



City of Merced Records Management Program

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Definitions

Record: Any writing or recording of an event or information which is kept in the custody of a public officer, either because a law requires it to be kept or 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 information content for future references (64 Cal. Op. Attorney General 317, 326 [1981]).

Records may include, but are not limited to: All paper, maps, books, photographs, or similar documentary materials (without regard to their physical form or characteristics). Records may also include electronic files of all types, such as electronic mail, instant messages, text messages, databases, geographic information system (GIS) data, website pages, digitized voice recordings, videoconferencing, etc.

Non-Record: Any document generated during the course of business that does not merit retention because it does not contain information of a significant or lasting value (unless prepared at the city's request or its primary purpose and content pertains to city business). Examples of non-record materials are: Cover memos, rough or preliminary drafts, materials used for illustration purposes, letters of transmittal, referrals, acknowledgements or courtesy letters, publications (unless printed by a city department in the course of business), duplicate copies, tape or video recordings (unless designated the official record), copies of other governmental agency reports, documents, etc.

Record Copy: The original or original signed document.

Duplicate Record: Photocopies or reproductions of a record.

Responsibilities

City Council

The City Council will adopt a Citywide Records Retention Schedule and, from time to time, adopt subsequent Schedules. When adopted, the resolution will become a part of this program.

City Attorney

The City Attorney will review all proposed Citywide Records Retention Schedules and make appropriate recommendations for revisions or approval. The City Attorney must provide written consent prior to destroying records pursuant to the Citywide Records Retention Schedule.

Records Manager/Assistant City Clerk

The Assistant City Clerk has been designated the Records Manager and, as such, is the city's records custodian. The Records Manager ensures that controls are established for the creation, maintenance, and disposition of records. The Records Manager will assist each department in the preparation of a files plan and will visit each department once or more each year to ensure that the files plan is being properly maintained. The Records Manager will verify that records are being retained and disposed of in accordance with the established Records Management Program Citywide Retention Schedule.

Department/Records Coordinator

Each department shall maintain custody and control over its records. The Department Head shall be responsible for ensuring that only essential records are being retained in accordance with the Records Management Program Citywide Retention Schedule; useless records which no longer serve any useful purpose are properly destroyed; and requests for copies of public records are properly processed through the City Clerk's Office. The Department Head may designate a supervisor or records coordinator(s) to perform the necessary duties and tasks.

Each Department shall:

- A. Appoint a Records Coordinator to work with the Assistant City Clerk/Records Manager in implementing the Records Management Program. This should be someone who is familiar with the nature and purpose of the department records and with some authority to recommend disposition.

- B. Assist the Assistant City Clerk/Records Manager or his/her designee in conducting an inventory of all records created and maintained within the department.
- C. Work with the Assistant City Clerk/Records Manager in establishing a Department Records Retention Schedule.
- D. Biennially, review the Records Retention Schedule, submitting to the Assistant City Clerk/Records Manager any revisions in retention periods, additions, or deletions of records on a Request for Amendment to Records Retention Schedule Memorandum.
- E. Cooperate with the City Clerk's Office staff to ensure timely access to records as required under the California Public Records Act.

The Department Head, assisted by the Assistant City Clerk/Records Manager, will be responsible for destruction of these records, in accordance with established procedure.

The Assistant City Clerk/Records Manager, as supervisor of the Records Management Program shall:

- A. Advise and assist in the preparation of the inventory of all departmental records.
- B. Review the results of the inventory and Records Retention Schedule and make any recommendations necessary to ensure coordination and cooperation in the creation, maintenance, protection, retention, and disposition of all city records.
- C. Receive and approve annual lists of records to be destroyed from the Department Heads, per the Citywide Records Retention Schedule.
- D. In cooperation with the City Clerk's Office staff, be responsible for the destruction of obsolete records in accordance with established procedure.

- E. Maintain a record of all records destroyed in accordance with the Citywide Records Retention Schedule, including records destroyed directly by departments.
- F. Submit to all Departments biennial requests for review of the Citywide Records Retention Schedule and updates of the schedule, as needed.

After the City Attorney's review and approval, the City Council shall have the final authority to update the Citywide Records Retention Schedule.

INTRODUCTION

The City of Merced City Council has instituted a Records Management Program for the City of Merced. Outlined in this manual are the procedures to be followed by all participating departments for the administration of the City of Merced's Records Management Program. The program contains basic guidelines to be used in the retention, maintenance, and disposition of city records.

The overall objective of this program is to protect and preserve the city's records. Close adherence to these procedures will enable the city to achieve the three key benefits of a successful records management program. These benefits include:

1. The orderly retirement or destruction of documents no longer needed; and,
2. A reduction in file equipment, thus increasing the amount of space available for other purposes and decreased expense in the purchase of future filing equipment; and,
3. More efficient retrieval of information from active files within the departments.

This manual is for anyone who produces or maintains city records or who retrieves information from these records. It is meant to meet the needs of Department Heads, managers, department records coordinators, and the general user who needs to find information in city records.

Authority

In 2010, the City of Merced City Council adopted a Citywide Records Retention Schedule of the City of Merced. The Assistant City Clerk and City Attorney have ensured the Citywide Records Retention Schedule reflects the Local Government Records Retention Guidelines prepared by the City Clerks' Association of California and the California State Archives 2002 Version and adopted by the League of California Cities and by the City Clerks' Association of California. The Records Management Program for the City of Merced is based on State Law governing public records, generally Government Code Sections 34090, 34090.5, 34090.7; and City of Merced Resolution.

In answer to requests from the California City Clerks' Association, the State's Legislature passed Senate Bill 742, authorizing local government to establish Records Management Programs.

This bill requires the Secretary of State to establish the local government records program to be administered by the State archives, for the purpose of establishing guidelines for local government records retention and providing archival support to local agencies in this state. The bill requires the Secretary of State to establish, publish, update, and maintain on a permanent basis, guidelines for local government records retention. This bill provides that the program is primarily responsible for the performance of specified functions.

RECORDS MANAGEMENT PROGRAM

According to Government Code Section 34090.5, "Notwithstanding the provisions of Section 34090, the city officer having custody of public records, documents, instruments, books, and papers, may, without the approval of the legislative body or the written consent of the city attorney, cause to be destroyed any or all of the records, documents, instruments, books, and papers, if all of the following conditions are complied with:

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

12168.7 for recording of permanent records or nonpermanent records.

- B. The device used to reproduce the record, paper, or document on film, optical disk, or any other medium is one which accurately and legibly reproduces the original thereof in all details and that does not permit additions, deletions, or changes to the original document images.
- C. The photographs, microphotographs, or other reproductions on film, optical disk, or any other medium are made as accessible for public reference as the original records were.
- D. A true copy of archival quality of the film, optical disk, or any other medium reproductions shall be kept in a safe and separate place for security purposes.

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

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

Purpose

The purpose of the Records Management Program is to control creation, utilization, maintenance, retention, preservation, and disposition of city records pursuant to the Records Management Program and Citywide Retention Schedule. The Citywide Retention Schedule applies to all records regardless of their format.

Unless otherwise provided by law, with the approval of the Legislative body by Resolution and the written consent of the City Attorney, the Records Manager may authorize destruction of any city record, document, instrument, book, or paper, under his/her charge, without making a copy thereof, after the same is no longer required.

This section does not authorize the destruction of:

- A. Records affecting the title to real property or liens thereon.
- B. Court records.
- C. Records required to be kept by statute.
- D. Records less than two years old.
- E. The minutes, ordinances, or resolutions of the legislative body or of a city board or commission (all of which should reside in the City Clerk's Office).

Objectives

Under the supervision and administration of the Assistant City Clerk/Records Manager, a Records Management Program is established for orderly storage of inactive departmental records which must be retained for administrative, operational, legal, fiscal, or research purposes. This procedure will provide for the following:

- A. Orderly retirement and destruction of records no longer required by statute to be retained or needed for reference.
- B. Demonstration of compliance with legal retention requirements established by federal, state, and local authorities.
- C. Protection of records essential to city government, but which are referred to infrequently.
- D. Elimination of duplicate records filed in several departments.
- E. More efficient retrieval of records through a better classification and filing system.
- F. Preservation of records with long-term or permanent value.
- G. Protection of records vital to the city government in the event of a disaster.

RECORDS APPRAISAL

Following the recommendations of the Assistant City Clerk/Records Manager, City Attorney, Department Head, and other key personnel, retention periods for the records will be established and the records will be listed, alphabetically by department, on the Citywide Records Retention Schedule. In order to dispose of the records at the appropriate time, it is necessary to evaluate them in relation to the period of usefulness to the department.

Guidelines in determining the need to retain records are:

1. **Administrative** value is the length of time that the record is necessary for city administration.
2. **Legal** value represents the time that various legal bodies, from federal to state to local, require records to be kept. In California, Government Code Section 34090 specifies particular records which are permanent and which may or may not be destroyed. There are numerous other code sections involved governing the retention of government records. The retention periods established by law are minimum retention periods. Individual government agencies can decide how long they wish to retain records; the period of retention may exceed the minimum periods established by law.
3. **Fiscal** value of record is determined by whether it is required for fiscal or tax purposes by the Internal Revenue Service or some other regulatory body, such as the Securities and Exchange Commission, or for internal audit purposes.
4. **Historical or archival** value. While no longer bearing any administrative, fiscal, or legal value, records can be of historical interest to individuals doing research in matters involving the history of Merced. Often there will be a sharing of records with another local organization such as a historical society or a library.

PERMANENT RECORDS AND RECORDS TO BE RETAINED TEN (10) OR MORE YEARS

Preparation is recommended as follows:

- A. Remove all fasteners (including staples, binder clips, rubber bands, etc.) and arrange record materials in the order that the material should be scanned or filed.
- B. Ensure that materials stay in the order intended.

Correct preparation of records prior to electronic document conversion will:

- A. Reduce staff and scanning time.
- B. Ensure that only one copy of each document is converted, saving scanning time and storage space.

DESTRUCTION OF RECORDS

1. The Department Head will send a Request for Authorization to Destroy Records form (Exhibit #2) to the Assistant City Clerk/Records Manager, listing the documents to be destroyed directly from the department.
2. Upon signed receipt of the Request for Authorization to Destroy Records form by the Assistant City Clerk/Records Manager, the referenced documents can be destroyed.
3. The signed Certification of Destruction form (Exhibit #3) will be returned to the Assistant City Clerk/Records Manager by the Department Head once the records have been destroyed, listing date and method of destruction. *

(* Note: Confidential records should be shredded or burned.)

Destruction of Records Directly from the Department

At the beginning of each year (fiscal or calendar year, as determined by the department), the Department Head or his/her designee, in cooperation with the Assistant City Clerk/Records Manager, will review original records in the department against the Citywide Records Retention Schedule. Those records

which have exceeded the department retention period, but which do not go into long-term storage, will be destroyed directly from the department.

Destruction of Records - Alternate Procedures

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

- A. The record, paper, or document is photographed, microphotographed, reproduced by electronically recorded video images on magnetic surfaces, recorded in the electronic data processing system, recorded on optical disk, reproduced on film or any other medium that is a trusted system and that does not permit additions, deletions, or changes to the original document, or reproduced on film, optical disk, or any other medium in compliance with Section 12168.7 for recording of permanent records or nonpermanent records.
- B. The device used to reproduce the record, paper, or document on film, optical disk, or any other medium is one which accurately and legibly reproduces the original thereof in all details and that does not permit additions, deletions, or changes to the original document images.
- C. The photographs, microphotographs, or other reproductions on film, optical disk, or any other medium are made as accessible for public reference as the original records were.
- D. For the purposes of this section, every reproduction shall be deemed to be an original record and a transcript, exemplification, or certified copy of any reproduction shall be deemed to be a transcript, exemplification, or certified copy, as the case may be, of the original.

Confidential Records

Confidential records are exempt from disclosure under the California Public Records Act, Sections 6251 through 6265 of the California Government Code.

To protect their confidentiality, confidential records should be stored in a location that allows only authorized personnel access.

Confidential records must be destroyed in a manner that preserves their confidentiality. They cannot be simply discarded, but must be shredded or burned.

Website Pages as Records

Like other recorded information created and maintained by employees, website pages created for the City's Internet/Intranet are records and should be managed as such. They document the mission, organizational status, policies, practices, and other key aspects of municipal business. Therefore, website pages are subject to the Citywide Records Retention Schedule.

RECORDS MANAGEMENT PROGRAM FORMS

FORMS USED IN THE RECORDS MANAGEMENT PROGRAM

The following pages contain examples of the forms used in the Records Management Program for the City of Merced. These forms are briefly described below:

1. Request for Amendment to Records Retention Schedule Memorandum (Exhibit #1)

This form is used when any change is needed in the Citywide Records Retention Schedule. It is completed by the Department Head, submitted by the Assistant City Clerk to the City Attorney for approval, and adopted by City Council resolution.

2. Request for Authorization to Destroy Records Form (Exhibit #2)

This form is prepared by the Department Head and signed by the Assistant City Clerk prior to the destruction of any records.

3. Certification of Destruction Form (Exhibit #3)

This form is prepared after records have been destroyed. The form is attached to the appropriate Request for Authorization to Destroy Records, which lists the record(s) to be destroyed. This form is retained by the Assistant City Clerk as a permanent record.

4. Citywide Records Retention Schedule (Exhibit #4)

This document governs the mandatory disposition of city records series by indicating minimum length of time records series shall be maintained and when they may be destroyed.

Exhibit #1 – Sample Memo

Memo



Date: _____

To: _____, Assistant City Clerk

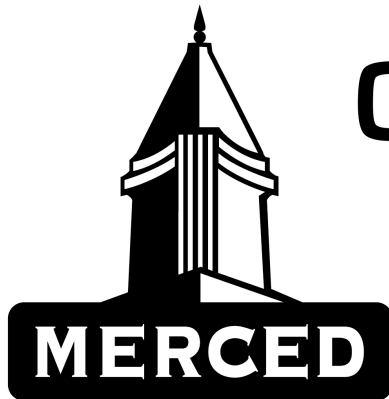
From: _____, Department Head

RE: Items to Be Included in the Next Update of the Citywide Records Retention Schedule

The attached list of records is brought to your attention for inclusion in the Records Retention Schedule. A suggested retention period and statutory reference have been indicated.

The proposed retention periods have been determined by taking into consideration administrative use and legal requirements.

Approved: _____
(Title of Department Head)



Office of the City Clerk

Request for Authorization to Destroy Records

In accordance with the established City of Merced Records Management Citywide Retention Schedule adopted in 2019, authority is requested to destroy the records as listed on the attached document.

I, _____, have determined these records are no longer needed for administrative, legal, or fiscal purposes, and have no historical value. I further certify that they are not subject to audit, to current or pending litigation, or to an extended retention period because of revised state, federal, or local regulations.

Dated this _____ day of _____, _____, at Merced, CA.
(Month) (Year)

Signature of Department Head

Printed Name

Department Name

REVIEWED BY ASST. CITY CLERK:

Signature

Printed Name

Signature of City Attorney

Printed Name

Dated: _____

LIST OF PROPOSED RECORDS TO BE DESTROYED*

[illegible]

(* **Note:** This request for destruction of records should include electronic documents.)

Certification of Destruction

I, _____, declare I am the _____ of the City of Merced, California.

After a thorough review of the records described in the attached list(s), I hereby certify that, to the best of my knowledge, the records are no longer required (1) for operations of the department; or (2) for operations of the City; or (3) to satisfy a City Council records retention policy adopted by resolution, or a City Council request; or (4) by the City for any other reason of which I am aware.

I have personally reviewed all the records identified on the attached list(s) and I certify that, to the best of my ability, I have identified and categorized them pursuant to the City Council citywide records retention policy resolution.

