



**CITY OF
GARDEN GROVE**



**RECORDS RETENTION
AND
DESTRUCTION MANUAL**

INTRODUCTION

CALIFORNIA GOVERNMENT RECORDS MANAGEMENT PROGRAM

In 1968 the Legislature passed the California Public Records Act (PRA) which is modeled after the federal Freedom of Information Act and details what government information is, and is not, available to the public. The PRA pursuant to Government Code Section 7920 gives access to public records unless the record is exempt from disclosure by law, as listed alphabetically under Government Code Section 7930.100-7930.215, and may include written or electronic information. The PRA applies to all records, in whatever form, maintained by either state or local public agencies. California Government Code Section 14740-14774 with the added Section 12236(a) requires every local government agency to create, use, maintain, retain, preserve, and dispose of records in accordance of the established Records Retention Schedule.

Sources

This Manual was developed from multiple public agency sources including the State of California Records Management Handbook published in 2014; the California City Clerk's Association City Clerk's Handbook, and the City of Dixon California's Records Retention Manual adopted in 2019. The Retention Schedules were prepared in collaboration with each City Department.

Sources also include:

Secretary of State Local Government Records Management Guidelines
www.sos.ca.gov/archives/local-gov-program/pdf/records-management-8pdf and
www.sos.ca.gov;

August 2011 Supplement to the People's Business: A Guide to the California Public Records Act available from League of California Cities Open Government webpage:
www.cacities.org/.opengov;

The State Department of General Services "Vital Records Protection and Disaster Recovery Handbook": www.documents.dgs.ca.gov/osp/calrim/DisasterHandbk12-03.pdf;

The National Archives and Records Administration's – www.archives.gov/records-mgmt/vital-records/; Association of Records Manager and Administrators – www.arma.org;

Association of Information and Image Management – www.aim.org

TABLE OF CONTENTS

RECORDS MANAGEMENT	4
GUIDELINES FOR USING THIS MANUAL	5
INTRODUCTION TO RETENTION SCHEDULES	10
LEGEND & CODE ABBREVIATIONS	11
KEY REFERENCES	12
KEY TERMS	15
DEPARTMENT SCHEDULES	17-87
City Manager’s Office	17
Community Development	24
Community Services	31
Economic Development/Housing Authority	38
Finance	45
Fire	53
Human Resources	56
Information Technology	61
Police Department	64
Public Works	77
ADMIN REGULATIONS 1.7	88

RECORDS MANAGEMENT

The retention schedules within this Records Retention and Destruction Manual incorporates the Secretary of State's Local Government Records Retention Guidelines, regulatory sources including the Government Code, California Code of Regulations, the United States Code, and the Code of Federal Regulations. Each Department reviewed their retention schedule, and the overall schedules were reviewed by the City Attorney's Office and the City Clerk's Office. Every effort has been made to avoid errors and/or omissions; however, the retention schedules will need to be continually reviewed and revised biennially to include additional records or to keep current with changes in the laws on retention periods and policy changes. When revisions are necessary, the City Manager shall present a resolution to the City Council authorizing any needed amendments to this Manual, except when necessary to maintain compliance with State or Federal laws and regulations. Updates and revisions may be made to maintain compliance subject to the consent of the City Clerk, City Manager, and City Attorney.

A records management program serves to apply efficient and economical management methods to the creation, use, management, retention, preservation, and disposal of records. Effective records management ensures records are kept as long as they have administrative, fiscal, or legal value. A sound records management program improves customer service, increases staff efficiency, and provides a legal foundation for conducting daily business.

Benefits include:

- Space saving;
- Reduced expenditures for storage;
- Increased efficiency in information retrieval;
- Compliance with legal, administrative, and fiscal retention requirements;
- Control over creation of new records; and
- Identification of records with research and/or historical value.

For records identified in the retention schedules that no longer fulfill the value for which they were created, they should be destroyed. The City of Garden Grove has established Administrative Regulation No. 1.7 (See Appendix A) that provides for direction for the storage and the destruction of records. Failure to maintain records for the requisite statutory or regulatory period can subject the City to evidentiary sanctions. The City's legal position in litigation may be influenced by how well or how poorly they comply with accepted records management practices.

