

City of San Dimas Record Retention Schedule



Prepared by City Clerk's Office
February 2016

City of San Dimas

Records Retention Schedule

(v 2.0)

The retention schedule is intended to direct city Staff on when and how to disposition City records after they have exceeded their lifecycle.

Modifications and Additions

Because records reflect activities that are constantly changing, the retention requirements for records sometimes require revision as well. Consequently, records retention and disposition schedules often need modification or additions in order to be realistic and effective. There may be some retention periods and disposition requirements within this schedule that may change between major reviews of the schedule. In accordance with Resolution 2000-18 the City Clerk is authorized

REVISION HISTORY

Version	Date of Approval/Resolution	Extent of Revision
1.0	April 2000 /2000-18	Version 1
2.0	February 23, 2016	General update

City of San Dimas Records Retention Schedule *(v 2.0)*

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City of San Dimas

Records Retention Schedule (v 2.0)

RECORDS CLASSIFICATIONS

ADMINISTRATION-100

General Records

- City Clerk
- City Council
- Commissions/Committees
- Conflict of Interest
- Elections
- Fair Political Practices Commission
- Legal/Legislative
- Oaths
- Public Information
- Records Management

Finance

- Accounting
- Fixed Assets
- Business License
- Payroll

Human Resources

Information Services

Parking Division

Permits

Policies/Procedures

Public Financing Authority

Risk Management

Treasurer

DEVELOPMENT SERVICES-200

General Records

- Building
- Code Enforcement
- Planning

Parks & Recreation-300

General Records

- Landscape
- Municipal Facilities

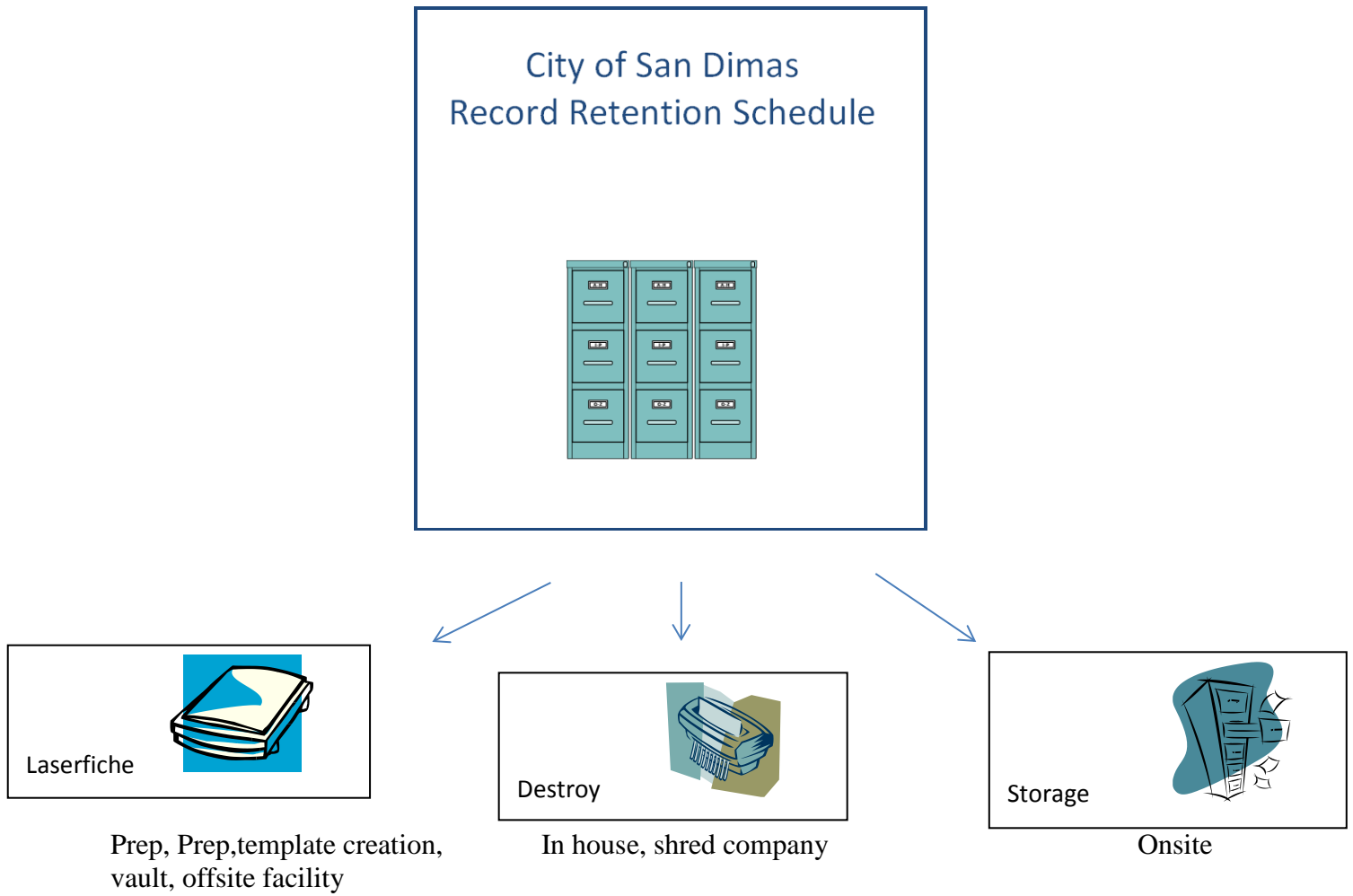
Public Works-400

General Records

- Parking
- Permits
- Streets
- Environmental

The Circulation of a Document

Using the records retention schedule the path of a document would follow the path below.



City of San Dimas Records Retention Schedule (V 2.0)

ADMINISTRATION					
Record Series	Records/Title/Subtitle Description	Total Retention	Office of Record	Scan/ Destroy	Statutory Reference
General Records					
100	Annexations	P	City Clerk	Y/N	GC34090
100.1	Assessment Districts – Northwoods, Boulevard <ul style="list-style-type: none"> • Formation <i>(Records that create authority to levy taxes and assessments for maintenance and construction. May include but not limited to resolution of intention, hearing reports, engineers reports, petition, maps, ballot election results, certification of noticing and mailings, recorded boundary maps and notices)</i> 	P	City Clerk	Y/N	GC34090
100.2	Assessor	P	City Clerk	Y/N	GC34090
100.3	Correspondence – General	CL+2 yrs.	City Clerk	N/Y	GC34090
100.4	Biographies (City Council) Historical	P	City Clerk	Y/N	GC34090
100.5	Budget (Copies Department Reference)	S	City Clerk	N/Y	GC34090
100.6	Complaint Files (Cable, Utility, Waste Management)	CL+2 yrs.	City Clerk	N/Y	GC34090
100.7	Organizational Charts	S	City Clerk	N/Y	GC34090
100.8	Special Projects	CL+2 yrs.	Admin	N/N	GC34090
Contracts & Agreements					
100.9	Invitation to Bid	CL+2 yrs.	City Clerk	N/Y	GC34090
100.10	Bids Successful (Filed with Contract / Agreement)	Until Audited+	City Clerk	N/Y	GC34090 CCP337
100.11	Bids Unsuccessful	CL+2 yrs.	City Clerk	N/Y	GC34090(d)
100.12	RFPs/RFQs Successful (Filed with Contract / Agreement)	Until Audited	City Clerk	N/Y	GC34090 CCP337
100.13	RFPs/RFQs Unsuccessful	CL+2 yrs.	City Clerk	N/Y	GC34090