Dated this _____ day of _____, _____ at Merced, CA.
(Month) (Year)

Signature

Dated: _____

REVIEWED BY ASSISTANT CITY CLERK:

Signature

Printed Name

The records were _____.
Method of Disposal (*shredded, burned, etc.*)

Signature: _____
Department Head

Department: _____

Records identified in the Citywide Records Retention Schedule Resolution No. 2019-XX were destroyed by this department on the date entered below:

(Month/Day/Year)

Exhibit #4

Records Retention Schedule for the City of Merced



CODE LEGEND

Retention Codes:	AE	= After Expiration (<i>retain until the agreement created by the record expires, e.g., contracts, leases, agreements</i>)
	AR	= Annual Review (<i>documents reviewed on an annual basis</i>)
	C	= Confidential
	CL	= Closed/Completed
	CU	= Current Year
	EL	= Election Date
	P	= Permanent (<i>permanently retained</i>)
	S	= Superseded (<i>previous document replaced in effectiveness</i>)
	T	= Termination (<i>date candidate's term expires or employee terminates employment</i>)

Citation Codes:	CAL	
	OSHA	= California Occupational Safety & Health Administration
	CCP	= Code of Civil Procedures
	CCR	= California Code of Regulations
	CFR	= Code of Federal Regulations
	CVC	= California Vehicle Code
	GC	= California Government Code
	H&S	= California Health and Safety Code
	PC	= California Penal Code
	USC	= United States Code
	W&I	= California Welfare and Institutions

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RECORDS RETENTION SCHEDULE FOR THE CITY OF MERCED

Item No.	RECORD SERIES TITLE AND CONTENTS (Note: Retention Schedule of physical and digital records.)	RETENTION	Vital Historical Confidential	COMMENTS
CITY ATTORNEY'S OFFICE				
1	Appeals, Civil Briefs, notes, research, court order(s), court decision(s)	CL+3 yrs.	V, H	<u>Authority:</u> CCP 583.320(a)(3); GC 34090 <u>Note:</u> Retain 3 years following final decision.
2	Attorney Case/Project Index Including notations on activities relating to case or project	P	V, H	<u>Authority:</u> GC 6254
3	Case Log Chronological listing of cases	CL+7 yrs.	V, H	<u>Authority:</u> CCP 337.2; 343
4	Case Records (High-Profile) Significant cases that have importance or set legal precedence. Includes logs, complaints, police reports, court orders, motions, notes, briefs	P	V, H	<u>Authority:</u> GC 6254; GC 34090
5	Case Records Includes Torts, Property Damage, Code Enforcement, Collections, Breach of Contract, Petitions and Writs (non-land use), Nuisance Abatement, Civil and Administrative Municipal Code Violations, and any litigation file not under another category (unless minors – three years after attaining age 18)	CL+7 yrs.	V, H	<u>Authority:</u> 42 USC §1983; GC 34090
6	Case Records Includes Pitchess Motions, Abatement Warrants, Bankruptcy, Blood Draw Requests, SDT's	CL+5 yrs.	V, H	<u>Authority:</u> 42 USC §1983; GC 34090
7	Case Records – Employee Disciplinary	CL+5 yrs.	V, H	<u>Authority:</u> 42 USC §1983; GC 34090

RECORDS RETENTION SCHEDULE FOR THE CITY OF MERCED

Item No.	RECORD SERIES TITLE AND CONTENTS (Note: Retention Schedule of physical and digital records.)	RETENTION	Vital Historical Confidential	COMMENTS
8	Case Records – Workers’ Compensation (Cases closed by Stipulation, Surveillance Records)	CL+5 yrs.	V, H	<u>Authority:</u> Labor Code Division 4; 8 CCR §10102; GC 34090
9	Case Records – Workers’ Compensation (Cases closed by Compromise and Release, Surveillance Records)	CL+2 yrs.	V, H	<u>Authority:</u> GC 34090
10	Correspondence Formal written correspondence, including notes and research, if not attached to agreement or project file	CU+2 yrs.	H	<u>Authority:</u> GC 34090(d)
11	City Council Closed Session Files Minutes, agendas, and Brown Act documents	P	C, V, H	<u>Authority:</u> GC 34090
12	Database, Attorney Service Request Tracking of Legal Services Requests (both opened and closed), Reports	CU+2 yrs.	H	<u>Authority:</u> GC 34090
13	Criminal Municipal Code Violations	CL+10 yrs.	H	<u>Authority:</u> 42 USC §1983; GC 34090
14	Legal Opinions – Confidential	S+2 yrs.	V, H	<u>Authority:</u> GC 34090; GC 6254
15	Non-Litigated Investigation Files Potential claim files, civil claims files not resulting in litigation; any other investigation records not resulting in litigation, surveillance records	CL+2 yrs.	H	<u>Authority:</u> With attorney review; GC 34090
16	Proposed Legislation Submitted to legislative bodies	CU+1 yr.	V, H	<u>Authority:</u> GC 50115; GC 6253

RECORDS RETENTION SCHEDULE FOR THE CITY OF MERCED

Item No.	RECORD SERIES TITLE AND CONTENTS (<i>Note: Retention Schedule of physical and digital records.</i>)	RETENTION	Vital Historical Confidential	COMMENTS
17	Real Property Eminent Domain Inverse Condemnation Land Use Annexations Tax Liens Assessment Districts	P	V, H	<u>Authority:</u> GC 34090
18	Research	S+3 yrs.	V, H	<u>Authority:</u> GC 34090; GC 6254
19	Settlement Agreements (Final settlement agreement managed as a separate record)	CL+10 yrs.	V, H	<u>Authority:</u> GC 34090; GC 6254
CITY MANAGER'S OFFICE/CITY CLERK'S OFFICE				
City Manager/City Clerk				
<i>City Council and City Boards', City Commissions', City Committees' Meetings, Minutes, and Notice Records</i>				
1	Notices (Except Public Hearing Notices) Declarations of posting; Certificates of posting (e.g., posting logs); Special meeting notices; Waivers of Notice; Notices of Meeting Adjournment; Notices of Meeting Cancellation	CU+2 yrs.	H	<u>Authority:</u> There is no specific statutory authority for retention of this item. Given its historical value, such documents will be retained a minimum of 2 years before destruction, per GC 34090(d).
2	Administrative (Staff) Reports (including attachments)	P	H	<u>Authority:</u> GC 34090(e) <u>Note:</u> Also includes slide presentations presented in lieu of a staff report.
3	Meeting Agendas and Agenda Packets City Council/Boards/Commissions/Committees	P	H	<u>Authority:</u> GC 34090(e)

RECORDS RETENTION SCHEDULE FOR THE CITY OF MERCED

Item No.	RECORD SERIES TITLE AND CONTENTS (<i>Note: Retention Schedule of physical and digital records.</i>)	RETENTION	Vital Historical Confidential	COMMENTS
4	Meeting Minutes (Approved)	P	V, H	<u>Authority:</u> GC 34090(e)
5	Recordings of Meetings – Audio/Video Files Including those saved to CD, DVD, and other storage media (cassette tapes, flash drives, hard drives, etc.)	CU+20 yrs.	H	<u>Authority:</u> GC 34090.7
6	Membership Rosters <i>Private</i> rosters only, not those available to the public	CU+100 yrs.	V, H, C	<u>Authority:</u> There is no specific statutory authority for retention of this item. Given its historical value, such documents will be retained a minimum of 2 years before destruction, per GC 34090(d).
7	Oaths of Office	T+6 yrs.	H	<u>Authority:</u> There is no specific statutory authority for retention of this item. However, the Secretary of State has recommended retention for this period per the authority of GC 34090 and 29 USC 1113. (Statute of Limitations is 6 years for breach of fiduciary duty for action under said title.)
8	Applications (Boards, Commissions, Committees - Selected) Applications (Boards, Commissions, Committees - Not selected)	T+2 yrs. App. Date +366 Days	C, H	<u>Authority:</u> GC 34090 <u>Authority:</u> GC 34090.5, 50115
9	Public Hearing Notices Proofs of Publication; Mailing lists; Certified mail receipts, Return Receipts; Declarations/Certificates of posting; (e.g., posting logs)	CU+4 yrs.	V, H	<u>Authority:</u> There is no specific statutory authority for retention of this item. However, given its historical value, these documents will be retained for a minimum of 2 years, per GC Section 34090(d).
10	Proclamations and Certificates of Recognition	CU+2 yrs.	V, H	<u>Authority:</u> GC 34090(d) <u>Note:</u> Directives rendered by Council not assigned a resolution or ordinance number.
Legislative Records				
11	Municipal Code Book and Supplements	P	V	<u>Authority:</u> GC 34090(e)

RECORDS RETENTION SCHEDULE FOR THE CITY OF MERCED

Item No.	RECORD SERIES TITLE AND CONTENTS (<i>Note: Retention Schedule of physical and digital records.</i>)	RETENTION	Vital Historical Confidential	COMMENTS
12	Ordinances Includes attached proofs of publication and other attachments	P	V, H	<u>Authority:</u> GC 34090(e)
13	Resolutions (including attachments)	P	V, H	<u>Authority:</u> GC 34090(e)
Agreements				
14	Agreements, Contracts, Leases (Excluding Capital Improvements) Executed documents Amendments Change Orders Attached exhibits, addenda, etc.	AE+20 yrs.	V	<u>Authority:</u> There is no specific statutory authority for retention of this item. However, the Secretary of State has recommended this retention period per the authority of sections covering Statutes of Limitations contained in CCP 337, 337.2, 337.15.
15	Agreements, Contracts, Leases (Capital Improvements) Executed documents Amendments Change Orders Attached exhibits, addenda, etc.	P	V, H	<u>Authority:</u> GC 34090(a); 4004; H&S 19850 <u>Note:</u> Includes developer/development agreements, annexation/pre-annexation agreements, subdivision agreements, contracts for sale or purchase of property, cable, grants of easement, franchises, and/or involving construction of improvements, land entitlements, etc.
16	Certificates of Insurance Notices of Cancellation, Notices of Non-Renewal, Notices of Reinstatement, Notices of Rescission, Notices of Expiration, etc.	CU+2 yrs.	V, H	<u>Authority:</u> There is no specific statutory authority for retention of this item. However, the Secretary of State has recommended retention for this period per the authority of GC 34090(d), which does not approve destruction of records less than 2 years old. <u>Note:</u> This retention does not apply to certificates attached to contracts.
Conflict-of-Interest, Administration Files, Code Updates, Tracking Database, Master FPPC Forms				
17	Campaign Statements & Other Mandated Filings (Form 460) For offices per GC 87200: Elected Mayor, City Council Members, and Committees supporting such candidates, Committees of statewide measures	P	V, H	<u>Authority:</u> GC 81009, 87500, 2 CCR 18115 <u>Note:</u> Includes campaign statement tracking logs.

RECORDS RETENTION SCHEDULE FOR THE CITY OF MERCED

Item No.	RECORD SERIES TITLE AND CONTENTS (<i>Note: Retention Schedule of physical and digital records.</i>)	RETENTION	Vital Historical Confidential	COMMENTS
18	Campaign Statements & Other Mandated Filings (Form 460) For offices per GC 87200: Unsuccessful Mayor, City Council Members, and Committees supporting such candidates, Committees of statewide measures	EL+5 yrs.	V, H	<u>Authority:</u> GC 81009, 87500, 2 CCR 18115 <u>Note:</u> Includes campaign statement tracking logs.
19	Political Action Committee (PAC) Statements and Other Mandated Filings	CU+7 yrs.	V, H	<u>Authority:</u> GC 81009, 87500, 2 CCR 18115
20	Conflict-of-Interest Code Review – Biennial	CU+5 yrs.	V, H	<u>Authority:</u> GC 81009, 87500, 2 CCR 18115
21	Statement of Economic Interests (Form 700) – Assuming, Initial, Annual, Leaving Office, and Other Mandated Filings and Amendments	CU+12 yrs.	V, H	<u>Authority:</u> GC 81009, 87500, 2 CCR 18115 <u>Note:</u> Includes annual reports and other internal resources.
22	FPPC Forms for Public Officials and Employees Form 800 Series	CU+7 yrs.	V, H	<u>Authority:</u> GC 81008, 81009, 87500, 2 CCR 18115 Examples: Form 801 – Payments to Agency Report; Form 802 – Agency Report of Ceremonial Role Events; Form 803 – Behested Payment Report; Form 804 – Agency Report of New Positions; Form 805 – Agency Report of Consultants; Form 806 – Agency Report of Public Official Appts., etc.
<i>Real Property/Legal Records</i>				
23	Real Property Files Abandonments and supporting data; Deeds and supporting data; Quitclaims and supporting data; and Easements and supporting data	P	V, H	<u>Authority:</u> GC 34090(a)

RECORDS RETENTION SCHEDULE FOR THE CITY OF MERCED

Item No.	RECORD SERIES TITLE AND CONTENTS (Note: Retention Schedule of physical and digital records.)	RETENTION	Vital Historical Confidential	COMMENTS
24	Assessment Districts/Maintenance Districts/Community Facilities Districts (CFD's)	P	V, H	<u>Authority:</u> There is no specific statutory authority for retention of this item. However, the Secretary of State has recommended this period per the authority of Section GC 34090(a), which does not authorize the destruction of records affecting title to real property or liens thereon. <u>Note:</u> Covers collection information; assessment-ballot proceedings; original documentation files with municipal clerk.
25	Petitions to the City	CU+1 yr.	H	<u>Authority:</u> GC 50115
26	Subpoenas/Summonses Service Log for Legal Documents	CU+2 yrs.	V, H	<u>Authority:</u> GC 34090
Administrative and Miscellaneous Records				
27	Bond Documents	CL+10 yrs.	V, H	<u>Authority:</u> CCP 337.5 and GC 34090, 43900
28	Annual Adopted Operating Budget Preliminary Budget	P S	V, H	<u>Authority:</u> GC 34090 <u>Note:</u> Copies of preliminary budgets may be discarded once superseded by the final, approved budget adopted by the Legislative Body.
29	Certificates of Election Certification of Election Results, Reports, Statements, and Other Supporting Documentation	T+4 yrs.	H	<u>Authority:</u> GC 81009(f) <u>Note:</u> If attached to a resolution, then the certificates are retained permanently.
30	Charter Amendments/Measures	P	V, H	<u>Authority:</u> GC 34458-60 and GC 34090
31	General Correspondence Files (City Manager, City Clerk, City Council, Boards, Commissions, Committees) Incoming Correspondence; Outgoing Correspondence	CU+2 yrs.	H	<u>Authority:</u> There is no specific statutory authority for retention of this item. However, the Secretary of State has recommended retention for this period per the authority of GC 34090(d), which does not approve destruction of records less than 2 years old. (If not attached to agreement or project file.)

RECORDS RETENTION SCHEDULE FOR THE CITY OF MERCED

Item No.	RECORD SERIES TITLE AND CONTENTS (<i>Note: Retention Schedule of physical and digital records.</i>)	RETENTION	Vital Historical Confidential	COMMENTS
32	City Manager Council Information Memorandums Includes Conventions, Seminars, and Miscellaneous Information	CU+3 yrs.	H	<u>Authority:</u> GC 34090(d)
33	City History Files <u>Selected</u> historical records, including: Maps and drawings; photographs; plaques; reports and studies; organizational charts; articles and news-clippings; City publications; City newsletters; and <u>selected</u> press releases	P	H	<u>Authority:</u> GC 34090 <u>Note:</u> Press releases that are not of particular historical value need not be retained more than CU+2 years, per GC 34090.
34	City Incorporation Documents	P	H	<u>Authority:</u> GC 34090(c),(d)
35	Code Books Building, Housing, Electrical, Mechanical, Plumbing, Fire, and Supplements	P	V, H	<u>Authority:</u> GC 34090(c),(e) <u>Note:</u> Building Code, Housing Code, Electrical Code, Mechanical Code, Plumbing Code, Fire Code, etc., and supplements.
36	Ethics Training Certificates (AB 1234)	CU+5 yrs.	V	<u>Authority:</u> GC 53235.2(b)
37	Information Received – General Public; Civic, Government, Professional Organizations Correspondence (includes Council meeting backup); Brochures; Publications; Newsletters; Bulletins; Reports and studies; and Backup data.	CU+2 yrs.	H	<u>Authority:</u> GC 34090, 50115 <u>Note:</u> From an outside party or agency. Examples include: Chamber of Commerce, Rotary Club, homeowners' associations, FPPC, County of Merced, LAFCo; other federal, state, county, and local government agencies, etc. (<i>General correspondence and communications only; excludes agreements or projects with these organizations.</i>)
38	Public Records Act (PRA) Requests (including logs)	CL+2 yrs.	V	<u>Authority:</u> GC 34090

RECORDS RETENTION SCHEDULE FOR THE CITY OF MERCED

Item No.	RECORD SERIES TITLE AND CONTENTS (Note: Retention Schedule of physical and digital records.)	RETENTION	Vital Historical Confidential	COMMENTS
39	Policies and Procedures, Departmental	S+5 yrs.	V	<u>Authority:</u> GC 34090(d)
40	Request for Authorization to Destroy Records and Certification of Destruction	P	V, H	<u>Authority:</u> GC 34090(e)
41	Records Retention Schedules	S+4 yrs.	V	<u>Authority:</u> CCP 343
42	Reports/Studies Financial (internal and/or external)	CL+7 yrs.	V, H	<u>Authority:</u> GC 34090.7
43	Reports/Studies Departmental; Printing (Photocopier, etc.); Reproduction; Postal/Mailing; and Other internal resources	CU+2 yrs.	V, H	<u>Authority:</u> GC 34090
44	Bids and RFP's/RFQ's* (Successful and Unsuccessful)	CU+6 yrs.	H	<u>Authority:</u> GC 34090 (* <u>Note:</u> Requests for Proposals/Quotes regarding goods and services.)