GUIDELINES FOR USING THIS MANUAL

Original Record

For the purposes of this Manual, an "original record" includes the following: (1) original hardcopies; and (2) electronic reproductions that are fully legible in a medium that is a trusted system, and that does not permit modifications to the original hardcopy - Government Code 12168.7(c)(1). In the event that the original record is kept as an electronic reproduction, the following requirements must be met: Reproduction of the record is accurate and legible and contains all details of the paper document, and does not permit modifications to the document; and the electronic reproduction is made accessible to the public as the original hardcopies were.

Copies of Original Records

Copies of original records may not be kept longer than the City's retention period unless legal counsel advises that it be kept, and may not be destroyed at any time on or prior to the end of the retention period unless approved by the Department Director and City Clerk, and consented to by the City Attorney.

Non-Record

Extra copies or articles, periodicals, reports, documents, studies, vendor catalogs, and similar materials needed for reference, and are not part of an official file, are not a record. Such items should be destroyed as soon as they are no longer needed. Extra copies of documents as reminders of deadlines should be destroyed once the action has been completed. Written phone messages, notes, E-mail messages that are not substantive in nature should be destroyed when no longer needed. Telephone and Email messages that are substantive in nature such as memos summarizing substantive conversations, meetings, and telephone calls are a record. Drafts that are not circulated for comment or review can be destroyed when no longer needed. Drafts that contain substantive changes may be retained as supporting documentation. In most cases, however, it is sufficient to summarize the comments in a memo for the record. In the case of documents circulated for comment, keep an official full copy and then retain only the annotated pages of the copies with comments.

Materials not addressed in this Manual's retention schedule, nor in the Secretary of State's Local Government Records Retention Guidelines, should be identified as non-records. If a non-record is retained as an integral part of a file or in conjunction with original records, it shall be retained in accordance with the appropriate retention schedule. As non-records are not retained in the normal course of business, they may be disposed of at any time. However, retention for these files should be at least two (2) years unless specific laws, decisions, or opinions would apply to the record series.

Important note on Email and Social Media

The definition of writings that constitute public records now expressly includes "transmitting by electronic mail," and are required by law to be retained as an official public record. Any electronic mail that: (1) relates or pertains to the formation or implementation of official public business, policies, and decisions; or (2) initiates, authorizes, or completes a transaction of official public business constitutes an official public record and should be retained in accordance with the appropriate retention schedule in conjunction with the original record it references. Otherwise, retention for electronic mail should be at least two (2) years unless specific laws, decisions, or opinions would apply to the record series.

It is the City's policy that City email systems are intended to be used as a medium of internal and external communication. City email systems are not intended to be, and may not be, used for the electronic storage or maintenance of City records. Email messages and attachments comparable to hard copy documents that would be retained pursuant to this Manual should be retained as follows: the document must be categorized in the appropriate record series and converted to appropriate electronic format or printed in hard copy and retained for the required time period as outlined in this Manual. No matter what form in which the record is retained, proper procedures as outlined in this Manual must be followed prior to the destruction of any record. Routine email messages, comparable to telephone communications, are deemed non-records, and as such, they are not intended to be retained in the ordinary course of City business, and the informational content of such communications is neither necessary nor intended to be preserved for future City use or reference. Backup copies are for system restoration, disaster recovery, and are not designed to facilitate retrieval of deleted messages. Each email user will be trained in the application and implementation of this procedure. This procedure does not prohibit employees from maintaining temporary working files or folders to allow for quick reference to recent emails.

Any content maintained on the City's social media sites related to City business, including a list of subscribers, posted communication and communication submitted for posting, may be considered a public record, subject to disclosure in response to a public records request, and subject to the City's retention schedule.

Record Keeping Responsibilities

The City Council, City Manager, City Attorney, and City Clerk shall each be responsible for future records management policy development and procedural implementation as follows:

City Council – The City Council shall approve, by resolution, all records management policies, changes to retention schedules, and any amendments. The City Council has authorized revisions with the consent of the City Clerk, City Manager and City Attorney when necessary to maintain compliance with State and Federal law and regulations.

City Manager – The City Manager shall periodically confirm that all departments comply with the records management policies and guidelines; and present to the City Council recommendations for amendments to the Retention Schedules.