City of San Dimas Records Retention Schedule (V 2.0)

ADMINISTRATION					
Record Series	Records/Title/Subtitle Description	Total Retention	Office of Record	Scan/ Destroy	Statutory Reference
100.14	State & County Agreements	P	City Clerk	Y/N	GC34090 CCP337
100.15	Easements <ul style="list-style-type: none"> • Index, Attorney Cases 	P P	City Clerk	Y/N Y/N	GC34090(a) CCP337
100.16	Grant Federal/State: <ul style="list-style-type: none"> • Successful • Unsuccessful (<i>Documents the application, evaluation, awarding, administration, monitoring and status of grants in which a local government entity is the recipient or administer.</i>)	CL+5 yrs. 2 yrs.	Lead Dept.	Y/Y N/Y	GC34090 21CFR1403.36 (i) (11) & 1403.42(b) 24CFR 85.42 91.105(h) & 570.502(b), 29CFR 97.42 7 CFR 3016.42 OMB Circular A-110 & A-133
City Clerk					
200	Authorities Board Commissions Committees Applications <ul style="list-style-type: none"> • Successful • Not Successful • Agenda and Minutes 	CL+2 yrs. CL+2 yrs. P	City Clerk	N/N N/N Y/N	GC34090 GC34090 GC34090
City Council					
201	Agenda Packet	CL+2 yrs.	City Clerk	Y/Y	GC34090
201.1	Official Minutes	P	City Clerk	Y/N	GC34090
201.2	DVD	P	City Clerk	N/N	GC34090
201.3	Ordinances (Originals)	P	City Clerk	Y/N	GC34090
201.4	Resolutions (Originals)	P	City Clerk	Y/N	GC34090
201.5	Roster (Historical)	P	City Clerk	Y/N	GC34090
Commissions/Committees					
202	Administrative Files	P	City Clerk	Y/Y	GC34090
202.1	Manual	S	City Clerk	Y/N	GC34090
202.2	Rosters	P	City Clerk	Y/Y	GC34090
Conflict of Interest					
203	Administration Files <i>Code updates, tracking, reference files Note: Council resolution adopts conflict code, and one copy is retained in resolution binder</i>	S	City Clerk	Y/Y	GC34090

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Elections					
204	Affidavit Index	CL+6 mths.	City Clerk	N/Y	EC17001
204.1	Applications Vote-by-Mail Ballots and Envelopes	E+6 mths. From date of election	City Clerk	N/Y	EC17505 EC17302
204.2	Application: View Voter Registration Information	CL+6 mths. (From date of application)	City Clerk	N/Y	EC2188(f)
204.3	Assisted, Challenged Voters List	E+6 mths. From date of election	City Clerk	N/Y	EC17304
204.4	Ballots & Vote-by-Mail Voter Ballots <i>(From date of election; ballots submitted to precincts/City Clerk that was not used. Unless contested.)</i>	E+6 mths.	City Clerk	N/Y	EC17302
204.5	Ballots after recount	E+6 mths. <i>(from completion of canvass)</i>	City Clerk	N/Y	EC17306
204.6	Ballots <ul style="list-style-type: none"> • Prop. 218 <i>(Assessment Districts)</i> <i>Property related fees</i> <i>Assessment Ballot proceedings)</i> 	E+2 yrs.	City Clerk	N/Y	GC53753(e)(2)
204.7	Calendar	None	City Clerk	N/Y	GC34090
204.8	Canvass <i>(The Resolution declaring results is retained Permanently. Notifications and publications of election. Records used to compile final election results: tally sheets, voting machine tabulation, detail breakdown of results)</i>	P E+6 mths.	City Clerk	Y/N N/Y	GC34090 EC17304
204.9	Certificates of Election <i>(Original reports and statements)</i>	T+4	City Clerk	Y/N	GC34090

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Record Series	Records/Title/Subtitle Description	Total Retention	Office of Record	Scan/ Destroy	Statutory Reference
204.10	History <i>(History of elections, sample ballots, certificates of destruction, resolutions, etc.)</i>	P	City Clerk	Y/N	GC34090
204.11	Inspectors receipts for ballots	E+6 mths.	City Clerk	N/Y	EC17302
204.12	Notifications and Publications <i>(Proof of publication or posting, certification and listing of notice of posting, newspaper notice)</i>	E+6 mths.	City Clerk	N/Y	EC34090
204.13	Oaths of Office	T+6 yrs.	City Clerk	Y/Y	GC34090 GC40813
204.14	Petitions <i>(From date of final examination or election final results. Initiative, referendum, recall)</i>	8 mths.	City Clerk	Y/N	EC17200 EC17400
204.15	Precinct Maps	CL+2 yrs.	City Clerk	Y/Y	GC34090
204.16	Precinct Records <i>(from date of election, precinct official material: declaration of intention, precinct board member appointments, polling place designation)</i>	E+6 mths.	City Clerk	N/Y	GC34090
204.17	Roster of Voters	E+6 mths.	City Clerk	N/Y	EC17300
Fair Political Practices Commission					
205	Campaign/Committee Disclosures – <i>(460, 470, 497, 501)</i> <ul style="list-style-type: none"> • Elected • Not Elected • Measures, etc. • Electronically Filed • 410's 	P 5 yrs. 7 yrs. 10 yrs. 4 yrs.	City Clerk	Y/N Y/Y Y/Y N/Y Y/Y	GC81009(b) GC81009(b) GC81009(e) FPPC FPPC
205.1	Campaign/Committee Disclosures – <i>(460, 470, 497, 501)</i>	E+5 yrs.	City Clerk	Y/N	GC81009(b)

