, activities, transactions and correspondence. This category includes reconciliations.	Bank Account Administration Bank Statements Checks, Canceled Check Copies Check Registers, Journals Corrections / Returns / Adjustments Deposit Permits, Deposits Electronic Banking Transactions Reconciliations Signature Cards Transfers Treasurer Receipts Credit Card Merchant Activity Statements	AU*+7Y	CA - GOV 34090 - (2Y)	* Closure of audit



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Record No.	Business Process	Record Category Name	Record Category Description	Example Records	Retention	Legal Citations	Comments
027	Finance	Debt, Investments	Records and information relating to analysis of City financing and investment activities.	Amortization Schedules Certificates of Deposit (CDs) Certificates of Participation Direct Investments Due Diligence Exempted Securities Financial Investment Planning Investment Loans to Other Agencies Investment Performance Reporting Investment Reporting Loans (debt state loans, water (Alston & Imola)) Local Agency Investment Fund (LAIF) Long Term Debt Money Manager Statements Payment History/Schedules Performance Bonds, Letters of Credit Portfolio Management, Quarterly Reviews Revenue Bonds (housing, city mortgage) Returns Management Security Instruments Stock / Equity / Debt Issuance, Repurchase Records Trust Accounts	M*+10Y	CA - CCP 336 - (LA5Y) CA - CCP 337 - (LA4Y) CA - CCP 337.5 (LA10Y) CA - GOV 34090 - (2Y) US - 26 CFR 31.6001 (CU+4Y) US - 26 CFR 301.6501 (CU+3)	* Maturity includes cancellation and redemption
028	Finance	Employee Benefit Files	Employee election (selection), enrollment or termination forms and related correspondence, including transmissions to carriers of additions, changes, claims and deletions (includes employee medical records subject to HIPAA requirements).	Actuarial Analysis for Benefit Reserves and Accounting Appeals Benefits Files, Contract Copies, Enrollments, Appeals Beneficiary Designations California Student Aid Commission (CSAC) Excess Insurance Authority (EIA) Death Claims, Life Event Documents Disability Claims Employee Cost-Sharing Amounts Employment Authorizations, Terminations, Confirmations, Status Changes, Coverage Changes Flexible Spending Enrollment Individual Retirement Accounts (IRAs), 401k Histories Life Insurance Notification Letters/EOI Medical Billing Statements Pension Plan Applications, Claims P.E.R.S. Information Premium Information Required Benefits Reporting Retirement Loans / Retirement Supplemental Forms	CL+6Y*	CA - 22 CCR 1085-2 - (CU+4Y) CA - GOV 12946 - (2Y; T+2Y) CA - GOV 34090 - (2Y) US - 26 CFR 301.6501 - (CU+3Y) US - 29 CFR 516.6 - (2Y) US - 29 CFR 825.500 - (3Y) US - 29 USC 1027 - (6Y) US - 29 USC 1059 - (T+1Y) US - 29 USC 1113 - (LA6Y) US - 29 USC 1451 - (LA6Y) US - 29 CFR 4007.10 - (6Y)	
029	Finance	Financial Reporting - Annual, Official, Periodic	Issued and official periodic financial reports, whether required by regulations or generated to track financial transactions and achievements by the City.	Annual Report of Financial Transactions To State Annual State Controller Filings Audited Financial Statements/CAFR Workpapers U.S. Equal Employment Opportunity Commission (EEOC) Reports PERS Reports Payroll Reports (HRA, RMT, ICMA 457 accounts, Nationwide, deferred compensation) Quarterly Investment Report Revenue/Expenditures Reports Self Insurance Reports State Controller's Report Treasurer's Report Workers Compensation Reports	AU*+7Y	CA - GOV 34090 - (2Y) US - 26 CFR 1.1461-2 - (CU+1Y)	* Closure of audit
030	Finance	Financial, Strategic Planning	Records and information relating to financial planning.	Business Plans Financial Plans Forecasts	4Y	CA - GOV 34090 - (2Y)	



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Record No.	Business Process	Record Category Name	Record Category Description	Example Records	Retention	Legal Citations	Comments
031	Finance	Fixed Asset Financial Transactions	Records and information related to the ownership, transfer, acquisition, disposition, capital leased, or improvement of fixed assets (Personal Property, Real Property*, and Equipment) owned by or used by the City.	Acquisitions Amortization Asset Retirement Records Dispositions Capital Asset Records Capital Improvements Depreciation Schedules Equipment Rental/Usage Reports Fixed Asset Reports Fixed Asset Ledger Fixed/Capital Asset Accounting Possessory Interest Sales Valuation Information	LI*+10Y	CA - CCP 337.15 - (LA10Y) CA - GOV 34090 - (2Y)	* LI = Life of Asset (NOTE: Life of asset is not affected by life of real property on which it is located.)
032	Finance	General Ledger, Journal Entries, Budget Adjustments	Records and information related to the transfer of charges between accounts and summaries of account information, including year end summaries of general ledger transactions.	Account Ledgers Sub-Ledgers Budget Adjustments Balance Sheets Cash Journal Entries Chart of Accounts Downloads / Data Exports Expenditure Reports General Ledger Journal Entries and Backup Documentation Revenue Summary Reports Trial Balance Year -End / Account Detail History Report	AU*+7Y	CA - GOV 34090 - (2Y) US - 26 CFR 31.6001 (CU+4Y)	* Closure of audit
033	Finance	Grants and External Funding Sources	Documents the application, evaluation, awarding, administration, monitoring, reporting, and status of grants and other funding sources in which a local government entity is the recipient, grantor, allocator, or administrator. Includes: - Community Development Block Grant (CDBG) - Combined Federal, State, Local Grants - Enterprise Funds (water, waste, housing) - Federal Grants - Local Grants - Southern CA Association of Governments - State Grants - Transportation Agency Funding	Applications (including project proposals) Audits Award Notification Grant Administration Grant Funding Grant Evaluations Program Rules, Regulations, Procedures Property Taxes Funding Reports to Funding Agencies	CL*+5Y	CA - GOV 34090 - (2Y) US - 2 CFR 200.333 - (CL+3Y)	* Unsuccessful applications are retained CU+2Y.
034	Finance	Insurance Coverage	Records detailing the City's general coverage against property damage and liability, including renewal submission information, insurance quotes, & broker correspondence.	Binding Information Binders Broker Correspondence California Joint Powers Insurance Authority (CJPIA) Certificates of Insurance Completed Applications Flood Insurance Insurance Policies Insurance Quotes Insurance Submissions Liability Insurance Renewal Strategy	LI*+6Y	CA - 22 CCR 3267-2 - (MAINT) CA - CCP 337 - (LA5Y) CA - GOV 34090 - (2Y)	* Life of policy