City Attorney – The City Attorney shall:

- Review recommendations to the City Council regarding amendments to records management policies, retention schedule, or destruction of records.
- Review and approve the Department Director's requests to dispose of records in accordance with this Manual's retention schedule.
- Provide legal guidance to the City Clerk with the review and amendment to the retention schedule.
- Notify the City Clerk's Office of all document discovery requests or any other situations that would require the City to refrain from destroying records.
- Provide written approval or denial of each request for destruction of records related to original agreements, ongoing litigation, or litigation holds.

City Clerk – The City Clerk, or designee, shall be responsible for the following:

- In consultation with the City Attorney, present recommendations to the City Manager for amendments to records management policies or records retention schedules.

- Create, maintain, and distribute forms necessary to implement the records management program.
- Supervise the destruction of records, ensuring that confidential records are destroyed by shredding.
- Certify the destruction of records.

Department Directors and Police Chief – Each Department Director and the Chief of Police shall designate staff to:

- Create and maintain reliable and accurate filing systems to ensure the efficient maintenance, retrieval, and disposition of records under their control.
- On an ongoing basis, identify records for destruction.
- Ensure that no City records are destroyed prior the expiration of their required retention period or consent from the City Attorney.
- Submit requests to the City Clerk’s Office for records management policy or retention schedule amendments. Following an approved DocuSign Certificate of Destruction with consent from the City Attorney, City records are authorized to be destroyed. Destruction of records shall be witnessed by the City Clerk or a designated representative. The City Clerk shall maintain a file of approved destruction certificates.

Records Pertaining to Litigation

City documents which qualify as “records,” but which pertain to pending, ongoing, or recently-concluded litigation, are exempt from the retention periods provided in this Manual. All such records are maintained by the City Attorney or designee, or by the legal counsel retained by the City for such litigation.

Upon conclusion of litigation actions, and the City Attorney’s direction, records may be returned to the City’s designated record-keeping department, at which time they shall be retained for the period directed by the City Attorney. However, in no event shall records be retained for a period less than the City’s retention schedule. If the records are not identified in the retention schedule, nor in the Secretary of State’s Local Government Records Retention Guidelines, such records shall be maintained by the City Attorney, or designee, for no less than two (2) years following litigation’s conclusion.

In addition, should the City Attorney determine that it is legally necessary for records pertaining to concluded litigation to be maintained separately from other City records, the City Attorney may authorize that records be retained for a period longer than required; or be maintained confidential or subject to protective measures.

Destruction of City Documents

At least annually, each Department is responsible for reviewing all records in its custody. Records that have reached the end of the retention period are to be destroyed based on the retention schedule, including electronic records. The City Council, by adopting the Retention and Destruction Schedule, authorizes Department Directors to destroy duplicate records less than two (2) years old, if the records are no longer required.

All original records to be destroyed must be listed. Requests for the destruction of original records must be approved by the responsible Department Director and the City Attorney prior to destruction. A Request for Records Destruction/Certificate of Destruction (Procedures listed in Administrative Regulations 1.7 - Appendix A) and listing of documents to be destroyed and copy of the appropriate page(s) from the records retention schedule shall be archived by the City Clerk’s Office.

Shredding and recycling the paper produced from the destruction of records is the most appropriate method of disposal. The specific method used for destruction shall be at the discretion of the Department Director, and shall reflect a method of destruction that recycles any paper products and avoids the use of sanitary landfill sites. Once authority has been received to destroy records, all forms of that record must be destroyed (or deleted): paper, microfilm/fiche, electronic format.

NOTE: This section does not authorize the destruction of the following original records: records affecting the title to real property or liens thereon; records required to be kept by statute; records less than two years old; or minutes, ordinances, or resolutions of the City Council and associated legislative bodies as well as the City's commissions, committee and board.

Converting Hard Copy to Electronic Formats

Government Code Section 34090.5 authorizes the conversion of hard copy materials and records onto other electronic mediums as long as the following conditions are met:

- The record, paper, or document is photographed, microphotographed, reproduced by electronically recorded video images, recorded in electronic data processing system, recorded on an optical disk, or any other medium that is a trusted system and that does not permit additions, deletions, or changes to the original document;
- The device or method used to reproduce the record, paper, or document reproduces the original in all details and does not permit additions, deletions, or changes to the original document images;
- The reproductions are made accessible for public reference as the original records were; and
- A true copy of archival quality shall be kept in a safe and separate place for security purposes.