RECORDS RETENTION SCHEDULE FOR THE CITY OF MERCED

Item No.	RECORD SERIES TITLE AND CONTENTS (Note: Retention Schedule of physical and digital records.)	RETENTION	Vital Historical Confidential	COMMENTS
DEVELOPMENT SERVICES				
Building/Inspection Services				
1	PERMIT COPIES, INSPECTION RECORDS, and ADDRESS FILES , including: Original permit copies (alterations, encroachments, excavations, grading, swimming pools, temporary uses, etc.) CF1R, CF4R, CF6R forms Permit applications Plot plans Truss calculations Impact fee sheets Engineering fee sheets Inspection result sheets Elevation/Flood certificates Certificates of Occupancy Soils Reports Moisture/Compaction Reports Correspondence Fees Appeal Requests, etc. Sign Permits	P	V, H	<i>Authority:</i> There is no specific authority for retention of this item. However, the Secretary of State has recommended retention for this period per the authority of GC 34090(d), which does not approve destruction of records less than 2 years old. [CCP 337.15 – 10 years.]
2	COMMERCIAL CONSTRUCTION DRAWINGS , including: Commercial construction plans and specifications Sign plans	P	V, H	<i>Authority:</i> Health and Safety Code, Section 19850: "The building department of every city or county shall maintain an official copy, which may be on microfilm or other type of photographic copy, of the plans of every building, during the life of the building, for which the department issued a building permit."

RECORDS RETENTION SCHEDULE FOR THE CITY OF MERCED

Item No.	RECORD SERIES TITLE AND CONTENTS (<i>Note: Retention Schedule of physical and digital records.</i>)	RETENTION	Vital Historical Confidential	COMMENTS
3	RESIDENTIAL CONSTRUCTION DRAWINGS , including: House construction plans and specifications Master plans and specifications Garages and other structures appurtenant to one- and two-family dwellings plans and specifications	180 days	V, H	<p><u>Authority:</u> Health and Safety Code, Section 19850(a): "Except for plans of a common interest development, as defined in Section 4100 or 6534 of the Civil Code, plans need not be filed for:</p> <p>(a) Single or multiple dwellings not more than two stories and basement in height. (b) Garages and other structures appurtenant to buildings described under subdivision (a). (c) Farm or ranch buildings. (d) Any one-story building where the span between bearing walls does not exceed 25 feet. The exemption in this subdivision does not, however, apply to a steel frame or concrete building."</p> <p><u>Note:</u> The above-mentioned plans will be retained for a period of not less than 180 days from the date of completion, per the California Building Code, Section 107.5. This includes, but may not be limited to, plans which have not yet been electronically archived. (<i>Effective: September 1, 2014.</i>)</p>
4	OTHER RECORDS Building and Housing Board of Appeals Correspondence	CU+2 yrs.	H	<p><u>Authority:</u> There is no specific authority for retention of this item. However, the Secretary of State has recommended retention for this period per the authority of GC 34090 (d), which does not approve destruction of records less than 2 years old.</p> <p><u>Note:</u> Any permit correspondence, fire inspection reports, appeal requests, etc.</p>
5	Logs	CU+5 yrs.	H	<p><u>Authority:</u> There is no specific authority for retention of this item. However, the Secretary of State has recommended retention for this period per the authority of GC 34090(d), which does not approve destruction of records less than 2 years old.</p> <p><u>Note:</u> Logs, registers, or similar records listing permits, certificates of occupancy issues; may include inspection, building activity, daily, plan check, utility, emergency call-out logs.</p>

RECORDS RETENTION SCHEDULE FOR THE CITY OF MERCED

Item No.	RECORD SERIES TITLE AND CONTENTS (Note: Retention Schedule of physical and digital records.)	RETENTION	Vital Historical Confidential	COMMENTS
Housing				
<i>First-Time Home Buyer and Rehabilitation Loans</i>				
6	Construction Documents	CL+7 yrs.	H	<u>Authority:</u> Local Government Record Management Guidelines suggestion for auditable materials. <u>Note:</u> Includes Work Write-ups, Notices to Proceed, Construction Contracts, Payments, Elevation Certificates, and Notices of Completion.
7	Cancelled Applications	CU+1 yr.	H	<u>Authority:</u> There is no specific statutory authority for retention of this item.
8	Foreclosure Notices	CL+7 yrs.	H	<u>Authority:</u> GC 34090(a)
9	Drawings and Plans	CU+2 yrs.	H	<u>Authority:</u> GC 34090(a) <u>Note:</u> Does not include those usually filed with a case or project.
10	Evidence of Insurance	CU+6 yrs.	V	<u>Authority:</u> Fair Housing Statutes and 29 U.S.C. 1113.
11	Grant Submission Files	CL+5 yrs.	H	<u>Authority:</u> 24CFR 570.502(b)(3); 24CFR 85.42 & OMB Cir. A-110, Attach. C <u>Note:</u> Working files.
12	Relocation Expense Files	CL+3 yrs.	H	<u>Authority:</u> 24CFR 84.53, 24CFR 85.42; HUD Transmittal 1378 CHG-7 6 1 [01/07]
<i>Federal and State Documents</i>				
13	Housing and Urban Development (HUD) Consolidated Annual Performance and Evaluation Report (CAPER) Annual Plans Consolidated Plans	CU+10 yrs.	H	<u>Authority:</u> There is no specific statutory authority for retention of this item. However, the Secretary of State has recommended this period per the authority of section GC 34090, which does not authorize the destruction of records less than 2 years old.

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Item No.	RECORD SERIES TITLE AND CONTENTS (Note: Retention Schedule of physical and digital records.)	RETENTION	Vital Historical Confidential	COMMENTS
Planning and Permitting				
Administration				
14	Correspondence	CU+2 yrs.	V, H	<u>Authority:</u> GC 34090(d) <u>Note:</u> Working documentation.
15	Development Standards	P	H	<u>Authority:</u> GC 34090(a) <u>Note:</u> Landscape medians; parkway landscape development; public works construction; design standards and guidelines.
16	Drawings, Project Plan	CU+2 yrs.	V, H	<u>Authority:</u> GC 34090(d) <u>Note:</u> Does not include those usually filed with a case or project.
17	General Subject Files	CU+2 yrs.	V, H	<u>Authority:</u> GC 34090(d) <u>Note:</u> Internal working files, including correspondence.
18	Land Uses, Nonconforming	P	V, H	<u>Authority:</u> GC 34090(a) <u>Note:</u> Building or site usage, which does not conform to current standards.
19	Maps and Plats	P	V, H	<u>Authority:</u> GC 34090(a) <u>Note:</u> Engineering and field notes and profiles; cross-section of roads, streets, rights-of-way, bridges; may include annexations, parks, tracts, blocks, storm drains, water easements, bench marks, trees, grading, landfill, fire hydrants, base maps, sewer/water plats and maps, etc.
20	Plans Community Plans; Master Development Plans; Specific Plans	P	H	<u>Authority:</u> GC 34090 <u>Note:</u> Including Special or long-range program plan for municipalities – coordination of services; strategic planning.
21	Permits, Construction	P	V, H	<u>Authority:</u> GC 34090(a); H&S 19850; 4003, 4004 <u>Note:</u> Plans, building, signs, grading, encroachment (including blueprints and specifications).

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Item No.	RECORD SERIES TITLE AND CONTENTS (Note: Retention Schedule of physical and digital records.)	RETENTION	Vital Historical Confidential	COMMENTS
22	Permits, Other	CL+2 yrs.	H	<u>Authority:</u> GC 34090(d) <u>Note:</u> Alterations, encroachment, excavations, road, street sidewalks and curb alterations, transportation, swimming pool drainage, temporary uses, home occupation, etc.
23	Projects, Not Completed or Denied	CL+2 yrs.	H	<u>Authority:</u> GC 34090(d) <u>Note:</u> Building, Engineering, Planning.
24	Reports	CU+2 yrs.	H	<u>Authority:</u> GC 34090 <u>Note:</u> Activity, Periodic.
25	Street Names and House Numbers	P	V, H	<u>Authority:</u> GC 34090(a) <u>Note:</u> Street names, re-naming, dedications, closings, address assignment/changes.
26	Studies, Special Projects and Areas	P	V, H	<u>Authority:</u> GC 34090(a) <u>Note:</u> Engineering, joint powers, noise, transportation.
27	Street/Alley (Abandonment/Vacation)	P	V, H	<u>Authority:</u> GC 34090(a) <u>Note:</u> Relinquishment of rights and fee title.
California Environmental Quality				
28	California Environmental Quality Act (CEQA) Legal Notices Notices of Exemption; Notices of Determination; Environmental Impact Report; Negative Declaration; Mitigation Monitoring Programs; Statements of Overriding Considerations; and Notices of Completion	P	V, H	<u>Authority:</u> GC 34090(a), plus CEQA Guidelines.

RECORDS RETENTION SCHEDULE FOR THE CITY OF MERCED

Item No.	RECORD SERIES TITLE AND CONTENTS (Note: Retention Schedule of physical and digital records.)	RETENTION	Vital Historical Confidential	COMMENTS
Planning				
29	Project files, Planning and Zoning, including: Administrative Design Review; Administrative Sign Approvals; Annexations/De-annexations; Conditional Use Permits; Determinations; Environmental Assessments; Final Maps; General Plan Amendments; Land Conservation; Minor Subdivision (Lot Split/Boundary Adjustments, etc.); Planned Development Establishment Planned Development Revisions Relocation; Site Plan Approvals; Specific Plan Establishments/Revisions Tentative Subdivision Maps; Variance; Zoning Ordinance Amendments; Zone Changes	P	H	<u>Authority:</u> GC 34909(a); H&S 19850; 4003; 4004 <u>Note:</u> Pertains to real property. May include blueprints, drawings, maps, plans, reports, evaluations, correspondence, uses, permits, variances, studies, appeals, compliance certificates, lot line adjustments, or other planning-related matters brought before legislative body.
30	Certificates	P	H	<u>Authority:</u> GC 34090 <u>Note:</u> Zoning Verification.
31	General Plan and Elements	P	V, H	<u>Authority:</u> GC 34090 <u>Note:</u> Includes sphere of influence, land use diagram, circulation map.
32	Grants	CL+5 yrs.	H	<u>Note:</u> Community or Specific Plans resulting from the Grants are permanent Records. (See Plans.)
33	Interpretations	CU+2 yrs.	V, H	<u>Authority:</u> GC 34090
34	Official Zoning Map (includes City Boundary)	P	V, H	<u>Authority:</u> GC 34090; H&S 19850 <u>Note:</u> Zoning. (For tentative subdivision, parcel, land use map, aerial photos, specific plans: Refer to project files, historical files, and plans.)
35	Acquisition/Disposition Disposition	CL+10 yrs.	V, H	<u>Authority:</u> GC 34090(a), GC 6254 <u>Note:</u> Supporting documents regarding sale, purchase, exchange, lease or rental of property by City.

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Item No.	RECORD SERIES TITLE AND CONTENTS (Note: Retention Schedule of physical and digital records.)	RETENTION	Vital Historical Confidential	COMMENTS
36	Appraisals	CL+2 yrs.	V, H	<u>Authority:</u> GC 34090; GC 6254(h) <u>Note:</u> Exempt until final acquisition or contract agreement obtained.
37	Historical Files Selected historical records, including: Historic Preservation Index; Maps & Drawings; Photographs, Aerial; Photos; Plaques; Reports and Studies; Organizational Charts; Articles and News-Clippings; Press Releases	P	H	<u>Authority:</u> There is no specific statutory authority for retention of this item. However, the Secretary of State has recommended retention for this period per the authority of Section GC 34090, which does not authorize the destruction of records less than 2 years old.
38	Grant Submission Files	CL+5 yrs.	H	<u>Authority:</u> GC 34090 <u>Note:</u> Working files, applications, backup documents. (For Ad Hoc committee-related items, refer to Boards and Commissions Retention Schedule.)
39	Census/Demographics	P	H	<u>Authority:</u> GC 34090 <u>Note:</u> Working files, reports, and data.
ECONOMIC DEVELOPMENT				
<i>Real Property</i>				
1	Maps – Residential, Commercial, Industrial Projects; and Topographical	P	V, H	<u>Authority:</u> There is no specific statutory authority for the retention of this item. However, the Secretary of State has recommended this retention period per the authority of GC 34090(a), which does not authorize the destruction of records affecting title to real property or liens thereon.
2	Real Property – Dedications Files Offers of dedication and exhibits; Correspondence and supporting data	P	V, H	<u>Authority:</u> GC 34090(a)

RECORDS RETENTION SCHEDULE FOR THE CITY OF MERCED

Item No.	RECORD SERIES TITLE AND CONTENTS (Note: Retention Schedule of physical and digital records.)	RETENTION	Vital Historical Confidential	COMMENTS
3	Real Property Maps and drawings; Studies and reports; and Correspondence and supporting data	P	V, H	<u>Authority:</u> GC 34090(a)
Projects				
4	Photographs	CL+10 yrs.	H	<u>Authority:</u> There is no specific statutory authority for the retention of this item. However, the Secretary of State has recommended this retention period per the authority of GC 34090, which does not authorize the destruction of records less than 2 years old. <u>Note:</u> Includes aerials.
5	Plans, Capital Improvement, Projects	CL+10 yrs.	H	<u>Authority:</u> There is no specific statutory authority for the retention of this item. However, the Secretary of State has recommended this retention period per the authority of GC 34090(a), which does not authorize the destruction of records affecting title to real property or liens thereon. <u>Note:</u> Developments, streets, curbs, gutters, sidewalks, storm drains.
6	Reports/Studies	CL+10 yrs.	H	<u>Authority:</u> There is no specific statutory authority for the retention of this item. However, the Secretary of State has recommended this retention period per the authority of GC 34090, which does not authorize the destruction of records less than 2 years old.
7	Supporting Documents	CL+10 yrs.	H	<u>Authority:</u> There is no specific statutory authority for the retention of this item. However, the Secretary of State has recommended this retention period per the authority of GC 34090, which does not authorize the destruction of records less than 2 years old.

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Item No.	RECORD SERIES TITLE AND CONTENTS (Note: Retention Schedule of physical and digital records.)	RETENTION	Vital Historical Confidential	COMMENTS
Administrative and Miscellaneous Records				
8	Grant Submission Files	CL+5 yrs.	V	<u>Authority:</u> GC 34090 <u>Note:</u> Working files.
9	Organizations Files – Federal, State, County, Local Government Agencies and Indian Tribes Reports and studies; Publications; and Backup data	CU+2 yrs.	V, H	<u>Authority:</u> There is no specific statutory authority for retention of this item. However, given its historical value, the City may consider retaining for a minimum of 2 years, per GC Section 34090(d). <u>Note:</u> Examples include FPPC, County of Merced, LAFCo, and other cities. This record series is for general correspondence and communications with government agencies. Records pertaining to agreements or projects with these organizations are addressed by, and subject to, the retention requirements in the record series “Agreements, Contracts, Leases.”
10	Correspondence to RDA or Successor Agency, Executive Director Chronological Files; General/Public; Controlled; Reports; Citizen Complaints; Subject Files; Reproduction/printing requests; and Correspondence not attached to agreement or project file	CU+2 yrs.	V, H	<u>Authority:</u> There is no specific statutory authority for retention of this item. However, the Secretary of State has recommended this retention period per the authority of GC 34090(d), which does not authorize the destruction of records less than 2 years old.
11	Department Projects, Programs, Events, Newsletters, Issues, Activities Publications	CU+2 yrs.	H	<u>Authority:</u> There is no specific statutory authority for retention of this item. However, the Secretary of State has recommended a retention period for 5 years (citing authority is GC 34090). Given their historical value, the Department may consider retaining for 2 years per GC 34090(d), which does not authorize the destruction of records less than 2 years old.