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Record No.	Business Process	Record Category Name	Record Category Description	Example Records	Retention	Legal Citations	Comments
035	Finance	Payroll	Records and information related to the accounting of payroll earnings, deductions, and issuance. This also includes records and information reflecting all earnings and benefits paid to each employee, including: - Name, address, SSN - Total amount and date of payments - Period of service covered for each - Withholding - Tax collected	Attendance Records, Corrections Benefit Payments Deduction Registers, Reports Deferred Compensation Employee Deduction Authorizations, Check Information, Extra Help Reports Employee Master Lists, Addresses Extra Help Reports Flex Spending Participant Reports Garnishment Orders, Receipts P.E.R.S. Reporting Payroll Checks, Copies, Stub Reports Payroll Certifications, Controls Payroll Deduction Authorizations, Garnishments / Liens Payroll Earnings Registers Payroll Tax Returns Posting Tickets Processing Reports, Reports to Government Agencies Salary Schedules State / Federal / Quarterly Payroll Tax Filings Timekeeping Records (Timecards, Time Sheets, Basic Time and Earnings Cards) Unemployment Tax Remittance W-2 W-4 Wage Rate Tables Work Schedules	AU*+7Y	CA - 2 CCR 570.5 - (5Y) CA - 2 CCR 571(b)(1)(E) - (5Y) CA - 22 CCR 1085-2 (c) - (CU+4Y) CA - GOV 12946 - (2Y; T+2Y) CA - LAB 226a (3) CA - LAB 1174 - (3Y) CA - LAB 1197.5 - (LA2Y, LA3Y) CA - UIC 1132 - (LA3Y) US - 26 CFR 31.6001 (CU+4) US - 29 CFR 516.5 - (3Y) US - 29 CFR 516.6 - (2Y) US - 29 CFR 1620.32 - (2Y) US - 29 CFR 1627.3 - (3Y)	* Closure of audit
036	Finance	Unclaimed Funds	Records and information pertaining to periodic publication of outstanding checks that are 3 years or older. After the City goes through its due diligence of trying to find the rightful owner, Finance returns any unclaimed funds to the City.	Uncashed Checks Unclaimed Funds	10Y	CA - CCP 1513 - (3Y) CA - GOV 34090 - (2Y) US - Uniform Unclaimed Property Act (1995), Section 3 - (10Y)	
037	Fire	Arson Investigations	Records and information associated with arson investigations.	Evidence Files Investigations	PR	CA - CCP 340.5 (LA3Y) CA - GOV 34090 - (2Y) CA - PEN 799 (P) CA - PEN 800 (LA6Y)	
038	Fire	Fire Equipment	Records and information associated with fire protection and emergency response equipment.	Apparatus and Maintenance Records Certification Binder Equipment Checks Fire Breaks Inventories (apparatus, equipment, fixture) Sprinklers	LI*+2Y	CA - 8 CCR 3203(b)(1) - (1Y) CA - GOV 34090 - (2Y) US - 29 CFR 1910.157 (Life of extinguisher)	* LI = Life of Equipment
039	Fire	Fire Prevention Inspections	Records and information associated with inspections of commercial and residential facilities.	Commercial Facility Files Residential Files	LI*	CA - GOV 34090 - (2Y)	* LI = Life of Building
040	Fire	Fire Prevention Programs	Records and information associated with department programs to protect the City from fires and emergency incidents.	Fire Education	2Y	CA - GOV 34090 - (2Y)	
041	Fire	Incident Reports	Records and information associated with department responses to fires and emergency incidents, including medical emergencies. All emergency responses (fires, service calls, HazMat, medical, etc.) are maintained in the FireRMS system.	Emergency Medical Services Forms Emergency Services False Alarm Reports Incident Reports Investigation Reports Mandated Reporting: Child Abuse, Elder Abuse Patient Care Reports (PCRs)*	CL*+10Y	CA - 13 CCR 1100.7 (3Y) CA - 22 CCR 100170 (MAINT) CA - 22 CCR 100171 (MAINT) CA - CCP 340.5 (LA3Y) CA - GOV 34090 - (2Y) CA - HSC 11191 (3Y) US - 42 CFR 1001.952 - (5Y) US - 45 CFR 164.530 - (CU+6Y)	* PCRs for minors must be retained for CL+7Y or until the minor reaches the Age of Majority Status (18Y), whichever is longer.
042	Fire	Station Activity Records	Records and information created and maintained by the department for activities at the fire station.	Captain Log Books Station Logs	10Y	CA - GOV 34090 - (2Y)	
043	Human Resources	Background Checks - Personnel Not Hired	All documentation related to background checks for Applicants and unpaid volunteers that were not hired.		AC+2Y	CA - GOV 12946 - (2Y; T+2Y) CA - GOV 34090 - (2Y)	NOTE: Background checks for personnel hired are part of the personnel file.