If the above conditions are met, the public official having custody of the records (Department Director) may convert the hard copy to a permissible electronic format and destroy the hard copy, with the exception of those documents that are required to be kept permanently in their original format as outlined in this Manual's retention schedule. After converting the hard copy materials into the approved electronic format, the department converting the hard copy to electronic format shall save the "original" electronic record in the designated location on the City's system and meet the conditions as listed above.

Disclaimer

Neither this document, nor the record descriptions, nor the retention periods provided herein, shall constitute acknowledgement of the existence or non-existence of any record. Neither this document, nor the record descriptions, nor the retention periods herein, shall constitute the public's right to view, inspect, copy, or otherwise access the records listed herein. Rather, such access is governed by the California Public Records Act, and other pertinent statutes and regulations governing public access to governmental records.

This document is intended only to assist the City in managing its records in a manner consistent with federal and state law. This document does not constitute City policy with regard to public access of the records listed herein. The City makes no warranty of any kind regarding material and information identified in this document, and shall not be responsible or liable for any inaccurate information, changes in document categorization or naming, or any errors or omissions which may arise from use of this document.

City shall not be liable for any actions taken or omissions made from reliance on any information contained herein from whatever source, nor shall City be liable for any other consequences from any such reliance. While every effort is made to keep such information accurate and up-to-date, City does not certify the authenticity of information that originates from third parties.

In the event that a record's retention is inconsistent with the Secretary of State's Local Government Records Retention Guidelines, retention provided by the Secretary of State shall govern.

This Manual establishes policies and procedures for the efficient and economical management of the creation, utilization, maintenance, retention, preservation, and disposal of City records, based on federal and state statutes governing public records; and, further, to ensure that a responsible program for records management is practiced within the City organization, serving the best interest of the City and its citizens.

INTRODUCTION TO RETENTION SCHEDULES

The following retention schedules are presented departmentally and in some cases by subject matter that may apply in several departments, in alphabetical order, and have been developed to ensure that legal, regulatory, fiscal, historical, and administrative retention requirements are met.

A. LEGEND

A legend with the initials, abbreviations used throughout the retention schedules, as well as a listing of the various state and federal codes addressing records retention.

B. CITY'S RETENTION REQUIREMENT

Records listed in this Manual's retention schedule may have a recommended retention period that either mirrors or exceeds the state recommended retention period. Where the City's retention period is indicated, such staff recommendation shall control and all employees shall maintain responsive records accordingly. Where there is no City retention period indicated, the state recommended retention shall control. Where there is a statutorily required minimum retention period, the statute is listed for reference. **Remember, records cannot be retained less than the statutory minimum retention period.**

C. STATUTORY REQUIREMENT

The fifth column is helpful to the reader in understanding the legal basis for the specific lengths of retention, if applicable. While general government code sections can be found in this Manual under "References," other statutes or regulations are record/document specific and the reader may wish to look those up.

D. RECORDS CAN BE ADDED TO THE SCHEDULES

From time to time, departments may create or find records in their departments that are not listed on the following pages. These can be added to the schedules, as this is not a "permanent" document, but flexible in nature to accommodate legal, administrative, or fiscal policy changes.

Departments desiring to add or delete documents from retention schedules applicable to their respective departments shall prepare a memorandum signed by the Department Head, City Attorney, and City Clerk identifying the (i) records series title; (ii) state minimum retention period; (iii) City's retention period (if greater than state minimum); (iv) statute or regulation (if applicable); and (v) description of the record or records series. The City Clerk will present revisions to this Manual's retention schedule to the City Manager, as needed. Upon the approval of the City Manager, the City Clerk, in consultation with the City Attorney, shall present a resolution to the City Council authorizing the addition or deletion of documents from their respective retention schedules. However, revisions may be implemented without City Council approval when necessary to comply with State or Federal laws or regulations.

LEGEND & CODE ABBREVIATIONS

Active (AC)	=	The period of time that a record has yet to fulfill its administrative, fiscal, and/or legal function/purpose.
Audit (AU)	=	The effective date of the annual audit (i.e., June 30). This term will generally be used in connection with financial documents.
Closed/Completed (CL)	=	The point in time which there is no further work to be done in connection with the task, project, or subject matter of the record.
Current (CU)	=	A record is current throughout the calendar year in which it was created.
Election (E)	=	Election shall mean the election for which the materials were created.
Life (L)	=	The period of time during which a record or document has administrative, fiscal or legal significance or effect.
Permanent (P)	=	Records that are required to be kept in perpetuity, usually identified by statute or other written guidance.
Supersede (S)	=	The point in time in which a record is replaced or made obsolete, useless in favor of a new record.
Termination (T)	=	The point in time constituting the end, conclusion, resolution, or decision not to continue a policy, condition or relationship.
Original may be stored electronically	=	A document which may be reproduced and stored electronically as the original record in compliance with Government Code section 34090.5. Following electronic conversion, the original hardcopy may be destroyed upon approval of Department Director, City Clerk, with consent from the City Attorney.