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Item No.	RECORD SERIES TITLE AND CONTENTS (Note: Retention Schedule of physical and digital records.)	RETENTION	Vital Historical Confidential	COMMENTS
Merced Regional Airport				
12	Tenant Files Driver's Training Program Test Gate Access Application Driver's License/Auto Insurance Aircraft Insurance and Registration Incoming/Outgoing Correspondence Other documents required per lease	CL+2 yrs.	V, C	<p><u>Authority:</u> There is no specific statutory authority for retention of this item. However, the Secretary of State has recommended retention for this period per the authority of GC 34090(d), which does not approve destruction of records less than 2 years old.</p> <p><u>Note:</u> For this record series, "CL" (Closed/Completed) represents termination of all terms of the agreement or contract. Original leases are maintained in the City Clerk's Office.</p>
13	Airport Superintendent and Airport Staff Correspondence Files Incoming Correspondence Outgoing Correspondence	CU+2 yrs.	H	<p><u>Authority:</u> There is no specific statutory authority for retention of this item. However, the Secretary of State has recommended retention for this period per the authority of GC 34090(d), which does not approve destruction of records less than 2 years old.</p> <p><u>Note:</u> This record series applies to records not attached to an agreement, tenant file, or project file.</p>
14	Airport Badges Applications/Driver's License (copy) List of issued badges and status	CL+2 yrs.	V, C	<p><u>Authority:</u> There is no specific statutory authority for retention of this item. However, the Secretary of State has recommended retention for this period per the authority of GC 34090(d), which does not approve destruction of records less than 2 years old.</p> <p><u>Note:</u> For this record, badges are destroyed upon completion or termination of use, per the Airport Certification Manual (Transportation Security Administration Procedures).</p>
15	Airport Gate Access Applications, Driver's License (copy) and Auto Insurance and Driver's Training Test	CL+2 yrs.	V, C	<p><u>Authority:</u> There is no specific statutory authority for retention of this item. However, the Secretary of State has recommended retention for this period per the authority of GC 34090(d), which does not approve destruction of records less than 2 years old.</p> <p><u>Note:</u> This record series applies to non-tenants, city employees, airline staff, TSA Staff, FBO Staff, FAA Staff, and other individuals granted gate access.</p>

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Item No.	RECORD SERIES TITLE AND CONTENTS (Note: Retention Schedule of physical and digital records.)	RETENTION	Vital Historical Confidential	COMMENTS
16	Tenant Lists Tenant List Based Aircraft List Possessory Interest List	CU+2 yrs.	V, H	<u>Authority:</u> There is no specific statutory authority for retention of this item. However, the Secretary of State has recommended retention for this period per the authority of GC 34090(d), which does not approve destruction of records less than 2 years old.
17	Hangar Waiting Lists List for Tie-down Space T-Hangars List for Building 21 List for Building 22 and 23	CU+2 yrs.	V, H	<u>Authority:</u> There is no specific statutory authority for retention of this item. However, the Secretary of State has recommended retention for this period per the authority of GC 34090(d), which does not approve destruction of records less than 2 years old.
18	Fuel Facilities Quarterly Fuel Vendor Audits Inspection of Fueling Facilities Monthly Fuel Reports Fuel Receipts Fuel Flow Surveys	CU+2 yrs.	V, H	<u>Authority:</u> Federal Aviation Administration Rules and Regulations, Title 14, CFR Part 139, effective June 9, 2004 (FAR 139.321), requires records be maintained in the Airport Operations office for a consecutive 12 months. However, the Secretary of State has recommended retention for this period per the authority of section GC 34090, which does not authorize the destruction of records less than 2 years old.
19	Self-Inspection Program Daily Inspections Weekly Inspections Unusual Conditions Inspections Any additional Inspections	CU+2 yrs.	V, H	<u>Authority:</u> Federal Aviation Administration Rules and Regulations, Title 14 CFR Part 139, effective June 9, 2004, requires records be maintained in the Airport Operations office for a consecutive 12 months. However, the Secretary of State has recommended retention for this period per the authority of section GC 34090, which does not authorize the destruction of records less than 2 years old.
20	Training Records Personnel Training Emergency Personnel Training/ARFF* Airport Fueling Agent Self-Inspection Movement Areas and Safety Area Accidents and Incidents Airport Condition Handling and Storing of Hazardous Substances and Materials	CU+2 yrs.	V, H	<u>Authority:</u> Federal Aviation Administration Rules and Regulations, Title 14, CFR Part 139, effective June 9, 2004, requires records be maintained in the Airport Administration office for a consecutive 12 to 24 months. However, the Secretary of State has recommended retention for this period per the authority of section GC 34090, which does not authorize the destruction of records less than 2 years old. * <u>Note:</u> Aircraft Rescue Firefighting (ARFF) Training records are maintained by the City of Merced Fire Department Training Officer and are retained per the Fire Department Training retention schedule.

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Item No.	RECORD SERIES TITLE AND CONTENTS (Note: Retention Schedule of physical and digital records.)	RETENTION	Vital Historical Confidential	COMMENTS
21	Accidents and Incidents Reports Involving air carrier aircraft and/or ground vehicles in movement and safety areas	CU+2 yrs.	V, H	<u>Authority:</u> Federal Aviation Administration Rules and Regulations, Title 14, CFR Part 139, effective June 9, 2004, requires records be maintained in the Airport Administration office for a consecutive 12 months. However, the Secretary of State has recommended retention for this period per the authority of section GC 34090, which does not authorize the destruction of records less than 2 years old.
22	City Airport History Files Selected historical records, including: Maps and drawings Photographs Plaques Reports and Studies Articles and News-Clippings City Airport Publications City Airport Newsletters Press Releases	P	H	<u>Authority:</u> There is no specific statutory authority for retention of this item. However, the Secretary of State has recommended retention for this period per the authority of section GC 34090, which does not authorize the destruction of records less than 2 years old.
23	Information Received – Public Brochures Publications Newsletters Bulletins	CU+2 yrs.	H	<u>Authority:</u> GC 34090 <u>Note:</u> From an outside agency.
24	Weather Reports Altimeter Checks SAWRS II (unofficial) Observations Notice of Corrections to Weather Records Station Inspection Report	CU+2 yrs.	H	<u>Authority:</u> National Weather Service requires 90 days' retention. However, the Secretary of State has recommended retention for this period per the authority of section GC 34090, which does not authorize the destruction of records less than 2 years old.
25	Notice to Airmen NOTAM's	CU+2 yrs.	V, H	<u>Authority:</u> Federal Aviation Administration Rules and Regulations, Title 14 CFR Part 139, effective June 9, 2004.

RECORDS RETENTION SCHEDULE FOR THE CITY OF MERCED

Item No.	RECORD SERIES TITLE AND CONTENTS (Note: Retention Schedule of physical and digital records.)	RETENTION	Vital Historical Confidential	COMMENTS
26	Emergency Generator Airport Operations Inspection Log* FS - Generator Permit FS - Run Times FS - Recordkeeping Logs	CU+5 yrs.	V, H	<u>Authority:</u> San Joaquin Valley Air Pollution Control District, Rules and Regulations. Records are maintained by Fleet Services for 5 years at the Public Works Office. <i>*A separate weekly inspection log is kept by Airport Operations in the Airport Operations Administration office.</i>
Engineering				
Capital Improvement Projects				
1	Capital Improvement Projects File Agreements Contracts Correspondence Change Orders Invoices Plans Specifications Utility Notice Benchmark Data Grants Bonds Submittals Certified Payroll	P	V, H	<u>Authority:</u> GC 34090(a); 4004; H&S 19850; CCP 337.15 <u>Note:</u> Includes cable, franchises, and/or involving construction of improvements.
Real Property Records				
2	California Environmental Quality Act (CEQA) Legal Notices Notices of Exemption; Notices of Determination; Environmental Impact Report; Negative Declaration; Mitigation Monitoring Programs; Statements of Overriding Considerations; and Notices of Completion	P	V, H	<u>Authority:</u> GC 34090(a), plus CEQA Guidelines.

RECORDS RETENTION SCHEDULE FOR THE CITY OF MERCED

Item No.	RECORD SERIES TITLE AND CONTENTS (Note: Retention Schedule of physical and digital records.)	RETENTION	Vital Historical Confidential	COMMENTS
3	Real Property Files Abandonments and supporting data; Deeds and supporting data; Quitclaims and supporting data; and Easements and supporting data	P	V, H	<u>Authority:</u> GC 34090(a) supporting documentation.
Administrative and Miscellaneous Records				
4	Standard Designs and Specifications	P	V, H	<u>Authority:</u> GC 34090 <u>Note:</u> These are updated yearly. However, the designs that are replaced must be retained for historical purposes.
5	Policies and Procedures, Departmental	S+5 yrs.	V	<u>Authority:</u> GC 34090(d)
6	Logs – Traffic Issues	CU+15 yrs.	H	<u>Authority:</u> GC 34090 <u>Note:</u> Traffic Control Work Order Index Log. These documents are for internal use only and track the Work Orders that have been requested.
FINANCE				
Accounting				
Accounts Payable				
1	Request for Payment with Source Document	CU+4 yrs.	V	<u>Authority:</u> GC 34090; CCP 337 <u>Note:</u> Invoices with supporting documents.
2	Accounts Payable Check Register	CU+4 yrs.	V	<u>Authority:</u> GC 34090; CCP 337
3	Check Register Control Logs	CU+4yrs.	V	<u>Authority:</u> GC 34090
4	Purchase Orders	CU+4 yrs.	V, H	<u>Authority:</u> GC 34090, CCP 337 <u>Note:</u> Original documents.

RECORDS RETENTION SCHEDULE FOR THE CITY OF MERCED

Item No.	RECORD SERIES TITLE AND CONTENTS (Note: Retention Schedule of physical and digital records.)	RETENTION	Vital Historical Confidential	COMMENTS
Banking and Investments				
5	Bank Reconciliation Papers	CU+4 yrs.	V	<u>Authority:</u> GC 34090, 26 CFR 1.6001-1 <u>Note:</u> Statements, summaries for receipts, disbursements, and reconciliation.
6	Bank Statements	CU+4 yrs.	V, H	<u>Authority:</u> GC 34090 <u>Note:</u> Financial Authority.
7	Matured Investment Records	CU+4 yrs.	V, H	<u>Authority:</u> GC 34090, CCP 337, GC 53607
8	Bond Statements	CL+10 yrs.	V, H	<u>Authority:</u> GC 34090, CCP 337.5 <u>Note:</u> Monthly statements of transactions; final bond documentation.
9	Voided Checks	CU+10 yrs.	V, H	<u>Authority:</u> GC 34090, CCP 337.5
General Ledger				
10	Journal Vouchers with Source Documents	CU+4 yrs.	V	<u>Authority:</u> GC 34090, CCP 337 <u>Note:</u> Account postings with supporting documents.
11	Trial Balance – Working Financial Statements	CU+4 yrs.	V, H	<u>Authority:</u> GC 34090
12	Fiscal Year Audit File	CU+4 yrs.	V, H	<u>Authority:</u> GC 34090
Payroll				
13	Accrual Audit Registers	CU+7 yrs.	V, H	<u>Authority:</u> GC 34090, GC 37207
14	Active Employees by Type and Bargaining Unit	CU+7 yrs.	V, H	<u>Authority:</u> GC 34090

RECORDS RETENTION SCHEDULE FOR THE CITY OF MERCED

Item No.	RECORD SERIES TITLE AND CONTENTS (Note: Retention Schedule of physical and digital records.)	RETENTION	Vital Historical Confidential	COMMENTS
15	Additional Pay Register	CU+7 yrs.	V, H	<u>Authority:</u> GC 34090, GC 37207
16	Adjustment Before Tax Register	CU+7 yrs.	V, H	<u>Authority:</u> GC 34090, GC 37207
17	Benefit Register	CU+7 yrs.	V, H	<u>Authority:</u> GC 34090, GC 37207
18	Biweekly Temporary Disability Reports	CU+7 yrs.	V, H	<u>Authority:</u> GC 34090
19	Deduction Register	CU+7 yrs.	V, H	<u>Authority:</u> GC 34090, GC 37207 <u>Note:</u> Records of Deduction.
20	Direct Deposit Employees Register	CU+7 yrs.	V, H, C	<u>Authority:</u> GC 34090
21	Employee Application for Leave Slips	CU+7 yrs.	V, H	<u>Authority:</u> GC 34090
22	Employee Life-to-Date Work Hours	CU+7 yrs.	V, H	<u>Authority:</u> GC 34090
23	Employee W-2 Forms	CU+7 yrs.	V, H, C	<u>Authority:</u> GC 34090
24	Excess Sick Leave – Yearly	CU+7 yrs.	V, H	<u>Authority:</u> GC 34090
25	Final Pay Calculation Worksheets	CU+7 yrs.	V, H	<u>Authority:</u> GC 34090
26	Federal Income Tax (FIT) – Quarterly and Year-End Reports	CU+7 yrs.	V, H	<u>Authority:</u> GC 34090
27	Grade Step Table Listing	CU+7 yrs.	V, H	<u>Authority:</u> GC 34090

RECORDS RETENTION SCHEDULE FOR THE CITY OF MERCED

Item No.	RECORD SERIES TITLE AND CONTENTS (Note: Retention Schedule of physical and digital records.)	RETENTION	Vital Historical Confidential	COMMENTS
28	Hours Proof Listing	CU+7 yrs.	V, H	<u>Authority:</u> GC 34090
29	Labor and Fringe Distribution	CU+7 yrs.	V, H	<u>Authority:</u> GC 34090
30	Leave Balance Accrual Register	CU+7 yrs.	V, H	<u>Authority:</u> GC 34090
31	Log Sheet – All Payroll Checks	CU+7 yrs.	V, H	<u>Authority:</u> GC 34090
32	Long-Term Disability/Short-Term Disability Reports	CU+7 yrs.	V, H	<u>Authority:</u> GC 34090
33	Pay Scales PRX48	CU+7 yrs.	V, H	<u>Authority:</u> GC 34090
34	Payroll Auditing Listing	CU+7 yrs.	V, H, C	<u>Authority:</u> GC 34090
35	Payroll Biweekly Adjustments	CU+7 yrs.	V, H	<u>Authority:</u> GC 34090
36	Payroll Journal Vouchers	CU+7 yrs.	V, H	<u>Authority:</u> GC 34090
37	Payroll Memos Out	CU+7 yrs.	V, H	<u>Authority:</u> GC 34090
38	Payroll Register	CU+7 yrs.	V, H, C	<u>Authority:</u> GC 34090 <u>Note:</u> Labor costs by employee and program.
39	PERS* – Biweekly Reports	CU+7 yrs.	V, H	<u>Authority:</u> GC 34090 <u>Note:</u> Records of Deduction. * Public Employees Retirement System.

RECORDS RETENTION SCHEDULE FOR THE CITY OF MERCED

Item No.	RECORD SERIES TITLE AND CONTENTS <i>(Note: Retention Schedule of physical and digital records.)</i>	RETENTION	Vital Historical Confidential	COMMENTS
40	PERS* – Separation Forms	CU+7 yrs.	V, H	<u>Authority:</u> GC 34090 * Public Employees Retirement System.
41	Position Control File Listing	CU+7 yrs.	V, H	<u>Authority:</u> GC 34090
42	PTS Disbursement Forms	CU+7 yrs.	V, H	<u>Authority:</u> GC 34090
43	SIT* / SUI^ – Quarterly and Year-End Reports	CU+7 yrs.	V, H	<u>Authority:</u> GC 34090 * State Income Tax. ^ State Unemployment Insurance.
44	State Unemployment Insurance (SUI) Benefit Payments	CU+7 yrs.	V, H	<u>Authority:</u> GC 34090
45	SUI Labor Quarterly Reports	CU+7 yrs.	V, H	<u>Authority:</u> GC 34090
46	Tax Register	CU+7 yrs.	V, H	<u>Authority:</u> GC 34090
47	Terminated Employees Individual Payroll Files	T+7 yrs.	V, H	<u>Authority:</u> GC 34090
48	Timesheets – Completed	CU+7 yrs.	V, H	<u>Authority:</u> GC 34090 <u>Note:</u> Signed by employee for audit and FEMA Reports.
49	Uniform Allowance Paid	CU+7 yrs.	V, H	<u>Authority:</u> GC 34090
50	Vehicle Allowance	CU+7 yrs.	V, H	<u>Authority:</u> GC 34090
51	Year-End Reports	CU+7 yrs.	V, H	<u>Authority:</u> GC 34090

RECORDS RETENTION SCHEDULE FOR THE CITY OF MERCED

Item No.	RECORD SERIES TITLE AND CONTENTS (Note: Retention Schedule of physical and digital records.)	RETENTION	Vital Historical Confidential	COMMENTS
52	Yearly Fire Schedules	CU+7 yrs.	V, H	<u>Authority:</u> GC 34090
Purchasing				
53	Bid Packages/Surplus Bid Packages	CL+6 yrs.	V, H	<u>Authority:</u> GC 34090, CCP 337
54	Issue Tickets	CU+2 yrs.	V	<u>Authority:</u> GC 34090
55	Disposal of Surplus Property Forms	CU+2 yrs.	V	<u>Authority:</u> GC 34090
56	Sales Receipts/Surplus Property Sales Receipts	CU+2 yrs.	V	<u>Authority:</u> GC 34090
57	Purchasing Card Agreements and Maintenance Forms	CU+2 yrs.	V, H	<u>Authority:</u> GC 34090 <u>Note:</u> Time for commencement of civil action is four years (see CCP 337).
58	Central Stores Inventory Reports	CU+2 yrs.	H	<u>Authority:</u> GC 34090
59	Fixed Assets Inventory Reports	CU+2 yrs.	H	<u>Authority:</u> GC 34090
Reports and Files				
60	State Board of Equalization (SBOE) Sales Use Tax Report	CU+7 yrs.	V	<u>Authority:</u> GC 34090 <u>Note:</u> Sales/Use Tax paid to the State, based on accounts payable.
61	Miscellaneous Income Form 1099's	CU+7 yrs.	V	<u>Authority:</u> GC 34090
62	HDL Property Tax Reports	CU+4 yrs.	V	<u>Authority:</u> GC 34090