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Record No.	Business Process	Record Category Name	Record Category Description	Example Records	Retention	Legal Citations	Comments
044	Human Resources	Benefit Plans	Plans established to provide employee benefits and associated administrative documents.	Carrier Reporting, PerformanceEmployee Assistance Program (EAP) COBRA Rates, Records, Histories Employee Benefit Plans Group Insurance Cost Data PERS Actuarial Reports Retiree Health Insurance Retirement System Summary Plan Descriptions	LI*+6Y	US - 29 USC 1027 - (6Y) US - 29 USC 1059 - (T+1Y) US - 29 USC 1113 - (LA6Y) US - 29 USC 1451 - (LA6Y) US - 29 CFR 4007.10 - (6Y) US - 29 CFR 4041.5 - (LI*+6Y)	* LI = Life of Plan or System
045	Human Resources	Employee Medical Records	Documents pertaining to medical records of City employees, including exposure to hazardous substances, drug screens, and workers' compensation (includes employee records subject to HIPAA requirements).	Drug Screening Employee Hazardous Chemical Exposure Employee Medical File Exposure Monitoring Firearms and Field Exposure Hazardous Exposure Material Data Safety Sheets (MSDS) Personnel Files - Medical Radiation Exposure Records Toxic Substance Exposure Records Worker Compensation	T+30Y	CA - 8 CCR 14300.33 - (5Y) CA - 8 CCR 3204 - (T+30Y) CA - 19 CCR 2760.9 - (5Y) CA - CCP 338 - (LA3Y) CA - CCP 338.1 - (LA5Y) CA - GOV 12946 - (2Y; T+2Y) CA - GOV 34090 - (2Y) CA - 29 CFR 1904.33 - (CU+5Y) US - 29 CFR 1910.95 - (2Y) US - 29 CFR 1910.1020 - (30Y) US - 40 CFR 68.81 - (5Y)	
046	Human Resources	Employee Training	All documents related to general and specialized technical education and training taken by paid employees and unpaid volunteers, including: - Base Station Forms - Fire Extinguisher - First Aid/CPR - Safety	Attendance Canine Deployment Training Certification Records Compliance Training Courses/Seminars (Taken by Employees - includes Safety Training) Ethics Training Firearm and Field Training Individual Education, Development SWAT Training Training Bulletins	T+5Y	CA - 8 CCR 3203 (CU+1) CA - GOV 53235.2b - (5Y) US - 29 CFR 1602.14 - (FR+1Y) US - 29 CFR 1602.31 - (T+2Y)	
047	Human Resources	Employee Training Materials, Courses, Scheduling	Documentation regarding the content of courses and schedules for training offered to employees.	Attendance Lists Employee Development Presentation Materials PowerPoint Slide Decks Safety Training Testing	S+6Y	CA - GOV 12946 - (2Y; T+2Y) CA - LAB 3076.3 - (5Y) US - 29 CFR 1602.14 - (FR+1Y) US - 45 CFR 164.530 (j) - (CU+6Y)	
048	Human Resources	Labor Relations	Documentation related to the negotiations between labor unions for collective bargaining purposes.	Confidential Memos Costing Ground Rules Handouts Information Requests Miscellaneous Information Notes Proposals - City Proposals - Union	AC+5Y	CA - CCP 337 - (LA4Y) CA - GOV 12946 - (2Y; T+2Y) CA - LAB 5410 - (LA5Y) US - 26 CFR 31.6001-1 - (CU+4Y)	
049	Human Resources	Labor Relations Grievances	Documentation related to labor grievances filed under current collective bargaining agreements.	Grievance Files/Commission Hearing Grievance/Hearing Logs Union Grievances	FR+10Y	CA - CCP 337 - (LA4Y) CA - GOV 12946 - (2Y; T+2Y) US - 26 CFR 31.6001-1 - (CU+4Y)	



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Record No.	Business Process	Record Category Name	Record Category Description	Example Records	Retention	Legal Citations	Comments
050	Human Resources	Personnel Files - Employees	All documents related to paid employees (full and part-time), including but not limited to: - hiring - promotion - demotion - transfer - layoff / recall / out-placement - termination / discharge / resignation - pay rates / other terms of compensation	Applications, Applicant Reference Verifications Awards, Rewards, Commendations, Certificates Background Checks, Investigations - candidates hired Complaints Disciplinary Actions Drivers License Data - Class B Employee Acknowledgements, Executed Policy Receipts Employee Licenses and Permits Ethics Certificates Exit Interviews Individual Employee Agreements, Contracts (copies) Individual Education, Development, Training Records Investigations* Job Offer Letters Leave of Absence Documentation, FMLA (compensation, complaints/disputes, requests, parental leave forms, paid/unpaid leave) Oaths of Office Performance Evaluations, Reviews Performance Improvement Plans (PIPs) Personnel Action Forms (PAFs) Recognition Supervisor's Files	T+5Y	CA - 2 CCR 11013 (FR+2) CA - 8 CCR 14300.33 (5Y) CA - GOV 12946 - (2Y; T+2Y) CA - LAB 3076.3 - (5Y) US - 26 CFR 301.6501 - (CU+3Y) US - 29 CFR 1602.14 - (FR+1Y) US - 29 CFR 1602.31 - (T+2Y) US - 29 CFR 1627.3 - (T+1Y) US - 29 USC 1059 - (T+1Y) US - 41 CFR 60-1.12 (a) - (2Y) US - 41 CFR 60-741.80 - (2Y)	
051	Human Resources	Personnel Files - Volunteers and Unpaid Interns	All documents related to unpaid volunteers and interns, including but not limited to: - selection/hiring - assignments - transfer - termination / discharge / resignation	Applications, Applicant Reference Verifications Awards, Rewards, Commendations, Certificates Background Checks, Investigations - candidates accepted Cadet Volunteer Program Complaints Disciplinary Actions Volunteer Acknowledgements, Executed Policy Receipts Individual Education, Development, Training Records Investigations Oaths of Office Performance Evaluations, Reviews Performance Improvement Plans (PIPs) Personnel Action Forms (PAFs) Recognition Supervisor's Files	T+5Y	CA - 2 CCR 11013 (FR+2) CA - 8 CCR 14300.33 (CU+5) CA - GOV 12946 - (2Y; T+2Y) US - 26 CFR 301.6501 - (CU+3Y) US - 29 CFR 1602.14 - (FR+1Y) US - 29 CFR 1602.31 - (T+2Y) US - 29 CFR 1627.3 - (T+1Y) US - 29 USC 1059 - (T+1Y)	
052	Human Resources	Regulatory Reporting for Human Resources	Official non-financial Human Resources reports issued by City organizations to comply with regulatory requirements.	EEOC Reports Labor Reports OSHA 300 Reports	5Y	CA - GOV 34090 - (2Y) US - 29 CFR 405.9 - (5Y) US - 29 CFR 1602.14 - (FR+1Y) US - 29 CFR 1602.30 - (3Y)	
053	Human Resources	Salary, Compensation	Documentation of job classification compensation.	Classification Studies Compensation Plans, Planning, Analysis Determinations of Cost of Living Adjustments Job Descriptions Job Classification Evaluations Salary Range History Salary Surveys	S+3Y	CA - GOV 34090 - (2Y) US - 26 CFR 301.6501 - (CU+3Y)	