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ADMINISTRATION					
Record Series	Records/Title/Subtitle Description	Total Retention	Office of Record	Scan/ Destroy	Statutory Reference
205.2	Statement of Economic Interests (Form 700) <ul style="list-style-type: none"> • Elected • Not elected • Employees • Commissioners 	(Copies 4yrs.) 7 yrs. 7 yrs. 7 yrs. Originals	City Clerk	Y/N Y/N Y/N Y/N	GC81009(f) GC81009(f) GC81009(e) GC81009(e)
205.3	Agency Forms <ul style="list-style-type: none"> • New Positions - 804 • Public Official Appointments 806 <i>(Maintained on city website)</i>	S 7 yrs.	City Clerk	N/Y Y/Y	GC81009(e) 2 CCR 18705.5
Legal/Legislative					
206	AB1234 Training Certificates (Ethics Training)	CU+2 yrs.	City Clerk	N/Y	GC53235.2 (b)
206.1	Administrative Hearings	CU+2 yrs.	City Clerk	N/Y	GC34090
206.2	Agendas <i>(Agendas and special meeting notices, including certificates of posting, summaries, communications and action agendas for Authorities, Boards, Commissions, Council)</i>	P <i>(Historical)</i>	City Clerk	Y/N	GC34090
206.3	Agenda Staff Reports	CU+2 yrs.	City Clerk	Y/Y	GC34090(d)
206.4	Appeals to Council	CU+2 yrs.	City Clerk	Y/Y	GC34090
206.5	Articles of Incorporation	P	City Clerk	Y/N	GC34090
206.6	Case Records-High Profile <i>(Cases that have importance or set a legal precedence. Includes but limited to logs, complaints, police reports, court orders, motions, notes)</i>	P	City Clerk	Y/N	GC34090
206.7	Case Records – Routine	CL+7 yrs. <i>(Unless minor – 3 years after turning 18)</i>	City Clerk	Y/N	GC34090
206.8	Legal Advertising <i>(Copies with project file)</i>	CU+2 yrs.	City Clerk	N/N	GC34090 GC54960.1 (c)(1)
206.9	Litigation <ul style="list-style-type: none"> • Land Use 	CL+5 yrs.	Admin	Y/Y	GC34090 CCP 337

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Record Series	Records/Title/Subtitle Description	Total Retention	Office of Record	Scan/ Destroy	Statutory Reference
206.10	Logs, Attorney Service Request	CU+2 yrs.	N	N/Y	GC34090
206.11	Minutes <i>(Official minutes and hearing proceedings of governing body or board, commission or committee)</i>	P	City Clerk	Y/N	GC34090(d)
206.12	Municipal Code	P	City Clerk	Y/N	GC34090
206.13	Opinions <i>(City Council)</i>	S+2 yrs.	City Clerk	Y/N	GC34090
206.14	Ordinances	P	City Clerk	Y/N	GC34090(d)
206.15	Petitions <i>(Submitted to Legislative Bodies)</i>	CU+1yrs.	City Clerk	N/Y	GC50115
206.16	Tapes: Audio Video	CU+3 yrs.	City Clerk	N/Y	GC34090.7
Oaths					
207	City Council Commissioners Disaster Service Worker	T+5 yrs.	City Clerk	Y/Y	GC3105
Public Information					
208	Public Records Requests <ul style="list-style-type: none"> • Logs • Response 	CL+2 yrs.	City Clerk	N/Y	GC34090
Records Management					
209	Certificates of Destruction <i>(Record of final disposition of records)</i>	P	City Clerk	Y/N	GC34090
209.1	Document Recovery/Disaster Plan	S+2 yrs.	City Clerk IT	Y/N	GC34090
209.2	Records Retention Schedule	P	City Clerk	Y/N	GC34090
209.3	Record Transfers	P	City Clerk	Y/N	GC34090

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ADMINISTRATION					
Record Series	Records/Title/Subtitle Description	Total Retention	Office of Record	Scan/ Destroy	Statutory Reference
Finance					
300	Accounting Journals <i>(Documents financial transactions. With support documents.)</i>	AU+4 yrs.	Finance	Y/N	GC34090
300.1	Accounts Payable <i>(Documents vendor information and support for payments to vendors for goods, services or other obligations. May include but not limited to invoices, payment vouchers, cleared checks, check registers, IRS Forms 1009, W-9)</i>	AU+4 yrs.	Finance	Y/Y	GC34090
300.2	Accounts Receivable <i>(Documents revenues owed to the City by citizens, organizations, vendors and others to be credited to accounts. Also documents billing and collection of monies. Daily cash, credit receipts, re-cap-posting, deposits)</i>	AU+4 yrs.	Finance	N/Y	GC34090
300.3	Assessment Districts <ul style="list-style-type: none"> • Administration <i>(Records the levying of taxes and assessments for maintenance and construction; and distribute funds. May include but not limited to annual reports, tax rolls, maps, engineer's reports).</i> 	AU+4 yrs.	Finance	Y/N	GC34090
300.4	Audits / Annual Financial Report / CAFR	P	Finance	Y/N	GC34090

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ADMINISTRATION					
Record Series	Records/Title/Subtitle Description	Total Retention	Office of Record	Scan/ Destroy	Statutory Reference
300.5	State Reports <ul style="list-style-type: none"> • Local Government Compensation Report • State Controller • Statement of Indebtedness • Streets & Highways 	AU+4 yrs.	Finance	Y/N	GC34090
300.6	Budget (<i>Original Document</i>) <ul style="list-style-type: none"> • Mid-year • Budget Forecasts 	P 10 yrs. 2 yrs.	Finance	Y/Y	GC34090
300.7	Bank Statements (<i>Financing Authority</i>)	AU+4 yrs.	Finance	N/Y	GC34090 et seq
300.8	Budget Journals (<i>Used to establish, move or change budgets</i>)	AU+4 yrs.	Finance	N/N	GC34090
300.9	Invoices	AU+4 yrs.	Finance	Y/N	GC34090
300.10	Investment Records (<i>Summary of transaction, inventory & earnings report. Monthly statements, monthly, quarterly reports</i>)	AU+4 yrs.	Finance	N/N	GC34090(d)
300.11	Investment Agreements	CL+5 yrs.	Finance City Clerk (copy)	Y/N	GC34090(d) CCP337
300.12	Ledgers (<i>General, Revenue, Expense Reports, Treasurer</i>)	AU+4 yrs.	Finance	Y/Y	GC34090
300.13	Receipts	AU+4 yrs.	Finance	N/Y	GC34090
300.14	Refunds	AU+4 yrs.	Finance	N/Y	GC34090
300.15	Warrant Register	AU+4 yrs.	Finance	Y/Y	GC34090
300.16	Vehicle Mileage Reimbursement Rates	S+4 yrs.	Finance	N/Y	GC34090
Fixed Assets					
301	Inventory	AU+4 yrs.	Finance	N/Y	GC34090
301.1	Surplus Property <ul style="list-style-type: none"> • Auction (<i>Listing of property, sealed bid sales of equipment</i>) 	AU+4 yrs.	Finance	N/Y	GC34090
301.2	Vehicle Ownership & Title	L	Finance	Y/Y	VC9900 et seq