RECORDS RETENTION SCHEDULE FOR THE CITY OF MERCED

Item No.	RECORD SERIES TITLE AND CONTENTS (Note: Retention Schedule of physical and digital records.)	RETENTION	Vital Historical Confidential	COMMENTS
63	State Mandated Cost Reimbursement Requests	CU+2 yrs.	V	<u>Authority:</u> GC 34090
64	Assessment Payoff Calculations	CU+2 yrs.	V	<u>Authority:</u> GC 34090
65	County Assessment Listings	CU+4 yrs.	V	<u>Authority:</u> GC 34090
66	Various Grant Funding Listing	CU+6 yrs.	V	<u>Authority:</u> GC 34090
67	Various Street Funding Files	CU+6 yrs.	V	<u>Authority:</u> GC 34090
68	Various Federal/State Annual Reports	CU+6 yrs.	V	<u>Authority:</u> GC 34090
Customer Service/Accounts Receivable				
<i>All Revenue Types</i>				
69	Deposit Control Sheets	CU+3 yrs.	V	<u>Authority:</u> GC 34090
70	Cash Post Listing – Daily	CU+3 yrs.	V	<u>Authority:</u> GC 34090
71	Deposit Permits with Source Documents	CU+6 yrs.	V	<u>Authority:</u> GC 34090, CCP 337
72	Invoice Books – Pink Copy	CU+6 yrs.	V	<u>Authority:</u> GC 34090
<i>Business License</i>				
73	Annual Renewal Notice Detail License Listing	CU+2 yrs.	V	<u>Authority:</u> GC 34090
74	License Receipts Application Department	CU+2 yrs.	V	<u>Authority:</u> GC 34090

RECORDS RETENTION SCHEDULE FOR THE CITY OF MERCED

Item No.	RECORD SERIES TITLE AND CONTENTS <i>(Note: Retention Schedule of physical and digital records.)</i>	RETENTION	Vital Historical Confidential	COMMENTS
75	Inactive Business License Applications	CU+5 yrs.	V	<u>Authority:</u> GC 34090
76	License Receipts Accounting Report Detail	CU+2 yrs.	V	<u>Authority:</u> GC 34090
77	Paid Business License Tax Statement Renewals	CU+2 yrs.	V, H	<u>Authority:</u> GC 34090
78	Collections, Administrative Citations	CU+4 yrs.	V	<u>Authority:</u> GC 34090, CCP 337
Miscellaneous Receivables				
79	Cash Update	CU+3 yrs.	V	<u>Authority:</u> GC 34090
80	Charge Update Report (Statements and Invoices)	CU+3 yrs.	V	<u>Authority:</u> GC 34090
81	General Ledger (G/L) Batch Generation	CU+3 yrs.	V, H	<u>Authority:</u> GC 34090
82	Penalty/Finance Charge Update	CU+3 yrs.	V	<u>Authority:</u> GC 34090
83	Loan Charge Update	CU+3 yrs.	V	<u>Authority:</u> GC 34090
84	Lien Release Documents	CU+3 yrs.	V	<u>Authority:</u> GC 34090
85	Miscellaneous Receivables Delinquent Letters	CU+3 yrs.	V	<u>Authority:</u> GC 34090
86	Adjustment Worksheets	CU+3 yrs.	V	<u>Authority:</u> GC 34090
87	Police Billings (DUI and Noise Ordinance)	CU+6 yrs.	V	<u>Authority:</u> GC 34090

RECORDS RETENTION SCHEDULE FOR THE CITY OF MERCED

Item No.	RECORD SERIES TITLE AND CONTENTS (<i>Note: Retention Schedule of physical and digital records.</i>)	RETENTION	Vital Historical Confidential	COMMENTS
88	Collections	CU+7 yrs.	V, H	<u>Authority:</u> GC 34090, CCP 337
<i>Parking Citations</i>				
89	Officer Log Report	CU+2 yrs.	V	<u>Authority:</u> GC 34090
<i>Utilities</i>				
90	File Update Parameter Listing	CU+2 yrs.	V	<u>Authority:</u> GC 34090
91	Adjustments Worksheets	CU+2 yrs.	V	<u>Authority:</u> GC 34090
92	Nightly/Update Billing	CU+2 yrs.	V	<u>Authority:</u> GC 34090 <u>Note:</u> Customer Name, Service Address, Meter Reading, Usage, Payments, Applications/Cancellations.
93	Cash Receipts Payment Stubs	CU+1 yr.	V	<u>Authority:</u> GC 34090 <u>Note:</u> Time for commencement of civil action is four years (see CCP 337).
94	Utility Billing Change Worksheets	CU+2 yrs.	V, H	<u>Authority:</u> GC 34090
95	Miscellaneous Charge Posting	CU+2 yrs.	V	<u>Authority:</u> GC 34090
96	Adjustment Posting	CU+2 yrs.	V	<u>Authority:</u> GC 34090
97	Revenue Report	CU+2 yrs.	V	<u>Authority:</u> GC 34090
98	Meter Reading Exception, Missing Read Report	CU+2 yrs.	V	<u>Authority:</u> GC 34090
99	Cut-Off Listing	CU+2 yrs.	V, H	<u>Authority:</u> GC 34090

RECORDS RETENTION SCHEDULE FOR THE CITY OF MERCED

Item No.	RECORD SERIES TITLE AND CONTENTS (Note: Retention Schedule of physical and digital records.)	RETENTION	Vital Historical Confidential	COMMENTS
100	Selectron® Outbound Call Report	CU+2 yrs.	V	<u>Authority:</u> GC 34090
Collections				
101	Collection Agency Batches	CU+10 yrs.	V, H	<u>Authority:</u> GC 34090
102	Judgments	CU+10 yrs.	V, H	<u>Authority:</u> GC 34090
FIRE				
Administration				
1	Budget, Operating Copy	CU+2 yrs.	V, H	<u>Authority:</u> GC 34090
2	Reviews – Internal, Periodic	S+2 yrs.	V, H	<u>Authority:</u> GC 34090
3	Correspondence, Originating Department	CU+2 yrs.	V, H	<u>Authority:</u> There is no specific statutory authority for retention of this item. However, the Secretary of State has recommended this period per the authority of Section GC 34090, which does not authorize the destruction of records less than 2 years old.
4	Goals and Objectives	CU+2 yrs.	H	<u>Authority:</u> There is no specific statutory authority for retention of this item. However, the Secretary of State has recommended this period per the authority of Section GC 34090, which does not authorize the destruction of records less than 2 years old.
5	Departmental Reports (Annual Report)	CU+2 yrs.	H	<u>Authority:</u> GC 34090 (<u>Note:</u> if not attached to agreement or project file; Historical Value.)
6	Mutual Aid Operational Area Plans	CU+2 yrs.	H	<u>Authority:</u> GC 34090

RECORDS RETENTION SCHEDULE FOR THE CITY OF MERCED

Item No.	RECORD SERIES TITLE AND CONTENTS (Note: Retention Schedule of physical and digital records.)	RETENTION	Vital Historical Confidential	COMMENTS
7	Policy Manual Standard Operating Procedures	S+3 yrs.	V	<u>Authority:</u> GC 34090; CCP 340.5
8	Official Directives – Bulletins, Memos, General Orders	S+2 yrs.	H	<u>Authority:</u> GC 34090
9	Journals, Fire Station	CU+2 yrs.	H	<u>Authority:</u> GC 34090 <u>Note:</u> Activities, personnel.
10	Complaints	CL+2 yrs.	H	<u>Authority:</u> GC 34090
11	Press Releases	CU+2 yrs.	H	<u>Authority:</u> GC 34090
12	Schedules, Daily	CU+2 yrs.	H	<u>Authority:</u> GC 34090
13	Monthly/End-of-Year Statistical Reports	CU+2 yrs.	H	<u>Authority:</u> There is no specific statutory authority for retention of this item. However, the Secretary of State has recommended this period per the authority of Section GC 34090, which does not authorize the destruction of records less than 2 years old
14	Grant Applications and Supporting Documentation	CL+3 yrs.	V	<u>Authority:</u> GC 34090 <u>Note:</u> U.S. Department of Homeland Security; Assistance to Firefighters Grant guidance documents.
15	Committee Records – Internal committees associated with the Department, such as the Awards Committee, Firefighter of the Year, Safety Committee, etc.	CU+2 yrs.	H	<u>Authority:</u> GC 34090
16	Controlled Burn Release Agreements – Documents between the property owners allowing them to do a controlled burn.	CL+2 yrs.	H	<u>Authority:</u> GC 34090

RECORDS RETENTION SCHEDULE FOR THE CITY OF MERCED

Item No.	RECORD SERIES TITLE AND CONTENTS (Note: Retention Schedule of physical and digital records.)	RETENTION	Vital Historical Confidential	COMMENTS
17	Daily Work Schedules – Work schedules, indicating who is on duty and when.	CL+2 yrs.	H	<u>Authority:</u> GC 34090
18	Educational Programs – Schools, Community, etc. – Documented activities where Department personnel go into organizations and discuss fire safety and/or fire prevention.	CL+2 yrs.	H	<u>Authority:</u> GC 34090
19	Requests for Public Records – Requests submitted for records.	CL+2 yrs.	H	<u>Authority:</u> GC 34090
20	Ride-Along Waivers – Documents signed by a citizen who rides with the Department. The waiver is used to document the date and the name of the person who participated.	CU+2 yrs.	H	<u>Authority:</u> GC 34090
Personnel				
21	Complaints – Documentation of complaints (Citizens-initiated and personnel-related) and Department responses, including, but not limited to, correspondence, e-mails, and complaint logs. Grievance Files Investigations, Background	CL+2 yrs.	C	<u>Authority:</u> GC 12946
22	Timekeeping Records – Employee time management records, including, but not limited to, work schedules, shift trades, and time-off requests.	CU+2 yrs.	H	<u>Authority:</u> GC 34090
23	Education & Training Records, Sworn Personnel – Records documenting completion of specialized training by sworn personnel, including, but not limited to, evaluations and certificates.	T+5 yrs.	H	<u>Authority:</u> GC 34090

RECORDS RETENTION SCHEDULE FOR THE CITY OF MERCED

Item No.	RECORD SERIES TITLE AND CONTENTS (Note: Retention Schedule of physical and digital records.)	RETENTION	Vital Historical Confidential	COMMENTS
24	Special Operations Records – Records documenting training and preparation for special operations, including, but not limited to, Airport Rescue Firefighting and Station training and certifications.	CU+2 yrs.	H	<u>Authority:</u> 14 CFR 139; GC 34090
25	Exposure – Record of exposure and notes, medical provider, statement of treatment, incident reports, collection methodology, and background.	T+30 yrs.	C	<u>Authority:</u> 29 CFR 1910.1020 CCR Title 8 Section 5193 and 5199
26	Medical – Vaccination and Declination Records	T+30 yrs.	C	<u>Authority:</u> 29 CFR 1910.1020 and 1910.130, NFPA 1581 Infection Control.
27	Training Schedules	CU+2 yrs.		<u>Authority:</u> GC 34090
28	Training Records	T+2 yrs.	V	<u>Authority:</u> GC 34090 <u>Note:</u> Certificates, designations.
29	SCBA Equipment Records - Breathing Valve	Electronically until replaced and on paper for 5 yrs.	H	<u>Authority:</u> GC 34090; 2016 California Fire Code Section 104.6
30	Hydro-Testing	Electronically until they reach the end of their service life (15 yrs.)	H	<u>Authority:</u> GC 34090; 2016 California Fire Code Section 104.6
31	Personal Equipment Records – Document inspections performed on the employee's protective clothing/equipment and documenting the condition and/or any repairs completed.	End of Life/Use	H	<u>Authority:</u> NFPA 1971

RECORDS RETENTION SCHEDULE FOR THE CITY OF MERCED

Item No.	RECORD SERIES TITLE AND CONTENTS (Note: Retention Schedule of physical and digital records.)	RETENTION	Vital Historical Confidential	COMMENTS
32	Personnel Information Records – Records to document employee's badge number, phone number, address, seniority, hire date, termination date, birthday, etc., and are used primarily as a reference type record.	P	H	<u>Authority:</u> GC 34090 <u>Note:</u> City minimum suggested retention is T+7 yrs. (See Finance/Payroll.)
Property				
33	Apparatus/Vehicles, Checks	CU+2 yrs.	H	<u>Authority:</u> GC 34090; *CAL Code Reg. 3203 (b) (a) <u>Note:</u> Daily checks.
34	Apparatus/Vehicles, Service	T+2 yrs.	H	<u>Authority:</u> There is no specific statutory authority for retention of this item. However, the Secretary of State has recommended this period per the authority of Section GC 34090, which does not authorize the destruction of records less than 2 years old. <u>Note:</u> Vehicle-in-service life.
35	Logs, Fire Equipment, Gear – Personal	S+2 yrs.	H	<u>Authority:</u> There is no specific statutory authority for retention of this item. However, the Secretary of State has recommended this period per the authority of Section GC 34090, which does not authorize the destruction of records less than 2 years old.
36	Hydrant Inventory and Inspection Records – Inventories of hydrants and records of periodic inspections of them.	CU+10 yrs.	H	<u>Authority:</u> CCP 338; GC 911.2, GC 945.6; GC 34090
37	Equipment, Fixed	T+2 yrs.	H	<u>Authority:</u> GC 34090 <u>Note:</u> Retained until termination of equipment use. (Manuals, instructions, procedures.)
Prevention, Community Services				
38	Incident Records – Records documenting fires and other incidents and responses by the Department, including, but not limited to, reports, follow-up, correspondence, and other communications. (Excludes records of incidents involving hazardous materials.)	P	V, H	<u>Authority:</u> GC 34090; 2016 California Fire Code Section 104.6 <u>Note:</u> Dispatch and Daily Logs.

RECORDS RETENTION SCHEDULE FOR THE CITY OF MERCED

Item No.	RECORD SERIES TITLE AND CONTENTS (Note: Retention Schedule of physical and digital records.)	RETENTION	Vital Historical Confidential	COMMENTS
39	Investigations, Arson - Structure Fires	P	C	<u>Authority:</u> GC 34090; PC 801
40	Investigations, Arson – Support prosecution resulting in homicide	P	C	<u>Authority:</u> PC 799
41	Investigations, Arson – Great bodily harm, inhabited structure or property	CL+8 yrs.	C	<u>Authority:</u> PC 800
42	Fire Codes	P	H	<u>Authority:</u> GC 34090, 34090.7; CCP 340.5
43	Inspections	CL+3 yrs.	V, H	<u>Authority:</u> GC 34090 <u>Note:</u> Variances, plans, and systems records physically maintained for life of building.
44	Station Log Books – Daily records of station activity, calls and responses, staff involved, date, location, and type of incident.	P	H	<u>Authority:</u> GC 34090; 2016 California Fire Code Section 104.6 – Historical Value.
45	Fire Inspection Records, Non-Hazardous Materials – Fire inspections of structures not requiring Hazardous Materials Permits.	Life of Building – Min. of 5 yrs.	V, H	<u>Authority:</u> GC 34090; 2016 California Fire Code Section 104.6
46	Hazardous Materials (HazMat) Files – Records relating to City regulation of hazardous materials storage, including, but not limited to, inspections, variances, certificates, and supporting documentation, inventories, and listings.	P	V, H	<u>Authority:</u> GC 34090; 2016 California Fire Code Section 104.6
47	Fire Investigations – Records of investigations of arson and non-arson fires, including, but not limited to, reports, notes, exhibits, photographs, drawings, descriptions, and other supporting documentation.	P	V, H	<u>Authority:</u> GC 34090; 2016 California Fire Code Section 104.6

RECORDS RETENTION SCHEDULE FOR THE CITY OF MERCED

Item No.	RECORD SERIES TITLE AND CONTENTS <i>(Note: Retention Schedule of physical and digital records.)</i>	RETENTION	Vital Historical Confidential	COMMENTS
48	Permits – Operational fire permits allowed by the Adopted Fire Code.	Life of Building (Min. of 5 yrs.)	V, H	<u>Authority:</u> 2016 California Fire Code Section 104.6
49	Complaints Tied to a Building	Life of Building (Min. of 5 yrs.)	V, H	<u>Authority:</u> 2016 California Fire Code Section 104.6
50	Plans – Fire Sprinkler, Fire Alarm, Special Systems	P	V, H	<u>Authority:</u> 2016 California Fire Code Section 104.6
51	Weed Abatement – Reports, Assessments, Documentation	CL+2 yrs.	V, H	<u>Authority:</u> 2016 California Fire Code Section 104.6
52	Underground Storage Tanks – “Compliance, Maintenance, and Operation”	P	V, H	<u>Authority:</u> 2016 California Fire Code Section 104.6
53	Smoke Alarm/Carbon Monoxide Alarm/Battery Program Participant Hold Harmless, Waiver and Release	Installation+1 yr.	V, H	<u>Authority:</u> GC 34090, 50115
54	Smoke Alarm/Carbon Monoxide Alarm/Battery Program Participant Hold Harmless, Waiver and Release Log	CU+1 yr.	V, H	<u>Authority:</u> GC 34090, 50115
55	Fire Station House Inspections – Records documenting inspections performed on the Fire Station, and which may or may not include inspections on equipment fixed to the station, such as fire extinguishers, sprinklers, etc.	CU+2 yrs.	V, H	<u>Authority:</u> GC 34090
INFORMATION TECHNOLOGY				
1	Information Technology	S+2 yrs.	V, H, C	<u>Authority:</u> GC 34090 <u>Note:</u> Inventory logs; systems manuals; policies and procedures.
2	Network Information Systems	CU+4 yrs.	V, H, C	<u>Authority:</u> GC 34090 <u>Note:</u> Configurations, Maps, and Plans.