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Record No.	Business Process	Record Category Name	Record Category Description	Example Records	Retention	Legal Citations	Comments
054	Human Resources	Staffing	Records and information related to recruitment of qualified persons for both paid and unpaid position with the City, whether full time or temporary, including: - applications and related records of candidates interviewed but not hired or accepted - applications received but not acted upon.	Applications, CVs, Resumes (Rejected, Unsolicited) Applicant Tracking Records (Hired, Rejected) Background Checks, Investigations - candidates not hired/accepted Civil Service Examination Results and Rankings Drug Testing, Pre-Hire Screening - candidates not hired/accepted Interview Notes Job Descriptions Job Postings, Announcements Job Requisition Requests Job Specifications Miscellaneous Hiring Process Notes Position Information Recruitment of Commission/Committee Candidates Temporary Intern Staffing Test Results (Non-hires) Test and Examination Materials Unpaid Interns (Rejected) Volunteers (Rejected)	AC+3Y	CA - GOV 12946 - (2Y; T+2Y) CA - GOV 34090 - (2Y) US - 29 CFR 1602.31 (T+2Y) US - 29 CFR 1627.3b1 (1)	
055	Human Resources	Work Authorizations and Supporting Documentation	Employment eligibility verification forms collected for active employees and supporting documentation regarding immigration status.	I-9 Documents and copies of associated documents (Kay) Immigration Supporting Documentation	T+3Y	US - 20 CFR 655.760 - (T+1Y) US - 8 CFR 274a.2 - (3Y, or T+1Y)	
056	Information Technology	Application, System Development and Maintenance	Technical documentation related to development of City technology processes, applications, or systems, as well as conversions, changes or modifications to existing applications or systems.	Audit Records of Run Completions Backups (Security, System) Business, Functional Requirements Change Requests Data Element Attribute Reports Data Migration Documentation Database Dictionary / Schema End User Documentation, User Manuals Hardware Configurations Joint Dispatch Center Network Circuits Inventories Network/Equipment Control Support Documentation (Service Histories, Site Visit Reports, Trouble Reports) Program Listings Source Code Support Documentation (Logical & Physical Architectural Diagrams, Specifications, Systems Support Materials) System Documentation (Codebooks, Record Layouts, Reference Guides, Specifications) System Test Files System, Application Maintenance Documentation (Hardware/Operating System Requirements, Monitoring Logs, Operating Manuals) Telecommunications System (Telephones, Phones)	LI*	CA - GOV 34090 - (2Y)	* LI = Life of Application, System or Process
057	Information Technology	Technology Access and Security	Records and technical documentation of internal controls and system security. Includes data / information security breaches, notifications, and supporting documentation.	Annual Database & System Security Reviews Audit Trail Files Automated Logs Change Management Case Files Computer Usage Files Data Breach Notifications Data Breach Reports/Responses Data Sets, Extracted Data Summaries Hardcopy Publication, Printouts of Report Data Privileged Area Access Requests Security Access Request Forms Special Access Approvals Usage Reports (Summary, System) User Access Records (Passwords, Security Logs, User Accounts, Log-in Files, Data Entry Logs, Accounts) User Incident, Response Files	CL+3Y	CA - GOV 34090 - (2Y) CA - CIV 1798.27 - (3Y)	



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Record No.	Business Process	Record Category Name	Record Category Description	Example Records	Retention	Legal Citations	Comments
058	Legal	Claims Against the City	Records detailing claims lodged against the City.	Accident/Incident Reports Actuarial Reports Annual Audit of Open Claims Appraisals Claims By/Against the City Closing Letters Damage Estimate Reports Supporting Documentation Insurance Claims, Appraisals, Reports Investigations	FR+10Y	CA - CCP 337 - (LA5Y) CA - GOV 34090 - (2Y)	
059	Legal	Internal Legal Advice and Opinions	Memoranda containing legal advice prepared by City Attorney's Office (CAO) attorneys for City departments.	Memos Opinions	S+10Y	CA - GOV 34090 - (2Y)	
060	Legal	Legal Representation Communications	Written communications with third parties, including attorneys for other parties which are not retained in a larger project or litigation file.	Letters Written Communications	CL+5Y	CA - GOV 34090 - (2Y)	
061	Legal	Licenses, Permits	Documentation of licenses and permits other than those authorizing building or the development of property, and other authorizations issued in the City.	Alarm Permits Alcoholic Beverage Permits Annual Licenses Applications Bicycle Licenses Block Parties Business Licenses (applications, fees, financial history, reports) Candle Permits Concealed Weapon Permits (guns, etc.) Extended Parking FCC Licenses Filming Permits Home Business Licenses Home Occupation Permits (HOP) Massage Establishments Massage Technicians Notices Special Events Special Licenses (<i>pesticides, applicators, painting</i>) Street Permits Taxis (cabs, drivers) Tent Permits Transportation Permits (oversize, overweight)	AC+4Y	CA - CCP 337 (LA4Y) CA - GOV 34090 - (2Y)	Licenses and permits are issued by multiple departments, including: - Police - Planning and Building - Fire
062	Legal	Litigation and Third Party Claims	Records generated for or related to any case or action before a judicial, arbitral, or administrative officer or body.	Claims Complaints Court Orders Discovery Exhibits Judgments Pleadings Related Correspondence Releases Settlement Agreements Subpoenas Third Party Claims	FR+11Y	CA - 2 CCR 11013 - (FR+2Y) CA - 8 CCR 10102 - (5Y; CL+1Y) CA - 8 CCR 10103.1 - (5Y) CA - 22 CCR 1085-2 - (CU+4Y) CA - LAB 5410 - (LA5Y) CA - RTC 7154 - (LA5Y) CA - RTC 19384 - (LA4Y) CA - RTC 19704 - (LA6Y) CA - UIC 1132 - (LA3Y) CA - CCP 315 - (LA10Y) CA - CCP 337.15 - (LA10Y) US - 26 CFR 31.6001 (CU+4Y) US - 26 CFR 301.6501 - (3Y) US - 26 CFR 301.6532-1 - (LA2Y) US - 26 CFR 301.6532-2 - (LA5Y) US - 26 CFR 301.6532-3 (a) - (LA9 Months) US - 26 USC 6531 - (LA6Y) US - 26 USC 6532 - (LA2Y) US - 29 USC 255 - (LA2Y) US - 29 USC 626 (d) - (LA300D) US - 35 USC 286 - (6Y) US - 42 USC 2000e-5 (e) - (LA180D) US - 42 USC 2000e-5 (f) - (LA180D)	