CODE ABBREVIATIONS

B&P	=	California Business & Professional Code
CAC	=	California Administrative Code
CCP	=	Code of Civil Procedure
CCR	=	Code of California Regulations
CEQA	=	California Environmental Quality Act
CFR	=	Code of Federal Regulations
EC	=	California Elections Code
GC	=	California Government Code
H&S	=	California Health & Safety Code
HUD	=	Housing and Urban Development
OSHA	=	Occupational Safety & Health Agency
PC	=	California Penal Code
POST	=	Police Officers Standards Training
UFC	=	Uniform Fire Code
USC	=	United States Code
WIC	=	Welfare & Institutions Code

KEY REFERENCES

Government Code Excerpts

Government Code Section 34090 – Destruction of city records; excepted records; construction - Unless otherwise provided by law, with the approval of the legislative body by resolution and the written consent of the city attorney the head of a city department may destroy any city record, document, instrument, book or paper, under his charge, without making a copy thereof, after the same is no longer required.

This section does not authorize the destruction of: (a) Records affecting the title to real property or liens thereon. (b) Court records. (c) Records required to be kept by statute. (d) Records less than two years old. (e) The minutes, ordinances, or resolutions of the legislative body or of a city board or commission.

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

Government Code Section 34090.5 – Destruction of city records; conditions - Notwithstanding the provisions of Section 34090, the city officer having custody of public records, documents, instruments, books, and papers, may, without the approval of the legislative body or the written consent of the city attorney, cause to be destroyed any or all of the records, documents, instruments, books, and papers, if all of the following conditions are complied with: (a) The record, paper, or document is photographed, micro photographed, 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 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.

Government Code Section 34090.6 - Destruction of recorded routine video monitoring, telephone, and radio communications - (a) Notwithstanding the provisions of Section 34090, the head of a department of a city or city and county, after one year, may destroy recordings of routine video monitoring, and after 100 days may destroy recordings of telephone and radio communications maintained by the department. This destruction shall be approved by the legislative body and the written consent of the agency attorney shall be obtained. In the event that the recordings are evidence in any claim filed or any pending litigation, they shall be preserved until pending litigation is resolved. (b) For purposes of this section, "recordings of telephone and radio communications" means the routine daily recording of telephone communications to and from a city, city and county, or department, and all radio communications relating to the operations of the departments. (c) For purposes of this section, "routine video monitoring" means video recording by a video or electronic imaging system designed to record the regular and ongoing operations of the departments described in subdivision (a), including mobile in-car video systems, jail observation and monitoring systems, and building security recording systems. (d) For purposes of this section, "department" includes a public safety communications center operated by the city or city and county.

Government Code Section 34090.7 - Duplicate records less than two years old; destruction; video recording media - Notwithstanding the provisions of Section 34090, the legislative body of a city may prescribe a procedure whereby duplicates of city records less than two years old may be destroyed if they are no longer required.

For purposes of this section, video recording media, such as videotapes and films, and including recordings of "routine video monitoring" pursuant to Section 34090.6, shall be considered duplicate records if the city keeps another record, such as written minutes or an audiotape recording of the event that is recorded in the video medium. However, a video recording medium shall not be destroyed or erased pursuant to this section for a period of at least 90 days after occurrence of the event recorded thereon.

Government Code Section 7920.530 - "Public records" includes any writing containing information relating to the conduct of the public's business prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics. "Public records" in the custody of, or maintained by, the Governor's office means any writing prepared on or after January 6, 1975.

Government Code Section 7920.545 - "Writing" means any handwriting, typewriting, printing, photostating, photographing, photocopying, transmitting by electronic mail or facsimile, and every other means of recording upon any tangible thing any form of communication or representation, including letters, words, pictures, sounds, or symbols, or combinations thereof, and any record thereby created, regardless of the manner in which the record has been stored.