RECORDS RETENTION SCHEDULE FOR THE CITY OF MERCED

Item No.	RECORD SERIES TITLE AND CONTENTS (Note: Retention Schedule of physical and digital records.)	RETENTION	Vital Historical Confidential	COMMENTS
3	Projects	CL+5 yrs.	V, C	<u>Authority:</u> GC 34090 <u>Note:</u> The project data may contain confidential information, including details on how the hardware/software was set up/installed.
4	E-Mails	CU+2 yrs.	C	<u>Authority:</u> GC 34090 <u>Note:</u> For further details, please refer to Administrative Policies and Procedures A-47.
5	Text Messages	CU+2 yrs.	C	<u>Authority:</u> GC 34090 <u>Note:</u> For further details, please refer to Administrative Policies and Procedures A-47.
6	Security Cameras	Current Day +366 Days	V, C	<u>Authority:</u> GC 34090.6
PARKS AND COMMUNITY SERVICES				
Administrative				
1	Fee Schedules	S+2 yrs.	V	<u>Authority:</u> GC 34090
2	Request for Proposals (Successful and Unsuccessful)	CU+7 yrs.	V	<u>Authority:</u> GC 34090 <u>Note:</u> Proposals for new park projects.
3	Applications for Temporary Employment	CU+2 yrs.	H	<u>Authority:</u> GC 12946; GC 6250 et seq.; 29 CFR 1602 et seq.; 29 CFR 1607; 29 CFR 1627.3 <u>Note:</u> Application submitted to Personnel Department, if hired.

RECORDS RETENTION SCHEDULE FOR THE CITY OF MERCED

Item No.	RECORD SERIES TITLE AND CONTENTS (Note: Retention Schedule of physical and digital records.)	RETENTION	Vital Historical Confidential	COMMENTS
4	General Subject Files	CU+2 yrs.	H	<u>Authority:</u> GC 34090 <u>Note:</u> Correspondence, Memos, Photographs, Inspections, etc.
Applegate Park Zoo				
5	Animal Records	T+5 yrs.	V	<u>Authority:</u> There is no specific statutory authority for retention of this item. However, the Secretary of State has recommended retention for T+5 yrs., per the authority of Sections GC 34090 and 40801, which do not specifically reference such items. Given its historical value, such documents may be retained a minimum of 2 years before destruction, per GC 34090(d). <u>Note:</u> Animal permits issued by USDA, Department of Fish & Game, and the U.S. Fish & Wildlife Federation; zoo animal inventories; veterinarian records, etc.
Facilities, Leisure Classes, Youth Services, Sports and Aquatics				
6	Brochures and Publications	CU+2 yrs.	V, H	<u>Authority:</u> GC 34090
7	Facility Reservations	CL+2 yrs.	H	<u>Authority:</u> GC 34090 <u>Note:</u> Customer information, facility rented, etc.
8	Sports/Leisure Class Enrollment Information	CL+2 yrs.	V	<u>Authority:</u> GC 34090 <u>Note:</u> Liability Release Forms, Enrollment Forms, etc.
9	Youth Program Files	CL+2 yrs.	V	<u>Authority:</u> GC 34090 <u>Note:</u> Site packets, sign-in/out log, daily activity reports, minor incident reports, etc.

RECORDS RETENTION SCHEDULE FOR THE CITY OF MERCED

Item No.	RECORD SERIES TITLE AND CONTENTS (Note: Retention Schedule of physical and digital records.)	RETENTION	Vital Historical Confidential	COMMENTS
POLICE				
Records				
1	Misdemeanor Reports	CU+2 yrs.	C	<u>Authority:</u> 802 PC <u>Note:</u> If there is an active warrant associated with this case, DA needs to be advised. Dismissal of case from DA and dismissal of warrant need to be complete. Any unrecovered property needs to be removed from CLETS; any evidence needs to be disposed of.
2	Felony (except those noted below)	TBD by Statute of Limitations	C	<u>Authority:</u> 800 PC, 801 PC, 801.5 PC, and 801.6 PC
3	Homicides and Embezzlement of Public Funds, Assault with Deadly Weapon (gun or knife), Armed Robbery with Firearm, and Sexual Assaults	P	H	<u>Authority:</u> 799-801.1 PC
4	Suicides	CU+9 yrs.	C	<u>Authority:</u> GC 34090
5	Traffic Fatalities	CU+9 yrs.	H, C	<u>Authority:</u> GC 34090 <u>Note:</u> Unless homicide or similar charges are filed, then permanent.
6	Traffic Accidents	CU+3 yrs.	C	<u>Authority:</u> GC 34090
7	Death, Natural Causes	CU+9 yrs.	C	<u>Authority:</u> GC 34090
8	Attempted Suicides / "5150"	CU+9 yrs.	C	<u>Authority:</u> GC 34090
9	Citations – Infractions	CU+2 yrs.	C	<u>Authority:</u> GC 34090
10	Arson cases	P	H	<u>Authority:</u> GC 34090 <u>Note:</u> Evidence retained permanently.

RECORDS RETENTION SCHEDULE FOR THE CITY OF MERCED

Item No.	RECORD SERIES TITLE AND CONTENTS (Note: Retention Schedule of physical and digital records.)	RETENTION	Vital Historical Confidential	COMMENTS
11	Domestic Violence Cases	CU+10 yrs.	C	<u>Authority:</u> PC 800
12	Miscellaneous Reports	CU+2 yrs.	C	<u>Authority:</u> GC 34090 <u>Note:</u> PDO accident, City Ordinances, miscellaneous (where victim declines prosecution).
13	Video Recordings – In-Car	Current Day +366 Days	C	<u>Authority:</u> GC 34090.6, unless claim filed, pending litigation, or entered into evidence.
14	Video Recordings – Personal (Body Cam)	Current Day +366 Days	C	<u>Authority:</u> GC 34090.6, unless claim filed, pending litigation, or entered into evidence.
15	Video Recordings – Traffic Camera / ALPR Camera	Current Day +366 Days	C	<u>Authority:</u> GC 34090.6, unless claim filed, pending litigation, or entered into evidence.
16	Lost or Found Property Reports	CU+2 yrs.	C	<u>Authority:</u> GC 34090
17	Sealed Juvenile Records	CL+5 yrs.	C	<u>Authority:</u> 781(a) W&I, 826(a) W&I, and 826(b) W&I <u>Note:</u> Closed at date of order to seal.
18	Sealed Adult Records	CL+3 yrs.	C	<u>Authority:</u> 851.8 PC <u>Note:</u> Closed at date of order to seal.
19	Abandoned/Stored/Impounded Vehicles	CU+3 yrs.	C	<u>Authority:</u> GC 34090
20	Arrests – 647(f) PC	CU+3 yrs.	C	<u>Authority:</u> GC 34090
21	Arrests and Citations – 11357(b), (c), (d), or (e) and 11360(b) HS	CU+2 yrs.	C	<u>Authority:</u> 11361.5 H&S Manual

RECORDS RETENTION SCHEDULE FOR THE CITY OF MERCED

Item No.	RECORD SERIES TITLE AND CONTENTS (Note: Retention Schedule of physical and digital records.)	RETENTION	Vital Historical Confidential	COMMENTS
22	Missing Person Reports Still Outstanding Located	P CU+5 yrs.	C	<u>Authority:</u> GC 34090 <u>Note:</u> Retention is based on status of case. Must be retained as long as person is still missing.
23	Child Abuse	P	C	<u>Authority:</u> PC 11169(c), 11170(a)(3)
24	Arson Registrants – Adult	T+1 yr.	H, C	<u>Authority:</u> Registration is required indefinitely or until a certificate of rehab. is obtained, per Chapter 3.5, Section 4852.01, or Title 6, or Part 3. 457.1 PC <u>Note:</u> Termination reached once certificate of rehab. is obtained, registrant is deceased, or 99 years after requirement for those who cannot be confirmed deceased.
25	Arson Registrants – Juvenile	T+1 yr.	H, C	<u>Authority:</u> Sealing of record pursuant to 781 W&I. 457.1 PC - See Juvenile Sealing. <u>Note:</u> Termination reached once record is sealed, registrant is deceased, or 99 years after registration requirement for those who cannot be confirmed deceased.
26	Sex Registrants – Adult	T+1 yr.	H, C	<u>Authority:</u> 290 PC <u>Note:</u> Termination reached once record is sealed, registrant is deceased, or 99 years after registration requirement for those who cannot be confirmed deceased.
27	Sex Registrants – Juvenile	T+1 yr.	H, C	<u>Authority:</u> Sealing of record pursuant to 781 W&I. 290 PC - See Juvenile Sealing. <u>Note:</u> Termination reached once record is sealed, registrant is deceased, or 99 years after registration requirement for those who cannot be confirmed deceased.

RECORDS RETENTION SCHEDULE FOR THE CITY OF MERCED

Item No.	RECORD SERIES TITLE AND CONTENTS (Note: Retention Schedule of physical and digital records.)	RETENTION	Vital Historical Confidential	COMMENTS
28	Narcotic Registrants	T+1 yr.	C	<u>Authority:</u> 11590 H&S <u>Note:</u> Termination is when registration requirements end per court order.
29	Gang Registrants	CU+5 yrs.	C	<u>Authority:</u> 186.32(c) PC
30	Field Interview Cards	CU+5 yrs.	C	<u>Authority:</u> GC 34090
31	Department of Justice (DOJ) Validations	CU+2 yrs.	H	<u>Authority:</u> GC 34090
32	Subpoena Log	CU+2 yrs.	H	<u>Authority:</u> GC 34090
Communications				
33	Ride/Sit Along Waiver	CU+2 yrs.	H	<u>Authority:</u> GC 34090
34	Restraining Orders	AR	C	<u>Note:</u> Purged per Court expiration date.
35	24-Hour Recordings (Phone/Radio)	Current Day +366 Days	C	<u>Authority:</u> GC 34090.6, unless claim filed, pending litigation, or entered into evidence.
36	Dispatch Schedule	CU+2 yrs.	V	<u>Authority:</u> GC 34090
Criminal Analyst				
37	Monthly Arrest and Citation Registers	CU+2 yrs.	H	<u>Authority:</u> GC 34090
38	Monthly/End-of-Year Statistical Reports	CU+2 yrs.	H	<u>Authority:</u> GC 34090
39	Grant Applications	CU+5 yrs.	H	<u>Authority:</u> GC 34090

RECORDS RETENTION SCHEDULE FOR THE CITY OF MERCED

Item No.	RECORD SERIES TITLE AND CONTENTS (Note: Retention Schedule of physical and digital records.)	RETENTION	Vital Historical Confidential	COMMENTS
Office of the Chief of Police				
40	Volunteer Applications	Inactive/not hired, CU+2; Active, T+2 yrs.	C	<u>Authority:</u> GC 34090
41	Memos, Directives, and Correspondence Regarding Policy/Procedures	CU+2 yrs.	V	<u>Authority:</u> GC 34090
42	Internal Investigations	CL+5 yrs.	C	Code in front of section, e.g. GC 12946. <u>Authority:</u> 832.5 PC, 1045 EVC, 12946 GC, 801.5 PC, 803(c) PC, 2547 VC; unless claim filed, pending litigation, or entered into evidence.
43	Use of Force Reports and Forms Supervisor/officer incident reports and forms	CU+2 yrs.	C	<u>Authority:</u> GC 34090.6, unless claim filed, pending litigation, or entered into evidence.
44	City Vehicle Traffic Accidents	P	H	<u>Authority:</u> GC 34090
45	Psychological and Voice Stress Analysis (persons not hired)	Purged at time of Disqualification	C	<u>Authority:</u> HIPPA
46	Psychological and Voice Stress Analysis – Employees	Purged on Date of Hire	C	<u>Authority:</u> HIPPA
47	Personnel and Background Files – Employees	Employees—Hired, T+5 yrs; Not Hired, CU+2 yrs	C	<u>Authority:</u> GC 34090
48	Citizen Complaint Investigations	CL+5 yrs.	H	<u>Authority:</u> 832.5 PC <u>Note:</u> Closed 5 years from final disposition.

RECORDS RETENTION SCHEDULE FOR THE CITY OF MERCED

Item No.	RECORD SERIES TITLE AND CONTENTS (<i>Note: Retention Schedule of physical and digital records.</i>)	RETENTION	Vital Historical Confidential	COMMENTS
49	Concealed-Carry Weapon (CCW) – Expired Permits	T+2 yrs.	H	<u>Authority:</u> GC 34090
50	Denied Applications for Miscellaneous Permits	CU+2 yrs.	H	<u>Authority:</u> GC 34090
51	Training Records, Including Field Training Documentation	T+5 yrs.	V	<u>Authority:</u> GC 34090
52	Grievances	CL+2 yrs.	C	<u>Authority:</u> GC 12946, GC 34090 <u>Note:</u> Closed at final disposition.
53	Leave-of-Absence Notification Requests	CU+4 yrs.	H	<u>Authority:</u> GC 34090
54	Overtime Report (Slips)	CU+4 yrs.	H	<u>Authority:</u> GC 34090
Property				
55	Evidence logs	CU+2 yrs.	C	<u>Authority:</u> GC 34090 <u>Note:</u> Specific retention under Crime Report type.
56	Equipment Inventory and Maintenance	CU+2 yrs.	V	<u>Authority:</u> GC 34090 <u>Note:</u> Closed upon return of item checked out.
57	Evidence	Determined by Statute of Limitations	H, C	<u>Note:</u> Destruction approved by District Attorney's Office after Statute of Limitations of individual crime/case, per Countywide Evidence Retention Policy. (See specific crime report type for authority section.)
Code Enforcement				
58	Abandoned Vehicles	CL+2 yrs.	H	<u>Authority:</u> GC 34090(d)
59	Case Files (Closed)	CL+2 yrs.	H	<u>Authority:</u> GC 34090(d) <u>Note:</u> Building and housing code violation records, including inspections, public nuisance, rubbish, and vehicle abatement.