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Record No.	Business Process	Record Category Name	Record Category Description	Example Records	Retention	Legal Citations	Comments
063	Legal	Waivers of Liability	Documentation of liability waiver forms completed and signed by individuals participating in City programs and activities, including those submitted by parents or guardians of minor children.	Waivers of Liability	10Y	CA - 22 CCR 101221 - (CL+3Y) CA - CCP 337 (LA4Y) CA - GOV 34090 - (2Y)	
064	Legislative	Appointments to Boards, Commissions and Committees	Staff records related to appointments made by authorized elected officials to councils, committees, boards, and commissions.	Applications (Appointed, Unsuccessful) Interview Notes Letters of Appointment Letters of Recommendation Oaths of Office Resumes Submitted Documents	T+2Y	CA - GOV 34090 - (2Y)	
065	Legislative	Public Meetings - Administration	Records and information associated with preparation for, and administration of, public meetings of legislative bodies.	Agendas Agenda Packets Agenda Summary Reports Commendations Council Packets Notices Petitions to Council Proclamations Summary of Actions, Statement of Actions (SOAs) Supplemental Communications Transcriptions of audio and video recordings of meetings	2Y	CA - GOV 34090 - (2Y)	
066	Legislative	Public Meetings of Legislative Bodies	Records of all actions taken by City legislative bodies, including Council, Commission, Board, Council Task Force and Committees, taken during public meetings.	Appeals to City Council City Charter City Codes City-wide Plans/Programs Adopted Meeting Minutes, Notices, Transcripts Minute Books & Index Municipal Code Ordinances Policy Resolutions Resolutions	PR	CA - CCP 315 - (LA10Y) CA - CCP 321 - (LA5Y) CA - CCP 336 - (LA5Y) CA - CCP 336a - (LA6Y) CA - CCP 337 - (LA4Y) CA - CCP 337.5 - (LA10Y) CA - GOV 34090 - (2Y) CA - GOV 60201 - (PR)	Includes: - City Council - Design Review Committee - Library Board of Trustees - Planning Commission - Recreation Commission - Traffic Advisory Commission
067	Legislative	Public Notices	Records documenting compliance with laws requiring public notice of government activities. Subjects include assessments, elections, land use changes, public meetings and hearings, sale of property, and others.	Affidavits of Posting Affidavits of Publication/Legal Notices Public Hearing Notices	4Y	CA - CCP 343 - (LA4Y) CA - GOV 34090 - (2Y)	
068	Library	Library Records	Records and information related to the City's library programs and services.	Acquisitions Art Gallery Borrow/Loan Records Classes Catalog of Holdings De-accessioning Facility Rentals Gifts / Donations Inter-Library Loans Library Board of Trustees Material Challenge Records Statistical Reports (<i>circulation, computer usage</i>) Volunteers	LI*+2Y	CA - GC 34090 - (2Y)	* LI = life of holding
069	Library	Passport Acceptance	Records and information related to services performed by the City's library system in support of federal passport programs.	Passport Acceptance Transmittals	2Y	CA - GOV 34090 - (2Y) US - State Dept 2011-2012 Passport Guide (2Y)	