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ADMINISTRATION					
Record Series	Records/Title/Subtitle Description	Total Retention	Office of Record	Scan/ Destroy	Statutory Reference
Licenses					
302	Business <i>(Applications, payments, reports)</i>	AU+4 yrs.	Finance	Y/Y	GC34090
Payroll					
303	Payroll Records <i>(Documents earnings, deductions and withholdings. May include but not limited to timesheets, deduction authorization, beneficiary designations, garnishments, W2,</i>	AU+4 yrs.	Finance	Y/Y	29 CFR 516.2 29CFR 1627.3 (2) GC34090 IRS Reg 31.6001-1 (e) (2) R&T 19530 LC 1174(d)
303.1	Payroll Retirement Records <i>(Documents pension and deferred compensation contributions)</i>	T+5 yrs.	Finance	??	26CFR 16001-1 29CFR 1627.3 (2) 29CFR516..6 LC1174(d)
303.2	Accumulated Hours Report	CU+1 yr.	Finance	N/Y	GC34090
303.3	PERS Annual Report	AU+4 yrs.	Finance	Y/N	GC34090
303.4	W-4	S+4 yrs.	Finance	Y/Y	GC34090 26 CFR 31.6001-1
303.5	Salary Schedules (Original) <i>(Resolutions)</i>	P	City Clerk	Y/N	GC34090(e)
Human Resources					
400	CAL-OSHA Records <ul style="list-style-type: none"> • Regulatory Inspection Reports & Citations <i>(document regulatory inspections or inspections)</i> • Logs 200 & 300 <i>(document work related illnesses and injuries)</i> • Exposure Monitoring Records • Building Material Test Data 	5 yrs. 5 yrs. 30 yrs. P	Personnel	Y/Y Y/N Y/N Y/N	8 CCR 3203 (b) (1), 8 CCR 5193 (h)(D)&(3) LC 6429c, GC 34090

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ADMINISTRATION					
Record Series	Records/Title/Subtitle Description	Total Retention	Office of Record	Scan/ Destroy	Statutory Reference
Human Resources					
400.1	Candidate Files - Unsolicited and Unsuccessful (<i>Records used during the hiring process. May include, but is not limited to: applications, correspondence medical exams, testing</i>)	CL+3 yrs.	Personnel	N/Y	29 CFR 1602 et seq & 1627.3 (a), (5), (6) 2 CCR 7287 et seq GC12946 GC34090
400.2	DMV Pull Notices	S	Personnel	N/Y	GC12946 CG34090
400.3	Employee Benefit Records (<i>May include, but limited to: plan selection, application forms, enrollment records, contribution and deduction summaries, personal data records, authorizations, beneficiary information, year-end leave balance reports and related documents</i>)	S+2 yrs.	Personnel	N/Y	29CFR 1627.3 (b)(2) GC34090 (d)
400.4	Employee Discipline & Grievance Records (<i>May include but not limited to: administrative law hearing and arbitration records</i>)	P	Personnel	Y/N	GC34090
400.5	Employee Medical Records <ul style="list-style-type: none"> • Pre-employment and non-industrial (<i>Non-Industrial or FMLA Medical records</i>) • All others 	Sep.+30yrs. Sep.+30yrs.	Personnel	Y/Y N/Y	8CCR§3240 (d)(1) 29 CFR 1910.1020 (d)(1)(i) GC12946, GC34090 (d)

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ADMINISTRATION					
Record Series	Records/Title/Subtitle Description	Total Retention	Office of Record	Scan/ Destroy	Statutory Reference
400.6	Employee Personnel Records <ul style="list-style-type: none"> • Personnel action requests and separation agreement <i>(Master personnel record maintained for each employee. May include but not limited to: job application, notices of appointment, personnel action request, payroll withholding, performance documentation, employees service awards, oaths of office, FMLA records, separation agreements and other records related to an individual's employment)</i> • 	Sep.+6 yrs.	Personnel	Y/Y	29 CFR 1627.3(b)(i), 29 CFR 1602.14 GC12946 GC34090 29 USC 1113
400.7	Examination and Testing <i>(May include but not limited to: examinations, tests, scoring tools)</i>	CL+3 yrs.	Personnel	N/Y	29 CFR 1602 et seq & 1627.3 (a), (5), (6) 2 CCR 7287 et seq GC12946 GC34090

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ADMINISTRATION					
Record Series	Records/Title/Subtitle Description	Total Retention	Office of Record	Scan/ Destroy	Statutory Reference
400.8	Litigation <ul style="list-style-type: none"> • Skelly Hearings 	Sep.+5 yrs.	Personnel	Y/N	29 CFR 1627.3(b)(i), 29 CFR 1602.14 GC12946 GC34090 29 USC 1113
400.9	Position Description, Classifications and Compensation Records <i>(May include but not limited to: details of duties and responsibilities of each position, skills and abilities need for each position and related records documenting the development, modification or redefinition of each job or position)</i>	S+2 yrs.	Personnel	N/Y	GC12946 GC34090
400.10	Wage Reference Records <i>(Salary schedules (copy or resolution) and surveys)</i>	CU+2 yrs.	Personnel	N/N	GC34090
400.11	Worker's Compensation Records <ul style="list-style-type: none"> • Date of injury • Medical Claims Only • First Aid Reports • WC Incidents <i>(May include but not limited to: indemnity claims, medical only claims, employee exposures, first aid s)</i>	T+30 yrs.	Personnel	Y/N	8 CCR§3204 (d) (1) et seq 8 CCR§10102 GC§§12946 GC34090 8 CCR 15400.2 29 CFR 1910.1020

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ADMINISTRATION					
Record Series	Records/Title/Subtitle Description	Total Retention	Office of Record	Scan/ Destroy	Statutory Reference
Information Services					
Electronic Communications – Refer to City Email Policy					
500	Internet, World Wide Web <i>(Management, Policies and supporting documentation)</i>	S	IT	N/Y	GC34090
500.1	Inventory, Information, Enterprise Systems <i>(Hardware, Software Inventory logs, system manuals)</i>	S	IT	N/Y	GC34090
500.2	Network Information Systems, Metadata <i>(Configuration maps and plans)</i>	S	IT	N/Y	GC34090
500.3	Program Files and Directories <ul style="list-style-type: none"> • Annual Backup • Daily Backup • Monthly Backup • Weekly Backup 	S			GC34090.7
500.4	Security Video – Public Areas	S			GC34090
500.5	Voicemail	S			GC34090
Parking Division					
600	Applications	CL+2 yrs.	Parking	N/Y	GC34090
600.1	Citations California Vehicle Code (duplicates) <i>(As of 5/30/15 this applies to Sheriff's cites because the city moved to electronic cites.)</i>	CU+2yrs.	Parking	N/Y	GC34090 Original forward to Phoenix Group (they have to keep them at least 2 years)
600.2	Citations <ul style="list-style-type: none"> • Municipal Code Violations 	CU+2yrs.	Hearing Officer	N/Y	GC34090 Original forward to court after agency processing, if appealed

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Record Series	Records/Title/Subtitle Description	Total Retention	Office of Record	Scan/ Destroy	Statutory Reference
600.3	Administrative files <i>(documentation supporting Parking Permit application process) Moved to Electronic processing with Accela 2016</i>	CL+2 yrs.	Parking	N/Y	GC34090
Permits					
700	Bingo Special Events	CL+2 yrs.	City Clerk Public Works	N/Y	GC34090
Policies/Procedures					
800	General Administrative	S+2 yrs.	Administration	Y/Y	GC34090
800.1	City Council <i>(Policies or directives rendered by Council not assigned a resolution or ordinance)</i>	S+2 yrs.	City Clerk	Y/N	GC34090
Public Financing Authority					
900	Administration	P	City Clerk	Y/N	GC34090
900.1	Audits / Annual Financial Reports	P		Y/N	GC34090
900.2	Management Reports	CL+2 yrs.		N/Y	GC34090
Risk Management					
1000	Property Loss – City Assets	CL+5 yrs.	Admin	Y/Y	GC34090(d)
1000.1	Liability Claims <i>(Documents various types of claims filed against the city. May include but is not limited to: claims and investigation reports)</i>	Settlement +5 yrs. <i>(most cities keep them both the same period of time)</i>	Admin	Y/Y	CCP§§337 et seq GC911.2, 945, 34090, PC832.5
1000.2	Accidents, Incidents, Injuries Reports Fatalities <i>(Non-Employees) (Employees are Workers Compensation)</i>	CL+5 yrs. P	Admin	Y/Y	GC34090 CCP§§337 et seq GC911.2, 945, PC832.5