RECORDS RETENTION SCHEDULE FOR THE CITY OF MERCED

Item No.	RECORD SERIES TITLE AND CONTENTS (Note: Retention Schedule of physical and digital records.)	RETENTION	Vital Historical Confidential	COMMENTS
60	Case Files (Habitual Offenders)	CL+5 yrs.	H	<u>Authority:</u> GC 34090 <u>Note:</u> Building and housing code violation records, including inspections, public nuisance, rubbish, and vehicle abatement.
61	Case Files (Citations and Appeals)	CL+5 yrs.	H, C	<u>Authority:</u> GC 34090(d) <u>Note:</u> All case files, which resulted in the issuance of a citation for violations, including building and housing code violations, inspections, public nuisance, rubbish, and vehicle abatement.
62	Logs	P	H, C	<u>Authority:</u> GC 34090 <u>Note:</u> Lien Recovery, citations, complaints, cases.
63	Reports, Federal and State	P	H	<u>Authority:</u> GC 34090(a) <u>Note:</u> Code Enforcement statistics, including report of substandard housing.
Private Security/Patrol and Taxicab Records				
64	Private Security/Patrol and Taxicab Records Includes applications and supporting documentation	CL+2 yrs.	C, V	<u>Authority:</u> GC 34090
PUBLIC WORKS				
Administration				
General				
1	Bid Packages	CL+6 yrs.	H	<u>Authority:</u> GC 34090; CCP 337 <u>Note:</u> Requests for Proposals regarding goods and services.
2	Communication and Security System	CU+1 yr.	H	<u>Authority:</u> GC 34090.5-8 <u>Note:</u> Communication related to recordings of telephone, radio communication, and security recording system.
3	Time Cards	CU+6 mos.	V	<u>Authority:</u> CFR Title 49: Transportation, Part 395.1(e)(v)

RECORDS RETENTION SCHEDULE FOR THE CITY OF MERCED

Item No.	RECORD SERIES TITLE AND CONTENTS (Note: Retention Schedule of physical and digital records.)	RETENTION	Vital Historical Confidential	COMMENTS
4	Correspondence – General	CU+2 yrs.	H	<u>Authority:</u> GC 34090 <u>Note:</u> Customer correspondence, e-mails, interdepartmental memos, vendor/contractor correspondences, working documentation, etc., if not attached to agreement or project file.
5	Correspondence – Regulatory	CU+5 yrs.	H	<u>Authority:</u> 40 CFR 141.722 (b) and (c), GC 34090, 40 CFR 122.41(j)2, and NPDES Permit CA CA0079219, WDR-R5-2008-0027 and Standard Provisions Permit Compliance, Attachment D, 40 CFR 141.91 <u>Note:</u> Any correspondences to State Agencies, such as: California Regional Water Quality Control Board, State Water Resources Control Board, California Department of Public Health, San Joaquin Valley Air Pollution Control District, California Resources Board, or Department of Motor Vehicles, pertaining to required State regulations and permits.
6	City History Files Selected historical records, including: Maps; Photographs; Plaques	P	V, H	<u>Authority:</u> There is no specific statutory authority for retention of this item. However, the Secretary of State has recommended retention for this period per the authority of Section GC 34090, which does not authorize the destruction of records less than 2 years old. <u>Note:</u> Internal maps created by Public Works and used as part of the daily operations and maintenance to identify water and sewer mains, lift stations, wells, storm drains, water valves, and other infrastructure which Public Works is required to maintain.
7	Maintenance and Operations	CU+5 yrs.	H	<u>Authority:</u> GC 34090, 40 CFR 122.41(j)2, and NPDES Permit CA CA0079219, WDR-R5-2008-0027 and Standard Provisions Permit Compliance, Attachment D, GC 4216. <u>Note:</u> Includes work orders, inspections, repairs, cleaning, daily logs, complaints, and Underground Service Alert documents.
8	Organizational Files – Reports and Studies, Publications, and Backup Data	S+2 yrs.	V, H	<u>Authority:</u> There is no specific statutory authority for retention of this item; however, given its historical value, the City may consider retaining for minimum of 2 years per GC Section 34090(d). <u>Note:</u> Examples include business plan, internal working files, on-call/standby schedules, organizational chart, interdepartmental billing, departmental reports, policies and procedures, and informational flyers.

RECORDS RETENTION SCHEDULE FOR THE CITY OF MERCED

Item No.	RECORD SERIES TITLE AND CONTENTS (Note: Retention Schedule of physical and digital records.)	RETENTION	Vital Historical Confidential	COMMENTS
Grants				
9	Grants	CL+5 yrs.	H	<u>Authority:</u> GC 34090; 24 CFR 570.502, 24 CFR 85.42 <u>Note:</u> Applications, reports, supporting documents.
10	Federal and State Financial Records	CL+5 yrs.	H	<u>Authority:</u> GC 34090 <u>Note:</u> Refer to grant application closeout procedure.
11	Unsuccessful	CL+5 yrs.	H	<u>Authority:</u> GC 34090 <u>Note:</u> Applications not entitled.
Public Information				
12	Media Relations	CU+5 yrs.	H	<u>Authority:</u> GC 34090 <u>Note:</u> Includes television/radio commercials and newspaper advertisement.
13	Public Education	CU+12 yrs.	H	<u>Authority:</u> 40 CFR 141.91 <u>Note:</u> Includes compliance documentation for programs, such as: Sewer System Management Plan, Storm Water Management Plan, Water Conservation, etc.
Safety				
14	Hazardous Materials – Hazardous Waste Disposal	CU+3 yrs.	V, H, C	<u>Authority:</u> CAL OSHA; 40 CFR 262.11(f) <u>Note:</u> Records include, but are not limited to, tests, sampling, waste analyses, composition of the waste, and waste manifest forms.
15	Hazardous Materials Business Plan	CU+3 yrs.	V	<u>Authority:</u> CAL OSHA; H&S 25503, 19 CCR 2651
	Current Employee Training	P	H	<u>Authority:</u> 22 CCR 66265.16 <u>Note:</u> Current employee records are kept until the closure of the facility.
	Former Employee Training	T+3 yrs.		<u>Authority:</u> 22 CCR 66265.16

RECORDS RETENTION SCHEDULE FOR THE CITY OF MERCED

Item No.	RECORD SERIES TITLE AND CONTENTS (Note: Retention Schedule of physical and digital records.)	RETENTION	Vital Historical Confidential	COMMENTS
16	Hazardous Materials – Permits, Storage	S+10 yrs.	V	<u>Authority:</u> GC 34090 <u>Note:</u> Includes annual Health Permit to Operate (hazardous waste material storage) and EPA Verification Waste Identification Number.
17	Incident Reports	CL+7 yrs.	C	<u>Authority:</u> 29 CFR 1904.2; 29 CFR 1904.6
18	Safety Programs – Confined-Space Entry	P	V, H	<u>Authority:</u> CAL OSHA Title 8, 5157(g), 5158 c(2)
19	Safety Programs – HazCom Program	P	V, H	<u>Authority:</u> CAL OSHA Title 8, 5194(b)(1)
20	Safety Programs – Injury/Illness Prevention Program	P	V, H	<u>Authority:</u> CAL OSHA Title 8, 3203(a)(7), 1509(e)
21	Safety Programs – Lockout/Tag out	P	V, H	<u>Authority:</u> CAL OSHA Title 8, 3314(j)
22	Safety Programs – Personal Protection Program	P	V, H	<u>Authority:</u> CAL OSHA Title 8, 3380(c)
Facilities				
23	Alarm Systems	CU+2 yrs.	V	<u>Authority:</u> GC 34090 <u>Note:</u> Refers to fire and security alarms (includes inspections, repairs, call-outs, and other pertinent documentation).
24	Elevators Maintenance Records Permits	P S+1 yr.	V, H V	<u>Authority:</u> CAL-OSHA Tram Unit, Title 8
Fleet				
25	Fuel Transaction	CU+5 yrs.	V, H	<u>Authority:</u> CCP 337 <u>Note:</u> Meter readings, fuel consumption reports, invoices, receipts, and records pertaining to refueling operations.

RECORDS RETENTION SCHEDULE FOR THE CITY OF MERCED

Item No.	RECORD SERIES TITLE AND CONTENTS (<i>Note: Retention Schedule of physical and digital records.</i>)	RETENTION	Vital Historical Confidential	COMMENTS
26	Gas Station Testing	P	V	<u>Authority:</u> CCR Title 23
27	BIT Inspections – Vehicle BIT	CU+2 yrs.	H	<u>Authority:</u> CVC 34501.12(h); GC 34090 <u>Note:</u> Applies to qualifying vehicles.
28	BIT Inspections – Terminal BIT	CU+2 yrs.	H	<u>Authority:</u> CVC 34501.12(h); GC 34090 <u>Note:</u> Applies to the Corporation Yard as an entity.
29	Vehicle Inspection Forms	CU+6 mos.	H	<u>Authority:</u> 13 CCR 1234(a) <u>Note:</u> Pre-trip inspection forms.
30	Particulate Traps	T+1 yr.	V	<u>Authority:</u> California Air Resources Board - Waste Collection Vehicle Regulation, Public Fleet Rule, Solid Waste Rule, and Off-Road Vehicle Rule. <u>Note:</u> For life of vehicle.
31	Generator Permits	P	V	<u>Authority:</u> San Joaquin Valley Air Pollution Control District Rule 2201 and Rule 2010 <u>Note:</u> Includes portable and stationary generators citywide.
32	Portable Equipment Registration Program Permit	T+1 yr.	V	<u>Authority:</u> California Air Resources Board District Rule 2010 <u>Note:</u> Secondary & auxiliary motors.
33	Pressure Vessel Air Tank Permit	P	V	<u>Authority:</u> CCR Title 8 <u>Note:</u> Compressed Air Tanks.
34	Underground Storage Tank Permit	P	V	<u>Authority:</u> San Joaquin Valley Air Pollution Control District Rule 2201 and Rule 2010
35	Reports – Smog / Snap Tests	T+1 yr.	H	<u>Authority:</u> CCP 337 and Bureau of Automotive Repair (BAR) Regulations <u>Note:</u> For Life of vehicle.
36	State Board of Equalization (SBOE) Fee Report	CU+5 yrs.	V	<u>Authority:</u> CCP 337

RECORDS RETENTION SCHEDULE FOR THE CITY OF MERCED

Item No.	RECORD SERIES TITLE AND CONTENTS (Note: Retention Schedule of physical and digital records.)	RETENTION	Vital Historical Confidential	COMMENTS
37	Underground Storage Tank Report	CU+5 yrs.	V, H	<u>Authority:</u> CCP 337
38	Vehicle Assignment	CU+6 mos.	H	<u>Authority:</u> CVC, Division 3, Chapter 1, Article 4, Section 4454; GC 34090 <u>Note:</u> Log books, request forms, lists.
39	Vehicle Registration/Ownership and Title	T	V	<u>Authority:</u> CVC, Division 3, Chapter 1, Article 4, Section 4454; GC 34090 <u>Note:</u> Until vehicle is sold or no longer owned by the City of Merced.
Geographical Information Systems (GIS)				
40	GIS Documents, Non-Project-Related	CU+2 yrs.	V	<u>Authority:</u> There is no specific statutory authority for retention of this item. However, the Secretary of State has recommended retention for this period per the authority of GC 34090(d), which does not approve destruction of records less than 2 years old.
Parks/Maintenance Districts				
41	Landscape files	CU+2 yrs.	H	<u>Authority:</u> GC 34090 <u>Note:</u> Complaints, specifications, photos, reports (includes street medians and maintenance districts).
42	Playgrounds – Equipment Inventory	S+2 yrs.	H	<u>Authority:</u> GC 34090
43	Playgrounds – Equipment Warranty	T	V	<u>Authority:</u> GC 34090 <u>Note:</u> Refers to life of equipment.
44	Playgrounds – Inspections, Bi-Monthly	CU+3 yrs.	H	<u>Authority:</u> US Consumer Product Safety Commission Public Playground Safety Handbook; GC 34090 <u>Note:</u> Bi-monthly inspections performed in-house by park workers.
45	Playgrounds – Audit	S+3 yrs.	H	<u>Authority:</u> US Consumer Product Safety Commission Public Playground Safety Handbook; GC 34090 <u>Note:</u> Audit performed every two years by an outside company on all new installations and in the event of an accident that involves a major injury.

RECORDS RETENTION SCHEDULE FOR THE CITY OF MERCED

Item No.	RECORD SERIES TITLE AND CONTENTS (Note: Retention Schedule of physical and digital records.)	RETENTION	Vital Historical Confidential	COMMENTS
Sewer/Storm Drains				
46	Flood Control – Drainage / Facilities	P	V, H	<u>Authority:</u> GC 34090; FEMA 322 (For FEMA, “closed” refers to either date of final Financial Status Report or date of Final Certification of Completion.) <u>Note:</u> Includes basins and creeks.
47	Flood Records	CL+2 yrs.	H	<u>Authority:</u> GC 34090; FEMA 322 (For FEMA, “closed” refers to either date of final Financial Status Report or date of Final Certification of Completion.) <u>Note:</u> Includes work orders pertaining to prevention and cleanup of flooding and FEMA funds, aid, and reimbursements.
48	Policies and Procedures	S+2 yrs.	V	<u>Authority:</u> GC 34090; FEMA 322 (For FEMA, “closed” refers to either date of final Financial Status Report or date of Final Certification of Completion.) <u>Note:</u> Rules & Regulations.
49	Inventory, Equipment, and Supplies	S+2 yrs.	H	<u>Authority:</u> GC 34090
50	Rates	S+2 yrs.	H	<u>Authority:</u> GC 34090
51	Master Plans	P	V, H	<u>Authority:</u> GC 34090
Solid Waste/Street Sweeping				
52	Collections / Landfill	CU+2 yrs.	H	<u>Authority:</u> GC 34090 <u>Note:</u> Daily records, such as weight tags and statements.
53	History, Sanitation	P	V, H	<u>Authority:</u> GC 34090 <u>Note:</u> City-owned closed dumpsite.
54	Rates	S+2 yrs.	H	<u>Authority:</u> GC 34090 <u>Note:</u> Utility refuse rates.

RECORDS RETENTION SCHEDULE FOR THE CITY OF MERCED

Item No.	RECORD SERIES TITLE AND CONTENTS (Note: Retention Schedule of physical and digital records.)	RETENTION	Vital Historical Confidential	COMMENTS
55	Recycling Programs	S+2 yrs.	H	<u>Authority:</u> GC 34090 <u>Note:</u> Construction and Demolition Program; Commercial Recycling (excludes work orders).
56	Regulations	S+2 yrs.	V	<u>Authority:</u> GC 34090 <u>Note:</u> Includes legislation.
57	San Joaquin Valley Air Pollution Control District Road Report	CU+5 yrs.	H	<u>Authority:</u> SJVAPCD, Rule 8011.6.2 & 8061.6.2 <u>Note:</u> Annual report submitted to the San Joaquin Valley Air Pollution Control District to determine dust particle emissions in relation to street sweeping.
58	Report – Special Programs	CU+5 yrs.	H	<u>Authority:</u> GC 34090 <u>Note:</u> Includes Spring Cleanup and Leaf Collection programs.
59	Report – Studies	CL+7 yrs.	H	<u>Authority:</u> GC 34090
60	Report – Tonnage	CU+2 yrs.	H	<u>Authority:</u> GC 34090 <u>Note:</u> Monthly and yearly totals.
61	Waste Tire Manifest Program	CU+3 yrs.	H	<u>Authority:</u> GC 34090; www.calrecycle.ca.gov/Tires/Forms/Manifest . <u>Note:</u> Comprehensive Trip Log forms.
Streets/Sidewalks/Street Lights/Traffic Signals				
62	Permits – Encroachment	P	V, H	<u>Authority:</u> CalTrans Encroachment Permit Manual 206.4. <u>Note:</u> CalTrans Encroachment Permit.
63	Signage	T+2 yrs.	H	<u>Authority:</u> GC 34090 <u>Note:</u> Maintenance Records.

RECORDS RETENTION SCHEDULE FOR THE CITY OF MERCED

Item No.	RECORD SERIES TITLE AND CONTENTS (Note: Retention Schedule of physical and digital records.)	RETENTION	Vital Historical Confidential	COMMENTS
64	Traffic Signals	P	H	<u>Authority:</u> GC 34090 <u>Note:</u> Testing and routine—monthly maintenance, conflict monitor certifications, timing sheets.
Trees				
65	Pesticide Control	CU+3 yrs.	V	<u>Authority:</u> 16 CCR 1970 <u>Note:</u> Summary Use Reports, Recommendations, work sheets, and any other records pertaining to the City's pesticide control program.
66	Tree Accident Reports	CU+3 yrs.	H	<u>Authority:</u> GC 34090 <u>Note:</u> Reports related to a tree or tree branch that falls and damages personal property.
67	Tree City USA Application	S+2 yrs.	H	<u>Authority:</u> GC 34090 <u>Note:</u> Annual application to renew membership.
68	Tree Removal Requests	CU+2 yrs.	H	<u>Authority:</u> GC 34090
69	Urban Forestry Guidelines	S+1 yr.	H	<u>Authority:</u> GC 34090 <u>Note:</u> Guidelines are updated annually.
Wastewater Treatment Facility (WWTF)/Laboratory				
70	Inventory, Equipment	S+3 yrs.	H	<u>Authority:</u> GC 34090, 40 CFR 122.41(j)(3), and NPDES Permit CA CA0079219, WDR-R5-2014-0096 and Standard Provisions Permit Compliance, Attachment D
71	Levees	CU+5 yrs.	V, H	<u>Authority:</u> GC 34090, 40 CFR 122.41(j)2, and NPDES Permit CA CA0079219, WDR-R5-2014-0096 and Standard Provisions Permit Compliance, Attachment D <u>Note:</u> Inspections and maintenance.