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Record No.	Business Process	Record Category Name	Record Category Description	Example Records	Retention	Legal Citations	Comments
070	Planning and Building	Agreements, Contracts and Leases - Real Property and Infrastructure	Executed agreements, contracts, leases between the City and other parties pertaining to real estate, facilities and City infrastructure.	Addendums Amendments Attachments / Exhibits Bids, Awards (Accepted) Certificates of Insurance Change Orders Delivery Records Disclosures Exhibits Improvement Agreements Letters of Intent License Agreements, Licenses Memoranda of Agreement (MOAs) Memoranda of Understanding (MOUs) Performance Bonds Price Lists Proof of Insurance Certificates Property Improvement Contracts Purchase Orders Quotations Receiving Reports Real Estate Leases, Attachments Requests for Information (RFI) Requests for Proposal (RFP) Requests for Quote (RFQ) Requisitions Schedules Scorecards Specifications Statements of Work (SOW) Surety Bonds (bid bonds, payment bonds, performance bonds, ancillary bonds) Warranties	LI*+10Y	CA - CCP 315 - (LA10Y) CA - CCP 337.1 - (LA4Y) CA - CCP 337.15 - (LA10Y) CA - GOV 34090 - (2Y) US - 26 CFR 31.6001 (CU+4Y) US - 29 CFR 516.5 - (3Y) US - 40 CFR 70.6 - (CL+5Y) US - 40 CFR 122.21(p) - (3Y) US - 40 CFR 122.41(j) - (3Y)	* LI = Life of Building, Facility or Infrastructure Asset
071	Planning and Building	Building Codes, Building Permits, Appeals and Decisions	Records and information documenting the building services provided by the City regulating private property.	Appeals Building and Fire Code Board of Appeals Building Codes Building Inspections Building Permits (issued, active, expired, history) Building Plans - Commercial & Residential Certificates of Compliance Certificates of Occupancy Disability Access Board of Appeals Fire Protection Plans Notices of Noncompliance Planning Review Case Files (<i>notices, neighbor letters, plans, blueprints</i>)	PR	CA - CBC 107.5 - (180D) CA - CCP 337.1 - (LA4Y) CA - CCP 337.15 - (LA10Y) CA - GOV 34090 - (2) CA - HSC 19850 - (LI)	
072	Planning and Building	Building, Property Management	Records and information regarding the structure of City buildings.	As-Built Blueprints Construction Records Electrical Wiring Schematics Floor Plans Property Inventory	LI*+10Y	CA - CCP 337.1 - (LA4Y) CA - CCP 337.15 - (LA10Y) CA - HSC 19850 - (LI)	* LI = Life of Building
073	Planning and Building	Encroachments	Records documenting encroachments upon City property, or by the City on the property of others.	Encroachment Permits, Certificates	PR	CA - CCP 337.1 - (LA4Y) CA - CCP 337.15 - (LA10Y)	
074	Planning and Building	Maintenance Inspection Reports	Reports of inspections of maintenance performed on City facilities and infrastructure including: - Buildings - Park - Streets - Sidewalks - Sewers - Streetlights - Trees	Equipment Inspections Facility Inspections Inventory of City Trees Logs Playground Equipment Reports Sewers (including videos) Sidewalks Streetlights Streets Trees	5Y	CA - CCP 337 - (LA5Y) CA - GOV 34090 - (2Y)	



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Record No.	Business Process	Record Category Name	Record Category Description	Example Records	Retention	Legal Citations	Comments
075	Planning and Building	Planning and Zoning Services	Records and information pertaining to the activities of the planning division, including zoning.	Agricultural Preserve Appeals Below Market Rate Units / Affordable Housing Design Review Development Regulations Downtown Parking Requirements Environmental Impact Reports (EIR), Notice of Determination, Categorical Exemptions, etc. Environmental Reviews Flood Zone Determinations General Plan (housing element, amendments, growth management element, noise element) Land Use Permits, Studies Landscape Master Plans Parking Calculations Planned Unit Development (PUD) Plans (Specific) Public Use Resolutions Rezoning Sign Permits Soil Reports Summary of Actions Variances Water Zoning Zoning Text and Map Amendments	PR	CA - CCP 337.1 - (LA4Y) CA - CCP 337.15 - (LA10Y) CA - GOV 34090 - (2Y) CA - HSC 19850 - (LI) CA - WAT 10631 - (5Y)	
076	Planning and Building	Real Estate Transactions	Records and information related to the ownership, acquisition, disposition, transfer of, lease of, or improvement of real property, infrastructure and facilities including grant deeds, owned by or used by the City.	Acquisitions Attachments Buildings Capital Improvements Community Development Block Grant (CDBG) Property Acquisitions Deeds of Trust Dispositions Housing Authority Owned Properties Land Mortgages Possessory Interest Property Transaction (DDA, DA, Etc.) Right of Way Sales Valuation Information	PR	CA - CCP 337.15 - (LA10Y) CA - GOV 34090 - (2Y)	
077	Planning and Building	Real Property Maps	Final maps and geographical information pertaining to City properties.	Aerial Photos Assessment Districts Assessor Parcel Maps Building Site Determination Drainage Improvement Plans, Drawings Land Survey Maps Lot Line Adjustments Lot Numbers Major Subdivisions (SD) Minor Subdivisions (MS) Parcel Mergers Parcels Parks Plats Record Maps Record of Survey Maps Redevelopment Sphere of Influence Street Address Files Tentative Maps Vellums	PR	CA - CCP 337.15 - (LA10Y) CA - GOV 34090d - (2Y) CA - HSC 19850 - (LI)	



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Record No.	Business Process	Record Category Name	Record Category Description	Example Records	Retention	Legal Citations	Comments
078	Planning and Building	Recorded Documents - Liens	Records of liens recorded on behalf of the City.	Liens	AC+10Y	CA - GOV 34090 - (2Y)	
079	Planning and Building	Recorded Documents - Vital	Records and information pertaining to those original key documents recorded on behalf of the City.	Abandonments Address Records Annexations Certificate of Correction Conveyances from the City (Deeds, Easements, Abandonments/Vacations) Conveyances to the City (Deeds, Easements, Dedications) Deeds Detachments Easements Grant Deeds Irrevocable Offers to Dedicate Rights-of-Way Vacations	PR	CA - GOV 34090 - (2Y)	
080	Planning and Building	Security, Access Operations	Records and information regarding physical access controls and protection for City buildings and facilities.	Access Controls Access Reports Badge Lists Daily Activity Logs Facility Key Lists Key Cards Transaction Logs	2Y	CA - GOV 34090 - (2Y)	
081	Police	Administrative Reporting	Reports received and/or generated in the routine course of law enforcement activities and not associated with a case number.	Activity Reports Crime Statistics Incident Logs Published Reports Ride-Along Program Records Uniform Crime Reporting	AC+2Y	CA - CCP 339 - (LA2Y) CA - GOV 34090 - (2Y)	
082	Police	Body-Worn Camera Recordings - Access/Deletion Logs	Records or logs of access and deletion of data from peace officer body-worn cameras.	Body Cam Taser Cam	PR	CA - PEN 832.18 (b)(5)(E) - (PR)	
083	Police	Body-Worn Camera Recordings - Evidentiary	Recordings from peace officer body-worn cameras that contain evidentiary data of a crime or potential crime.	Body Cam Taser Cam	2Y*	CA - PEN 832.18 (b)(5)(B) - (2Y)	* Exception: If recordings are evidence in any criminal prosecution, claims filed, potential claims or any pending litigation, they shall be preserved in accordance with the requirements associated with the crime, claim or litigation.
084	Police	Body-Worn Camera Recordings - Routine, Non-Evidentiary	Routine recordings from peace officer body-worn cameras that do not contain evidentiary data of a crime or potential crime.	Body Cam Taser Cam	60D*	CA - PEN 832.18 (b)(5)(A) - (60D)	
085	Police	Case Files - Dead Bodies	Records and crime reports associated with investigations of dead bodies, whether by natural causes or found.	Reports Statements	CL*+2Y	CA - GOV 34090 - (2Y) CA - PEN 799 - (PR)	* Case remains open until body has been identified and cause of death determined. If determination is made that the death was a homicide, records are recategorized as "Felony Murder/Homicide" case files (see "Police - Case Files - Felony Murder/Homicide, Capital Offenses, Child Abuse, Elder Abuse, and Violations of Public Trust" below).
086	Police	Case Files - Felonies, Excluding Murder	Records and crime reports associated with felony violations of laws, excluding homicide and capital violations.	Case Files Reports	CL*+10Y	CA - CCP 339 - (LA2Y) CA - GOV 34090 - (2Y) CA - PEN 799 - (MAINT) CA - PEN 851.8 - (SEAL&DESTROY) CA - PEN 851.90 - (MAINT)	*Provided there are not outstanding warrants, deaths, and it is not classified under PC §800 and 290 and HSC §11850; Statute of limitations is 2 years; Destroy juvenile marijuana after age 18; HSC §11361.5; GC §34090, PC §802, PC §187, 800 et seq. * Closed is defined as case has been adjudicated, all appeals exhausted or all time served.