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ADMINISTRATION - 100					
Record Series	Records/Title/Subtitle Description	Total Retention	Office of Record	Scan/ Destroy	Statutory Reference
1000.3	Workers Compensation <ul style="list-style-type: none"> • Claims • Pre-designated doctors • Work Related Exposure Records • Medical only claims • Employee First Aid Records • WC Incidents 	T+30 yrs.	Admin Personnel	Y/N	8 CCR 10102; 8 CCR 15400.2, 8 CCR 3204(d)(1) 29 CFR 1910.1020 GC12946 GC34090 CCP337
1000.4	Insurance: Policies	P	Admin	Y/Y	GC34090
1000.5	Insurance Certificates, Endorsements	T+10 yrs.	Admin	Y/N	GC34090 CCP337
1000.6	Insurance Bonds	P	Admin	Y/N	CCP337.2 CCP343
1000.7	Photographs	CU	All Dept	N/Y	GC34090
1000.8	Risk Management Reports (<i>Federal OSHA Forms, Loss Analysis Report, Safety Reports, Actuarial Studies</i>)	CL+5 yrs.	Admin	N/Y	8 CCR 14300.33(a) 29 CFR 1904.33, 29 CFR 1904.44 LC6429c GC34090
Treasurer					
1100	Bonds <ul style="list-style-type: none"> • Account Statements • Administration • Bonds and Coupons 	CL+10 yrs. CL+2 yrs.	Admin	Y/N	GC34090 CCP337.5 CCP336

City of San Dimas Records Retention Schedule (V 2.0)

Legends

AC =Active	E =Election
AD =Adoption	L =Life
AU =Audit	P =Permanent
CL =Completion	S =Supersede
CU =Current Year	T =Termination

Citations

B&S - Business & Professions	GC - Government Code
CAC - Calif Administrative Code Development	H&S - Health & Safety
CCP - Code of Civil Procedure	HUD - Housing and Urban Development
CCR - Code of Calif Regulations	LC - Labor Code
CEQA - Calif Environmental Quality Act	OSHA - Occupational Safety & Health Act
CFR - Code of Federal Regulations	UFC - Uniform Fire Code
EC - Election Code	USC - United States Code
FMLA - Family & Medical Leave Act 1993	
GC - Government Code	

City of San Dimas Records Retention Schedule (V 2.0)

DEVELOPMENT SERVICES					
Record Series	Records/Title/Subtitle Description	Total Retention	Office of Record	Scan/ Destroy	Statutory Reference
General Records					
1200	Bids and Proposals <i>(unsuccessful)</i>	CL+2 yrs.	Planning	N/Y	GC34090(d)
1200.1	Commission - Planning <ul style="list-style-type: none"> • Public Hearing Notices • Minutes • Staff/Agenda Reports • Resolutions • Tapes (Audio) 	CL+2 yrs. P CL+2 yrs. P CL+2 yrs.	Planning	N/Y Y/N Y/Y Y/N N/Y	GC34090 GC34090(e) GC34090 GC34090(d) GC54953.5(b)
1200.2	Contracts & Agreements Files <i>(Includes leases, equipment services, consultants or supplies. Also construction administrative files and personnel legal services.) (See Administration)</i>	CL+10 yrs.	City Clerk	Y/Y	GC34090 CCP337.2;343
1200.3	Correspondence <i>(Working documentation)</i>	CU+2 yrs.	Planning	N/Y	GC34090(d)
1200.4	Development Agreements <i>(Infrastructure contracts, franchise. Paper maintained for 7 years)</i>	P	City Clerk	Y/N	CCP337,337.1(a), 337.15; GC34090;
1200.5	Drawings, Project Plan <i>(Finals of approved project)</i>	P	Planning	N/Y	GC34090(d)
1200.6	General Subject Files <i>(Internal working files including correspondence)</i>	CU+2 yrs.	Planning	N/Y	GC340909(d)
1200.7	Grants, Community/Urban Development (includes CDBG) <i>(Project files, contracts, proposals, statements, reports, sub-receipt docket, Environmental review, grant documents, applications, inventory, consolidated plan, etc. Includes Section 108 loan guarantee.)</i>	CL+5 yrs.	City Clerk	Y/N	GC34090 21CFR1403.36 (i) (11) & 1403.42(b) 24CFR 85.42 91.105(h) & 570.502(b), 29CFR 97.42 7 CFR 3016.42 OMB Circular A-110 & A-133

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DEVELOPMENT SERVICES					
Record Series	Records/Title/Subtitle Description	Total Retention	Office of Record	Scan/ Destroy	Statutory Reference
1200.8	Historic Resources Survey Inventory Historic Structures and Landmarks	P	Planning	Y/N	GC34090(d)
1200.9	Homeowners Association	CU+2 yrs.	Planning	Y/N	GC34090
1200.10	Interpretations Policies	S+2	Planning	Y/N	GC34090
1200.11	Land Uses Nonconforming <i>(Building or site usage which does not conform to current standards)</i>	P	Planning	Y/N	GC34090
1200.12	Logs <i>(Logs, registers or similar records listing permits, certificates of occupancy issued; may include inspection, building activity, daily plan check, utility)</i>	S	Planning	N/Y	GC34090
1200.13	Lot Consolidation	P	Planning	Y/N	GC34090
1200.14	Lot Line Adjustments	P	Planning	Y/N	GC34090
1200.15	Maps <ul style="list-style-type: none"> • General Plan • Subdivision • Zoning 	P	Planning	Y/N	GC34090
1200.16	Master Plans <i>(Special or long-range programs plan for municipalities. Coordination of services, strategic planning.)</i>	P(Historical)	Planning	Y/N	GC340909
1200.17	Minor Deviations	P	Planning	Y/N	GC34090
1200.18	Municipal Code Text Amendments	S	City Clerk	Y/N	GC34090
1200.19	Permits <ul style="list-style-type: none"> • Conditional Use • Temporary Use <i>(Includes Special Events, Yard Sales)</i> • Signs/Trees 	P CU+2 yrs. P	Planning	Y/N N/Y Y/N	GC34090

City of San Dimas Records Retention Schedule (V 2.0)