RECORDS RETENTION SCHEDULE FOR THE CITY OF MERCED

Item No.	RECORD SERIES TITLE AND CONTENTS (Note: Retention Schedule of physical and digital records.)	RETENTION	Vital Historical Confidential	COMMENTS
72	Permits – National Pollutant Discharge Elimination System (NPDES)	S+5 yrs.	V, H	<u>Authority:</u> GC 34090, 40 CFR 122.41(j)2, and NPDES Permit CA CA0079219, WDR-R5-2014-0096 and Standard Provisions Permit Compliance, Attachment D. (Order #97-034.)
73	Laboratory Inspection Reports	CU+3 yrs.	V	<u>Authority:</u> 40 CFR 141.722 (b) and (c) and 40 CFR 403.12 (o) <u>Note:</u> Audit Reports.
74	Rates	S+2 yrs.	H	<u>Authority:</u> GC 34090, 40 CFR 122.41(j)2, and NPDES Permit CA CA0079219, WDR-R5-2014-0096 and Standard Provisions Permit Compliance, Attachment D <u>Note:</u> Utility wastewater rates.
75	Reclamation	CU+5 yrs.	V, H	<u>Authority:</u> GC 34090, 40 CFR 122.41(j)2, and NPDES Permit CA CA0079219, WDR-R5-2014-0096 and WQ-2014-0090-DWQ <u>Note:</u> Administration of recycled water program, annual reporting.
76	Reports – All records or monitoring information, except those relating to sewage sludge use and disposal activities.	CU+3 yrs.	V, H	<u>Authority:</u> GC 34090, 40 CFR 122.41(j)(3), and NPDES Permit CA CA0079219, WDR-R5-2014-0096 and Standard Provisions Permit Compliance, Attachment D <u>Note:</u> Refers to all reports, correspondences, sampling, and any other records that occur as part of the operation of the WWTF (<i>excludes</i> records pertaining to sludge use and disposal activities).
77	Reports – Sewage Sludge Use and Disposal Activities	CU+5 yrs.	V, H	<u>Authority:</u> GC 34090, NPDES Permit CA 0079219, WDR-R5-2014-0096 and Standard Provisions Permit Compliance, Attachment D <u>Note:</u> Refers to reports, correspondences, sampling, and any other records that pertain specifically to sewage sludge use and disposal activities.
78	Tests (excludes sewage sludge) Bacteriological Analysis Chemical Analysis Discharge Monitoring Data Quality	CU+3 yrs.	V, H	<u>Authority:</u> GC 34090, 40 CFR 122.41(j)(3), and NPDES Permit CA CA0079219, WDR-R5-2014-0096 and Standard Provisions Permit Compliance, Attachment D <u>Note:</u> Compliance records include location, date, method and results; corrections, analysis of bacterial and chemical content, sampling data, reports, surveys, evaluation, schedules, valves, etc.

RECORDS RETENTION SCHEDULE FOR THE CITY OF MERCED

Item No.	RECORD SERIES TITLE AND CONTENTS (Note: Retention Schedule of physical and digital records.)	RETENTION	Vital Historical Confidential	COMMENTS
79	Tests (sewage sludge only) Bacteriological Analysis Chemical Analysis Discharge Monitoring Data Quality	CU+5 yrs.	V, H	<u>Authority:</u> GC 34090, 40 CFR part 503, and NPDES Permit CA CA0079219, WDR-R5-2014-0096 and Standard Provisions Permit Compliance, Attachment D <u>Note:</u> Compliance records include location, date, method and results; corrections, analysis of bacterial and chemical content, sampling data, reports, surveys, evaluation, schedules, valves, etc.
80	Violations	CU+5 yrs.	V, H	<u>Authority:</u> GC 34090, 40 CFR 122.41(j)(3), and NPDES Permit CA CA0079219, WDR-R5-2014-0096 and Standard Provisions Permit Compliance, Attachment D <u>Note:</u> Retention applies to each Notice of Violation and Draft Record of Violations for Assessment of Mandatory Minimum Penalties from the California Regional Water Quality Control Board.
Water Systems				
81	Inventory and Equipment	S+2 yrs.	V	<u>Authority:</u> GC 34090
82	Maintenance and Operations Well, Pumping, and Consumption	P	H	<u>Authority:</u> GC 34090 <u>Note:</u> Times operational, power used, and quantity.
83	Federal Groundwater Rule Corrective Actions Public Notice Invalidations Records of Compliance Monitoring Performance State-specified minimum disinfectant Residual State-specified requirements for alternative treatments and failure to meet for more than 4 hours	CU+10 yrs. CU+3 yrs. CU+5 yrs. CU+10 yrs. CU+10 yrs. CU+5 yrs.	H	<u>Authority:</u> 141.405(a)(1) – (3); 141.405(b) <u>Note:</u> Items listed in this section are pursuant to California Department of Public Health letter, dated June 1, 2009, entitled “State Implementation of the Federal Groundwater Rule.”
84	Master Plans	P	V, H	<u>Authority:</u> GC 34090

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Item No.	RECORD SERIES TITLE AND CONTENTS (Note: Retention Schedule of physical and digital records.)	RETENTION	Vital Historical Confidential	COMMENTS
85	Meter Operations	CU+5 yrs.	V, H	<u>Authority:</u> GC 34090 <u>Note:</u> Reader reports, orders, tests, Maintenance Reports.
86	Permits – Water Supply	P	V, H	<u>Authority:</u> 40 CFR 122.28 <u>Note:</u> Municipalities of 100,000 or more; compliance with Clean Water Act regarding pollutants.
87	Rates	S+2 yrs.	H	<u>Authority:</u> GC 34090 <u>Note:</u> Utility water rates.
88	Reports – Conservation	CU+2 yrs.	V, H	<u>Authority:</u> GC 34090
89	Reports – Corrosion Control	CU+12 yrs.	V, H	<u>Authority:</u> 40 CFR 114.01 <u>Note:</u> Compliance documentation.
90	Reports – Discharge Monitoring	CU+5 yrs.	V, H	<u>Authority:</u> 40 CFR 122.41 <u>Note:</u> Average amount of pollution discharged into waters of Municipality.
91	Reports Drinking Water Corrections Sanitary Surveys Variances, Water System	CU+10 yrs.	V, H	<u>Authority:</u> 40 CFR 141.33
92	Reports Lead Service Line Public Education Quality Parameters Source Water State Certification	CU+12 yrs	V, H	<u>Authority:</u> 40 CFR 141.91 <u>Note:</u> Compliance documentation.
93	Reports – Well Level	P	V, H	<u>Authority:</u> GC 34090

RECORDS RETENTION SCHEDULE FOR THE CITY OF MERCED

Item No.	RECORD SERIES TITLE AND CONTENTS (Note: Retention Schedule of physical and digital records.)	RETENTION	Vital Historical Confidential	COMMENTS
94	Sources	CU+2 yrs.	V, H	<u>Authority:</u> GC 34090 <u>Note:</u> Includes reports, documentation, and other records pertaining to wells, groundwater.
95	Surveyor Field Notes	CU+2 yrs.	V	<u>Authority:</u> GC 34090 <u>Note:</u> Any notes not part of a Capital Improvement Project.
96	Surveys, Water System Sanitary	CU+10 yrs.	V, H	<u>Authority:</u> 40 CFR 141.33 <u>Note:</u> Statistics, reports, and correspondence that are not part of a Capital Improvement Project.
97	Tests – Bacteriological Analysis	CU+5 yrs.	V, H	<u>Authority:</u> CDPH, Article 19, 64470 <u>Note:</u> Includes date, place, and time of sampling and person who collected sample.
98	Tests – Chemical Analysis	CU+10 yrs.	V, H	<u>Authority:</u> 40 CFR 141.33 <u>Note:</u> Includes date, place, and time of sampling and person who collected sample. PCE/MTBE sample results and field logs.
99	Tests – Quality	CU+12 yrs.	V, H	<u>Authority:</u> 40 CFR 141.91
100	Valve Main Records	P	V, H	<u>Authority:</u> GC 34090
101	Violations, Drinking Water	CU+3 yrs.	V, H	<u>Authority:</u> 40 CFR 141.33 <u>Note:</u> Retention applies to each violation.

RECORDS RETENTION SCHEDULE FOR THE CITY OF MERCED

Item No.	RECORD SERIES TITLE AND CONTENTS (Note: Retention Schedule of physical and digital records.)	RETENTION	Vital Historical Confidential	COMMENTS
Water Quality Control (WQC)				
102	Industrial Pretreatment Companies Billing Compliance Documentation Daily Inspection Logs Enforcement Hazardous Materials Business Plan Industrial User Surveys Inspections/Meetings Material Safety Data Sheets (MSDS) Pretreatment System Blueprints Production Schedules Significant Non-Compliance Publications Spill Control Plans	CU+5 yrs.	H	<u>Authority:</u> 40 CFR 403.12 (O) 2, 3; GC 34090(e); GC 34090 <u>Note:</u> "Billing" includes Monthly Sewer Service Charge; "Publications" includes Proofs-of-Publication.
103	Industrial Pretreatment Companies – Pretreatment Compliance Inspections	CU+5 yrs.	V, H	<u>Authority:</u> 40 CFR 141.722 (b) and (c) <u>Note:</u> SWRCB may contract out to private company (includes correspondence, pretreatment audit checklist, copy of contractor's report to the SWRCB, SWRCB's report to City, and City's response.
104	Industrial Pretreatment Companies – Industrial Flows	P	V, H	<u>Authority:</u> GC 34090(e) <u>Note:</u> Includes monthly Industry flows, monthly WWTF flows, monthly Industry meter readings.
105	Permits	CU+3 yrs.	V, H	<u>Authority:</u> 40 CFR 403.12 (b-q) <u>Note:</u> Industrial Pretreatment Permit, Septic Haulers' Permit, and Dry Cleaners Permits, Well Drilling/Boring Permits, and Food Services Establishments Fats, Oils & Grease General Permits.
106	Consumer Confidence Report	CU+5 yrs.	V	<u>Authority:</u> 40 CFR 141.33
107	Industrial Pretreatment Inspection Report	CU+3 yrs.	V	<u>Authority:</u> 40 CFR 403.12 (b-q) <u>Note:</u> Audit Reports.

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Item No.	RECORD SERIES TITLE AND CONTENTS (Note: Retention Schedule of physical and digital records.)	RETENTION	Vital Historical Confidential	COMMENTS
108	Incident Reports	CL+7 yrs.	V	<u>Authority:</u> 29 CFR 1904.2; 29 CFR 1904.6 <u>Note:</u> Includes hazardous materials spills, such as oil, pesticides, etc.
109	Sanitary Sewer Overflows (SSO's)	CU+3 yrs.	V	<u>Authority:</u> 40 CFR 31.42(b)1 <u>Note:</u> SSO's generated by the sewer department or on-call supervisor responding to an SSO. Reports maintained by the Environmental Control Division.
110	Septic Haulers – Forms and Manifests	CL+3 yrs.	V, H	<u>Authority:</u> 40 CFR 403.12 (o)1(i – v)2
111	Title 22 Compliance Testing – Chemical Analyses	CU+10 yrs.	V, H	<u>Authority:</u> 40 CFR 141.33 <u>Note:</u> Includes location, date, method and results, corrections, and analysis of testing, communications to and from various State organizations (RWQCB, CDPH, SWRCB), and communications to and from ELAP.
112	Title 22 Compliance Testing – Industrial Pretreatment	CU+3 yrs.	V, H, C	<u>Authority:</u> 40 CFR 403.12 (O) 2,3 <u>Note:</u> Compliance records include location, date, method and results, corrections, and analysis of priority pollutants and conventional pollutants testing.
113	Title 22 Compliance Testing – Microbiological, Turbidity	CU+5 yrs.	V, H	<u>Authority:</u> 40 CFR 141.33 <u>Note:</u> Laboratory results for drinking and wastewater, communications to and from various State organizations (RWQCB, CDPH, SWRCB), and communications to and from ELAP.
SUPPORT SERVICES				
Personnel				
1	Benefit Plan Enrollment Forms	T+3 yrs.	V, C	<u>Authority:</u> GC 34090
2	Employee Handbook	S+2 yrs.	V	<u>Authority:</u> GC 34090 <u>Note:</u> General employee information, including benefit plans.

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Item No.	RECORD SERIES TITLE AND CONTENTS (Note: Retention Schedule of physical and digital records.)	RETENTION	Vital Historical Confidential	COMMENTS
3	Employee Programs	CL+2 yrs.	H	<u>Authority:</u> GC 34090; GC 12946 <u>Note:</u> Includes recognition.
4	Grievance Files – Applicants	CL+3 yrs.	C	<u>Authority:</u> GC 34090 <u>Note:</u> Grievances filed by applications, includes EEOC filings.
5	Labor Negotiations	CL+5 yrs.	H	<u>Authority:</u> 20 CFR 516.5; GC 12946, GC 34090 <u>Note:</u> Includes notes, notebooks, and correspondence.
6	Medical Records	T+30 yrs.	V, C	<u>Authority:</u> 29 CFR 1910.1020
7	Personnel Records	T+6 yrs.	V, C	<u>Authority:</u> GC 34090; GC 12946; 29 CFR 1627.3; 8 CCR Sec 3204(d)(1) et seq.; 29 CFR 1602.30 and 32; 29 USC 211(e); 29 CFR 516 <u>Note:</u> Examples would include evaluations, training, and Personnel Action Forms (PAF's), I-9 Forms, Arbitration and Grievances (Personnel Board hearings document).
8	Recruitment	CL+3 yrs.	H	<u>Authority:</u> GC 12946; GC 6250 et seq.; 29 CFR 1602 et seq.; 29 CFR 1607; 29 CFR 1627.3 <u>Note:</u> Applications, resumes, alternate lists/logs, ethnicity disclosures; examination materials; job bulletins; eligibility.
9	Reports	CU+2 yrs.	V, C	<u>Authority:</u> GC 34090 <u>Note:</u> Employee statistics and benefit activity.
10	Reports – Equal Employment Opportunity (EEO-4)	CU+3 yrs.	V	<u>Authority:</u> 29 CFR 1602.30 and 31
11	Surveys and Studies	CU+2 yrs.	V	<u>Authority:</u> GC 12946, GC 34090; 29 CFR 516.6(2); 29 CFR 1602.14 <u>Note:</u> Includes classification and salary surveys

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Item No.	RECORD SERIES TITLE AND CONTENTS (<i>Note: Retention Schedule of physical and digital records.</i>)	RETENTION	Vital Historical Confidential	COMMENTS
Risk Management				
12	Accident Reports – City Assets	CL+7 yrs.	V	<i>Authority:</i> GC 34090 <i>Note:</i> Reports and related records.
13	Bids, RFQ's*, RFP's* Successful Unsuccessful	CU+6 yrs.	H	<i>Authority:</i> GC 34090 * <i>Note:</i> Requests for Qualifications; Requests for Proposals regarding goods and services.
14	Claims, Damage	CL+5 yrs.	V	<i>Authority:</i> GC 34090; 25105.5 <i>Note:</i> Includes paid and denied claims.
15	Incident Reports (Subrogation)	CL+7 yrs.	V	<i>Authority:</i> GC 34090 <i>Note:</i> Theft, arson, vandalism, property damage, or similar occurrence (excluding fire/law enforcement).
16	Insurance Liability/Property	CU+4 yrs.	V, H	<i>Authority:</i> There is no specific statutory authority for retention of this item. However, the Secretary of State has recommended retention for this period per the authority of Section GC 34090. Statute of limitations for contracts is 4 years; personal property 3 years (CCP Sections 337, 338; GC 34090). <i>Note:</i> Includes insurance filed by licensees, liability policies, property policies, Certificates of Participation, deferred, use of facilities. (<i>For certificates of insurance filed separately from contracts, retain CU+2 yrs.</i>)
17	Insurance Policies	P	V	<i>Authority:</i> GC 34090 <i>Note:</i> City-owned policies.
18	Risk Management Reports	CL+5 yrs.	V	<i>Authority:</i> 29 CFR 1904 <i>Note:</i> Federal OSHA Forms; Loss Analysis Report; Safety Reports; Actuarial Studies.

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Item No.	RECORD SERIES TITLE AND CONTENTS <i>(Note: Retention Schedule of physical and digital records.)</i>	RETENTION	Vital Historical Confidential	COMMENTS
19	Workers' Compensation	P	V	<u>Authority:</u> 8 CCR 3204(d)(1) et seq.; 15400.2; CA Labor Code 110-139.6 <u>Note:</u> Claim Files, Reports, Incidents (working files).

– End of Retention Schedule –