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Record No.	Business Process	Record Category Name	Record Category Description	Example Records	Retention	Legal Citations	Comments
087	Police	Case Files - Felony Murder/Homicide, Capital Offenses, Child Abuse, Elder Abuse, and Violations of Public Trust	Records and crime reports associated with capital felony violations of laws, including homicide, child abuse, elder abuse, embezzlement of public funds, or falsification of public documents.	Case Files Reports	PR	CA - CCP 339 - (LA2Y) CA - GOV 34090 - (2Y) CA - PEN 187-199 - (MAINT) CA - PEN 290 - (MAINT) CA - PEN 799 - (PR) CA - WIC 602 - (PR)	No limitation on commencement of action; PEN §261 , 286, 288, 288a, 288.5, 289, 289.5, and 799.
088	Police	Case Files - Juvenile	Records and crime reports associated with criminal cases dealing with juveniles.	Case Files Reports	Longer of: MAJ*+8Y (or) SEAL**+5Y	CA - WIC 300 (age 18 or as directed by court) CA - WIC 781 (age 18 or as directed by court) CA - WIC 826 (age 18 or as directed by court)	*MAJ = Age of Majority Status (18Y); **SEAL = Date Records Sealed Statute of limitations runs up to age of majority + 8 years; Sealing for juveniles and Wards of the Court retained for 5 years; CP §340.1; GC §34090; WIC §781(d); WIC §826(a)&(b); WIC §781(a).
089	Police	Case Files - Misdemeanors, Infractions	Records and crime reports of misdemeanors and infractions, including parking and other citations.	Case Files Reports	AC*+4Y	CA - CCP 339 - (LA2Y) CA - PEN 802 - (1Y; 2Y; 3Y; 4Y) CA - GOV 34090 - (2Y) CA - VEH 2547 - (2Y; 3Y)	* Provided there are no outstanding warrants, deaths, and it is not classified under PC §800 & 290 and H&S §11850; Statute of Limitations is 2 years; Destroy juvenile marijuana after age 18.
090	Police	Case Files - Missing Persons and Runaways	Records and crime reports associated with missing persons and runaways.	Case Files Reports	AC*+2Y	CA - GOV 34090 - (2Y)	* Case remains active until solved
091	Police	Case Files - Officer Involved Shootings	Records and crime reports associated with criminal cases dealing with officer involved shootings.	Case Files Reports	FR+25Y	CA - GOV 34090 - (2Y)	
092	Police	Case Files - Sealing of Adult Records	Records of court orders to seal the records of adults.	Case Files Reports	3Y*	CA - PEN 851.8 - (SEAL+3Y) CA - PEN 851.90 - (MAINT)	*From the date the records were sealed
093	Police	Case Files - Stolen Property	Records and crime reports associated with stolen property.	Case Files Reports	AC*+3Y	CA - CCP 338 - (LA3Y)	* Case remains open until solved
094	Police	Case Files - Traffic Collisions - Fatal	Records and crime reports associated with traffic collisions involving fatalities.	Case Files Reports	PR	CA - GOV 34090 - (2Y)	
095	Police	Code Compliance and Enforcement	Records and information documenting compliance with City codes, including violations.	Appeals Citations Inspections / Enforcement (Business, Residential) Investigations Notices of Violation Photographs Vehicle Abatement (abandoned vehicles) Violations Weed Abatement	AC*+3Y	CA - GOV 34090 - (2Y)	* Case remains active until all issues have been satisfactorily resolved and closed.
096	Police	Criminal Registrations - Drugs, Gangs	Records for those required to register as drug or gang violence offenders.		5Y	CA - GOV 34090 - (2Y) CA - HSC 11594(a) - (5Y) CA - PEN 186.32 - (5Y)	
097	Police	Criminal Registrations - Sex Offenders, Arsonists	Records for those required to register as sex offenders or arsonists.		LI*	CA - GOV 34090 - (2Y) CA - PEN 290(b) - (Life of Offender) CA - PEN 457.1(b)(2) - (Life of Arsonist)	* Life of the offender or arsonist
098	Police	Dispatch Records	Records of emergency calls to include time and date of call, contents of call, location of call, name of unit sent to scene, and other related information.	911 Emergency Call Logs Arrest Logs Dispatch Activity Log Radio Dispatcher Logs Watch Commander Logs	2Y*	CA - GOV 34090 - (2Y)	* Exception: Recordings used as evidence in a criminal prosecution or claim filed or litigation or potential claims and litigation shall be preserved for 100 days after conclusion of the court action.
099	Police	Routine Dispatch Telephone and Radio Communications Records	Routine daily recording of telephone communications and all radio communications relating to the operations of the department	Audio Telephone Recordings Audio Radio Recordings 911 Call Recordings	100D*	CA - GOV 34090.6 - (Routine Audio: 100D)	* Exception: If recordings are evidence in any criminal prosecution, claims filed, potential claims or any pending litigation, they shall be preserved for 100 days after the conclusion of the court action.