DEVELOPMENT SERVICES					
Record Series	Records/Title/Subtitle Description	Total Retention	Office of Record	Scan/ Destroy	Statutory Reference
1200.20	Photographs Aerial photographs	S+2 yrs.	Planning	Y/Y	GC34090
1200.21	Precise/Specific Plans	P	Planning	YN	GC34090
1200.22	Project Files	P	Planning	Y/N	GC34090
1200.23	Projects (<i>Not Completed or Denied</i>)	CL+2 yrs.	Planning	N/Y	GC34090(d)
1200.24	Reports Activity, Periodic	CU+2 yrs.	Planning	N/Y	GC34090
1225	Studies, Special Projects & Areas(<i>Engineering, joint powers, noise, transportation</i>)	CL+2 yrs.	Planning	N/Y	GC34090(d)
1200.26	Surveys (<i>Recording data and maps</i>)	P	Planning	Y/N	GC34090(a)
1200.27	Variances	P	Planning	Y/N	GC34090
1200.28	Working Files Drafts	When no longer needed	Planning	N/Y	GC34090
Building					
1300	Building Plans (<i>Submitted by contractors with application for permit and builds for Certificate of Occupancy – Final Plans</i>)	P	Building	Y/N	GC34090(d) CBC 104.7 & 107.5 H&S19850
1300.1	Certificates (<i>Compliance , elevation, occupancy, which affect real property</i>)	L	Building	Y/N	GC34090(a)
1300.2	Building Code Books	S	Building	N/N	GC34090 GC50022.6
1300.3	Building Permits Construction(Approved) (<i>New commercial and residential construction, tenant improvements, room additions, spa, signs, block wall, remodel including security bonds</i>)	P	Building	Y/N	GC34090 H&S19850
1300.4	Construction Signs (<i>Signs, including plans and specifications</i>)	P	Building	Y/N	GC34090
1300.5	Correspondence	CL+2 yrs.	Building	N/Y	GC34090
1300.6	Inspection (<i>Correspondence, fees, appeal, requests, reports</i>)	CL+2 yrs.	Building	Y/Y	GC34090(d)

City of San Dimas Records Retention Schedule (V 2.0)

DEVELOPMENT SERVICES					
Record Series	Records/Title/Subtitle Description	Total Retention	Office of Record	Scan/ Destroy	Statutory Reference
1300.7	Permits <i>(Plans, building, signs, grading, permits)</i>	P	Building	Y/N	GC34090 H&S19850
1300.8	Seismic Retrofit Program <i>(Includes, Certificates of Compliance)</i>	P	Building	Y/N	GC34090
1300.9	Street Names and House Numbers <i>(Includes address assignment/changes)</i>	P	Building	Y/N	GC34090
	Code Enforcement				
1400	Abandonment Buildings <i>(Condemnation, demolition)</i>	P	CE	Y/N	GC34090
1400.1	Abandoned Vehicles	CL+2 yrs.	CE	N/N	GC34090(d)
1400.2	Case Files (Building, Property, Zoning) <i>(Building , housing and mobile home code violation records including inspection; public nuisance rubbish and weed abatement, vehicle abatement, citations, massage parlor permits, general)</i>	CL+2 yrs.	CE	Y/Y	GC34090(d)
1400.3	Citations <ul style="list-style-type: none"> • R.V. Warnings • R.V. Citations 	CL+2 yrs.	CE	N/Y N/Y	GC34090
1400.4	Liens & Releases <ul style="list-style-type: none"> • Supporting • Recorded 	CL+2 yrs. P	CE	Y/Y Y/N	GC34090(a)
	Planning				
1500	Case Files, Planning, and Zoning <i>(Pertains to real property. May include DPRB reviews, subdivisions (tract and parcel maps) and use classification)</i>	P	Planning	Y/N	GC34090
1500.1	General Plan and Elements <i>(Includes sphere of influence)</i>	P	Planning	Y/N	GC34090
1500.2	Request for reasonable accommodation	P	Planning	Y/N	GC34090

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Record Series	Records/Title/Subtitle Description	Total Retention	Office of Record	Scan/ Destroy	Statutory Reference
1500.3	Signs (Temporary) <i>(Home occupations, off-premise signs)</i>	S+2 yrs.	Planning	N/Y	GC34090(d)
1500.4	Variances <i>(Variance application files for real property)</i>	P	Planning	Y/N	GC34090
1500.5	Zone changes <i>(Request for changes of zone designation for real property)</i>	P	Planning	Y/N	GC34090
Property					
1500.6	Annexation Case Files <i>(Reports, agreements, public notices)</i>	P	Planning	Y/N	GC34090
1500.7	Maps, City Boundary <i>(Recorded maps, surveys, monuments)</i>	P	Planning	Y/N	GC34090(d)

City of San Dimas Records Retention Schedule (V 2.0)

Legends

AC =Active	E =Election
AD =Adoption	L =Life
AU =Audit	P =Permanent
CL =Completion	S =Supersede
CU =Current Year	T =Termination

Citations

B&S - Business & Professions	GC - Government Code
CAC - Calif Administrative Code Development	H&S - Health & Safety
CCP - Code of Civil Procedure	HUD - Housing and Urban Development
CCR - Code of Calif Regulations	LC - Labor Code
CEQA - Calif Environmental Quality Act	OSHA - Occupational Safety & Health Act
CFR - Code of Federal Regulations	UFC - Uniform Fire Code
EC - Election Code	USC - United States Code
FMLA - Family & Medical Leave Act 1993	
GC - Government Code	

City of San Dimas Records Retention Schedule (V 2.0)

PARKS AND RECREATION					
Record Series	Records/Title/Subtitle Description	Total Retention	Office of Record	Scan/ Destroy	Statutory Reference
General Records					
1600	Agendas, Minutes Commissions, Committees (On file with City Clerk)	P	City Clerk	Y/N	GC34090
1600.1	Bids <ul style="list-style-type: none"> • Successful <i>(Supporting documents including bidders list, specification reports, plans, work orders, schedules, etc.)</i> • Unsuccessful <i>(Supporting documents including bidders list, specification reports, plans, work orders, schedules, etc.)</i> 	P CL+2 yrs.	City Clerk Parks	Y/N N/Y	GC34090 CCP337 GC34090
1600.2	Calendars <i>(Daily activities, upcoming meetings)</i>	S	Parks	N/Y	GC34090
1600.3	Certificates <i>(Presented to Dept.)</i>	P	Parks	Y/Y	GC34090
1600.4	Certificates <i>(Presented by Dept.)</i>	CL+2 yrs.	Parks	N/Y	GC34090
1600.5	Contracts and Agreements <i>(Includes leases, equipment services, consultants or supplies also construction administration files and personnel legal services. Facility special events, rentals.)</i>	CL+10 yrs.	City Clerk	Y/Y	GC34090 CCP337.2, 343
1600.6	Contract and Agreements <i>(Project & Capital Improvements Construction infrastructure, contracts, franchise building DDAS, park improvements, reservoirs, sewers, sidewalks, streets & alley, etc.)</i>	P	City Clerk	N	GC34090C CP337
1600.7	Correspondence Memorandums	CL+2 yrs.	Parks	N/N	GC34090 (d)
1600.8	Emergency Programs/Plans Includes flood maps (Preparation, Action, Reports)	S	Parks	Y/N	GC34090
1600.9	Grants (Refer to admin) <i>(Original contract & completion on file with City Clerk)</i>	CL+5 yrs.	City Clerk	Y/N	Awarding Agency
1600.10	Inventory, Equipment (Warranties,)	AU+2 yrs.	Parks	N/Y	GC34090

City of San Dimas Records Retention Schedule (V 2.0)

PARKS AND RECREATION					
Record Series	Records/Title/Subtitle Description	Total Retention	Office of Record	Scan/ Destroy	Statutory Reference
1600.11	Key – files/Access Codes	S+2 yrs.	Parks	N/Y	GC34090
1600.12	Photographs-Film	CL+3 yrs.	Parks	Y/N	Gc34090
1600.13	Photographs-Digital	CL+3 yrs.	Parks	N/N	GC34090
1600.14	Plans, Proposed <i>(Future Plans, new sites, expansions)</i>	S	Parks	Y/Y	GC34090
1600.15	Policies and Procedures <i>(Includes rules and regulations)</i>	S+2 yrs.	Parks	N/Y	GC34090
1600.16	Press Releases <i>(Includes cable, newspaper, radio, message boards, presentation, promotional emails)</i>	CL+2 yrs.	Parks	N/Y	GC34090
1600.17	Programs/Activities <i>(Enrollment, schedules, class & events, liability releases, evaluations, attendance, flyers, volunteer release, rosters, staff schedule)</i>	CU+2 yrs.	Parks	N/Y	GC34090
1600.18	Refund Vouchers & Customer Receipts	CL+2 yrs.	Parks	N/Y	GC34090
1600.19	Waivers Permission Slips	CL+2 yrs.	Parks	N/Y	GC34090
	Reports				
1600.20	<ul style="list-style-type: none"> • Accidents <i>(Patrons)</i> • Incidents <i>(Patrons)</i> 	CL+5 yrs. CL+5 yrs.	Admin Admin	N/Y N/Y	GC34090 CCP§§337 et seq GC911.2, 945, PC832.5
1600.21	Studies <i>(Future sites, expansions)</i>	CL+2 yrs.	Parks	N/Y	GC34090
	Landscape				
1700	Landscape Assessment District, Northwoods and Boulevard <i>(Community meetings, maintenance, modification, assessment levels and evaluations)</i>	CL+10 yrs.	Parks Finance	Y/Y	GC34090
1700.1	Landscaping and Tree Trimming Removal Planting Policy Permits <i>(Plants, tree maintenance, work orders, pictures, retain while current includes Rule & Regulation Standards, claims response, reports, permits & photos)</i>	P	Parks	Y/N	GC34090

City of San Dimas Records Retention Schedule (V 2.0)

PARKS AND RECREATION					
Record Series	Records/Title/Subtitle Description	Total Retention	Office of Record	Scan/ Destroy	Statutory Reference
1700.2	Landscape projects, requests <i>(Drawings, contracts, complaints, specifications, reports)</i>	CL+2 yrs.	Parks	N/N	GC34090
1700.3	Maps <i>(Irrigation Plot Plans)</i>	P	Parks	Y/N	GC34090
1700.4	Parks <i>(Various Parks within the City)</i>	P	Parks	Y/N	GC34090
1700.5	SDS/MSDS <i>(Safety Data Sheets/Material Safety Data Sheets)</i>	30 yrs.	Parks	Y/N	8 CCR 3204(d)(1) (B) 29CFR 910.1020(d)(1) (ii)(B) GC34090
1700.6	Streetscapes <i>(Contract & Agreement Beautification of San Dimas)</i>	CL+10 yrs.	City Clerk	Y/Y	GC34090 CCP337
Municipal Facility					
1800	Capital Improvements, Construction (Bids) <i>(Contains records re: Planning, design, construction, conversion, or modification of local government-owned facilities, structures & systems)</i>	P	City Clerk	Y/N	GC34090C CP337
1800.1	Facility Rentals/Use <ul style="list-style-type: none"> • <i>Permits, contracts, diagrams, schedules, binders)</i> • <i>Insurance</i> 	CL+2 yrs. CL+10 yrs.	Parks	N/Y	GC34090 CCP337
1800.2	Fields <ul style="list-style-type: none"> • <i>Permits, contracts, diagrams, schedules, binders)</i> 	CL+2 yrs.	Parks	N/Y	GC34090 CCP337
1800.3	Insurance Certificates	CL+2 yrs.	Parks	N/Y	GC34090
1800.4	Maintenance and Operations All Facilities, Parks and Medians <i>(Service requests, invoices, supporting documentation; buildings, equipment, field, engineering, public facilities including work orders and graffiti removal, pool chemical records, inspection repairs, cleaning, reports, complaints, safety meeting records, pest control records, claims response, maps and irrigation plot plans)</i>	CL+2 yrs.	Parks	Y/N	GC34090 (d)

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PUBLIC WORKS					
Record Series	Records/Title/Subtitle Description	Total Retention	Office of Record	Scan/ Destroy	Statutory Reference
General Records					
1900	Bikeway	P	PW	Y/N	GC34090
1900.1	Caltrans Programs	P	PW	Y/N	GC34090
1900.2	Capital Improvement Projects-Cash Contracts <ul style="list-style-type: none"> • Successful • Unsuccessful <i>(Supporting documents including bidders list, specifications, reports, plans, work orders, schedules, etc. Streets, curbs, gutters, sidewalk, storm drains)</i> Plans	P CL+10 yrs. P	PW	Y/N	CC337.15 GC34090
1900.3	Capital Improvement Construction <i>(Construction infrastructure contracts, franchise buildings, DDAS, park improvements, reservoirs, sewer sidewalks, street & alleyways, etc.)</i>	P	PW	Y/N	GC37090 CCP337
1900.4	Certificates, bonds, insurance <i>((Documentation created and or received in connection with the performance of work/services for the city, or for parcel maps and subdivision work)</i>	L	Public Works City Clerk	Y/N	GC34090 CCP337
1900.5	Construction Tracking, Daily Reports	CL+10 yrs.	PW	Y/N	GC34090 CCP337
1900.6	Contract & Agreement Files	CL+10 yrs.	Public Works City Clerk	Y/Y	GC34090 CCP337.2, 343
1900.7	Contractor Bid List (Cash Contracts)	CL+2 yrs.	PW	N/Y	GC34090(d)