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Record No.	Business Process	Record Category Name	Record Category Description	Example Records	Retention	Legal Citations	Comments
100	Police	Seized or Unclaimed Property Records	Records documenting tracking and management of physical property seized by the Police department, or collected by the Police department but unclaimed, and not assigned to a case number or considered as evidence in a criminal investigation.		AC+2Y	CA - CCP 339 - (LA2Y) CA - GOV 34090 - (2Y)	
101	Police	Video Recordings - Routine	Recordings of routine video monitoring, but excluding those from peace officer body-worn cameras, to include time and date of video, location of video and other related information.	Building Security Recordings In-Car Video	1Y*	CA - GOV 34090.6 - (Routine Video: 1Y)	* Exception: If recordings are evidence in any criminal prosecution, claims filed, potential claims or any pending litigation, they shall be preserved for 100 days after the conclusion of the court action.
102	Public Works	Hazardous Waste, Monitoring and Remediation	Planning, monitoring and contingency/emergency action plans for hazardous waste, emergency and spill response, natural and exposure emergencies, notifications and response; environmental action plans and supporting documentation; hazardous communications plans, including labeling, MSDS controls, training programs and procedures.	Emergency Response Programs Employee Hazardous Chemical Exposure Hazardous Material Incident Reports Hazardous Substances Shipping Manifests Hazardous Waste Material Safety Data Sheets (MSDS) Proposition 65 Monitoring Site Mitigation Toxic Substance Inventory	AC+30Y	CA - CCP 338.1 - (LA5Y) CA - 8 CCR 3204d - (CL+30Y) US - 29 CFR 1910.1020 - (CL+30Y) US - 49 CFR 172.201 - (3Y)	
103	Public Works	Operational Maps	Informal maps and geographical information pertaining to City operations and services.	Sewer TV Surveys Street Sweeping Tree Trimming Trash Pick-up	S+4Y	CA - CCP 337.1 - (LA4Y) CA - GOV 34090 - (2Y)	
104	Public Works	Public Works Capital Project Files	Records and information related to the administration, analysis, design, development, planning, construction and maintenance of public works, Capital Improvement (CIP) and engineering projects for City facilities and infrastructure.	As-Built Plans Calculations Certificates of Compliance/Notice of Non-Compliance Certified Payrolls Change Orders Closures Construction Daily Inspections Development Fee Book Drainage Permits E.I.R., Notice of Determination, Categorical Exemptions Environmental Impact Statements Fees (facility, impact, traffic, water system) Field Inspections, Notebooks Final Improvement Plans Geologic Studies Grading Permits Insurance Certificates Materials Testing Reports Notice of Completion Photos/Pictures Progress Meetings Project Schedules Public Notices Real Estate Appraisals Relocations RFIs & Responses Soils Reports Sound Walls Standard Plans Studies and Surveys Submittals Underground Utilities	PR	CA - CCP 337.1 - (LA4Y) CA - CCP 337.15 - (LA10Y) CA - 14 CCR 15095 - (Reasonable) CA - GOV 34090 - (2Y) CA - HSC 19850 - (LI) US - 40 CFR 122.21(p) - (3Y) US - 40 CFR 122.41(j) - (3Y)	Includes the following: - Bicycle / Pedestrian Trails / Paths - Bridges and Creeks - Parking (residential, non-residential) - Streets (striping, lights, curbs, gutters, medians, pavement markings, traffic legends) - Sidewalks - Signs, Signals
105	Public Works	Traffic and Transportation Planning	Records and information of traffic engineering and transportation planning activities, including studies and surveys.	Speed Surveys Street/Highway Studies/Surveys Traffic Counts Traffic Management Plans Transportation Planning	5Y	CA - GOV 34090 - (2Y)	



**City of San Marino
Retention Schedule**

ACRONYMS

AC = While Active **AU** = Audit **CL** = Close/Completion **CU** = Current Year **D** = Day **FR** = Final Resolution **LA** = Limitation on Action
LI = Life (of program, asset) **M** = Month **MA** = Maturity **MAINT** = Maintain Records **PR** = Permanent **S** = Superseded **T** = Termination **Y** = Year

Record No.	Business Process	Record Category Name	Record Category Description	Example Records	Retention	Legal Citations	Comments
106	Public Works	Traffic Control and Improvement	Records and information related to the City's efforts to manage and improve traffic and circulation.	Bicycles Enforcement Highway Corridors Impact Studies Signals Signs Temporary Street Closures	2Y	CA - GOV 34090 - (2Y)	
107	Recreation	Recreation Facilities	Records and information documenting arrangements for using the City's recreational facilities and services.	Facility Rentals (use applications, permits, reservation books, insurance certificates, users, reports)	AC+4Y	CA - CCP 337 - (LA4Y) CA - CCP 338 - (LA3Y) CA - GOV 34090 - (2Y)	
108	Recreation	Recreation Programs	Records and information documenting the City's parks and recreational programs and services, including: - Child Care and PreSchool - Facility Rentals - Events - Registration documents - Proposals for Classes - Volunteers - Sports and Fitness programs - Summer Camp and Camp Lacey	Applications Background Checks (<i>adults in contact with children</i>) Classes Contractor Timecards Emergency Forms Immunization Forms Incident/Accident Reports (<i>when a claim is not filed</i>) Plug-n-Play (<i>for registration payments</i>) Program/Event Evaluations Recreation Programs Registration Forms Schedules Special Events Transportation Forms (<i>select classes, day care, camp, event</i>) Withdrawal Forms	AC+5Y	CA - GOV 34090 - (2Y) CA - 22 CCR 101221 - (CL+3Y)	