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PUBLIC WORKS					
Record Series	Records/Title/Subtitle Description	Total Retention	Office of Record	Scan/ Destroy	Statutory Reference
1900.8	Correspondence Memorandums <i>(General working files)</i>	CL+2 yrs.	PW	Y/Y	GC34090(d)
1900.9	Development Agreements & Standards <i>(Landscape medians, parkway landscape development, public works construction)</i>	P	Public Works City Clerk	Y/N	GC34090 CCP337.1(a) CCP337.15
1900.10	Districts <i>(Schools, Special Districts Supporting documents re: improvement lighting, underground utility bonds taxes & construction)</i>	P	PW	Y/N	GC34090(a)
1900.11	Drawings, Traffic <i>(Signs, signing, & striping, road construction)</i>	P	PW	Y/N	GC34090
1900.12	Easements	P	PW	Y/N	GC34090(a)
1900.13	Emergencies(Disasters) - Historical	P	PW	Y/N	GC34090
1900.14	Flood Control <i>(Storm Drain</i>	CL+2 yrs.	PW	N/Y	GC34090(d)
1900.15	Drain Facilities	P	PW	Y/N	GC34090
1900.16	Flood Zones <i>(Includes flood maps)</i>	P	PW	Y/N	GC34090
1900.17	Insurance Certificates <i>(Plumbing, Encroachments)</i>	S+2 yrs.	PW	Y/Y	GC34090
1900.18	Policies/Procedures Maintenance Yard <i>(Rules and regulations)</i>	S+2 yrs.	PW	N/N	GC34090
1900.19	Reports/Studies	CL+2 yrs.	PW	N/N	GC34090
1900.20	Bonds, Agreements <i>(Includes subdivision agreements, survey monument, cable grant of easements and involving construction of improvements)</i>	L	Public Works City Clerk	Y/N	GC34090 CCP337
1900.21	General Plans	P	Planning	Y/N	GC34090

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PUBLIC WORKS					
Record Series	Records/Title/Subtitle Description	Total Retention	Office of Record	Scan/ Destroy	Statutory Reference
1900.22	Grants(See Admin)	CL+5 yrs.	City Clerk	Y/N	GC34090
1900.23	Homeowners Association	CU+2 yrs.	PW	Y/N	GC34090
1900.24	Inventory, Equipment	CU+2 yrs.	PW	N/Y	GC34090
1900.25	L.A. County Files <i>(Note: correspondence completion + 2 years)</i>	P	PW	Y/N	GC34090
1900.26	Locations (See Capital Improvements) <i>(Mains, valves, hydrants, wells)</i>	P	PW	Y/N	GC34090
1900.27	Maintenance & Operations <i>(Includes work orders, inspections, repairs, cleaning complaints)</i>	CL+5 yrs.	PW	Y/N	GC34090 CCP337
1900.28	Maintenance & Operations Improvements & Reconstruction	P	PW	Y/N	GC34090
1900.29	Programs • Federal Aid (Urban)	CL+2 yrs.	PW	N/Y	23CFR633 (a)&(c)
1900.30	Proposition (Prop Funds)	P	Public Works Finance	Y/N	GC34090
1900.31	Reimbursement Districts	P	PW	?	GC34090
1900.32	Reports/Studies • Hydrology • Geotechnical • Soil (<i>analysis, construction recommendations</i>) • Soil Final Reports	CL+2 yrs. CL+2 yrs. P	PW	N/Y	GC34090
1900.33	Bridges & Overpasses	L	PW	Y/N	GC34090
1900.34	Inspections <i>(Includes intersection, sidewalks, Bridges and Overpasses, keep life of structure)</i>	CL+10 yrs.	PW	Y/Y	GC34090
	Parking				
2000	Lots, Plans, Specs.	P	PW	Y/N	GC34090

City of San Dimas Records Retention Schedule (V 2.0)

PUBLIC WORKS – 1000					
Record Series	Records Title/Subtitle/Description	Total Retention	Office of Record	Scan/ Destroy	Statutory Reference
Permits					
2100	Permits <i>(Includes construction plans, signs, grading, encroachment permits, in addition to blueprints and specifications)</i>	P	PW	Y/N	GC34090; H&S19850; 4003,4004
2100.1	Permits – others <i>(Alterations, excavations road, street, sidewalks & curb. Alterations transportation, swimming pool drainage temporary uses, etc.)</i>	P	PW	Y/N	GC34090
2100.2	Encroachment	P	PW	Y/N	GC34090
2100.3	Improvement	CL+2 yrs.	PW	N/Y	GC34090
2100.4	Oversize Load	CL+2 yrs.	PW	N/Y	GC34090
2100.5	Paving	CL+2 yrs.	PW	N/Y	GC34090
2100.6	Use (temporary) Includes special events	CU+2 yrs.	PW	N/Y	GC34090
2100.7	Utilities – Permits <i>(Golden State Water, Edison, So Cal Gas, Verizon, Time Warner)</i>	P	PW	Y/N	GC34090
Streets					
2200	Studies <i>(Traffic Volume, accident history, requests, statistics, drawings, supporting traffic devices)</i>	P	PW	Y/N	GC34090
2200.1	Intersection Records Includes Correspondence, volume counts, accident history	P	PW	Y/N	GC34090
2200.2	Corrosion Control <i>(Compliance documentation)</i>	CU+12 yrs.	PW	Y/Y	40CFR141.91

City of San Dimas Records Retention Schedule (V 2.0)

PUBLIC WORKS					
Record Series	Records Title/Subtitle/Description	Retention	Office of Record	Scan/ Destroy	Statutory Reference
2200.3	Routes, school bus & truck <i>(Truck routes, access ramps, rest areas)</i>	S+2 yrs.	PW	Y/Y	GC34090
2200.4	Storm Drains	P	PW	Y/N	GC34090
2200.5	Easements, dedications, right-of-ways	P	PW	Y/N	GC34090
2200.6	Standard Plans	P	PW	?Y/N	GC34090
2200.7	Inventory, traffic control devices Signs, lights	S+2 yrs.	PW	Y/Y	GC34090
2200.8	Landscaping <i>(Plants, tree maintenance, work orders)</i>	P	PW	Y/N	GC34090
2200.9	Lighting <i>(Maintenance, Work orders)</i>	CL+5 yrs.	PW	Y/N	GC34090 CCP337
2200.10	Maps <i>(Line Location, easements)</i>	P	PW	Y/N	GC34090
2200.11	Tract/Parcel Maps & Plats <i>(Engineering & field notes and profiles; cross-section of road, streets, right-of-way, bridges; may include annexations, parks, tracts, blocked storm drains, water easements, trees, grading, fire hydrants, base maps)</i>	P	PW	Y/N	GC34090
2200.12	Master Plans Copies	S	N	Y	GC34090.7
2200.13	Naming and Numbering <i>(Street dedications, closings, address, assignments/changes)</i>	P	PW	Y/N	GC34090
Environmental					
2300	National Pollutant Discharge Elimination System (NPDES)	P	PW	Y/N	40CFR 122.21 40 CFR 122.41 40 CFR 122.44
2300.1	Others May depend on terms of state or federal agency	CU+2 yrs.	PW		GC34090

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PUBLIC WORKS					
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2300.2	Pest Control <i>(Pesticide applications, inspections, and sampling documents)</i>	CU+2 yrs.	PW	N/Y	GC34090(d) 3 CCR 6623 40 CFR 171.11
2300.3	Rates/Fees	S+2 yrs.	PW	Y	GC34090
2300.4	Recycling Grants	CL+5 yrs.	City Clerk Public Works	Y/N	GC34090 21CFR1403.36 (i) (11) & 1403.42(b) 24CFR 85.42 91.105(h) & 570.502(b), 29CFR 97.42 7 CFR 3016.42 OMB Circular A-110 & A-133
2300.5	Recycling Programs	CL+5 yrs.	PW	Y/N	GC34090

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