Government Code Section 12168.7. Standards for recording permanent and nonpermanent documents in electronic media, trusted system (a) The California Legislature hereby recognizes the need to adopt uniform statewide standards for the purpose of storing and recording permanent and nonpermanent documents in electronic media. (b) In order to ensure that uniform statewide standards remain

current and relevant, the Secretary of State shall approve and adopt appropriate standards established by the American National Standards Institute or the Association for Information and Image Management. (c) The standards specified in subdivision (b) shall include a requirement that a trusted system be utilized. For this purpose and for purposes of Sections 25105, 26205, 26205.1, 26205.5, 26907, 27001, 27322.2, 34090.5, and 60203, Section 102235 of the Health and Safety Code, and Section 10851 of the Welfare and Institutions Code, "trusted system" means a combination of techniques, policies, and procedures for which there is no plausible scenario in which a document retrieved from or reproduced by the system could differ substantially from the document that is originally stored. (d) In order to develop statewide standards as expeditiously as possible, and until the time that statewide standards are adopted pursuant to subdivision (b), state officials shall ensure that microfilming, electronic data imaging, and photographic reproduction are done in compliance with the minimum standards or guidelines, or both, as recommended by the American National Standards Institute or the Association for Information and Image Management for recording of permanent records or nonpermanent records.

California Attorney General

The Attorney General's definition of a record is "[a]ny writing or recording of an event or information which was made or retained for the purpose of preserving its information content for future reference." (64 Cal.Ops.Atty.Gen. 317,326 (1981)).

KEY TERMS

To more accurately calculate retention periods for the documents listed in this manual, several of these definitions were developed by the Secretary of State's Office and extracted from the Local Government Records Management Guidelines.

Active Records

In reference to retention periods for a Perpetual Record that remains "active" until some event occurs to change its status, at which time it has fulfilled its function.

Administrative Records

Records created to help accomplish the functions for which the agency is responsible and have administrative value only as long as they assist the agency in performing current or future work. Their administrative use is exhausted when the transactions to which they relate are complete, and from that point on they lose value rapidly.

Archival Historical Records

Records with enduring value because they reflect significant historical events, document the history and development of an agency, or contain accumulated data that can be useful for research purposes.

Audit

As used in the City's retention schedules, audit refers to the annual auditing process conducted by the City's auditors following the close of the fiscal year, usually arranged through the Finance Department.

Discovery

The pretrial disclosure of pertinent facts or documents by one or both parties to a civil action or proceeding. Anything requested during discovery must be disclosed if it exists—even non-records and records that should have been destroyed earlier. Discovery effectively freezes selected holdings until released by opposing attorney or the court.

Fiscal Records

Fiscal records pertain to the financial transactions of the agency, such as the budget document, ledgers, allotments, payrolls and vouchers. After some records have served a basic administrative function, they may still have sufficient fiscal value to justify additional retention to protect the agency against court action and/or audits.

Inactive Record

Any public record that is transferred to storage until it has met its specific retention requirement and may be destroyed. "Inactive record" does not include any public record which is permanent or historic in nature and which must be protected and preserved from destruction.

Inventory

The process of examining records on hand to determine their function, content, and dates in order to assign retention/disposition information.

Legal Value

Records with legal value contain evidence of legally enforceable rights or obligations of the agency. Examples are records that provide the basis for action. Such as legal decisions and opinions; fiscal documents representing agreements, such as leases, titles and contracts; and records of action in particular cases, such as claim papers and legal dockets.

Non-Record

Materials not usually included within the definition of records, such as unofficial copies of documents kept only for convenience, working papers, appointment logs, stocks of publications and processed documents, transmittal letters, and acknowledgements. Also, documents such as rough notes, calculations or drafts assembled or created and used in the preparation or analysis of other documents. (See also Discovery)

Original Records

The original or originally signed record. The original record may be a copy that acts as the original for the City if there is no other original on file.

Permanent Records

Records that are required in perpetuity, usually identified by statute (such as Gov. Code, § 34090) or other written guidance. Examples include Council/Commission minutes, documents effecting real property (such as easement, grant deeds, assessment districts), general ledger, etc.

Program Records

These are records that relate to the primary function of the agency in response to its daily mission. They represent the reason the office exists, and their retention is usually specified in some statute or regulation that established the program.

Records Series

A record series is a group of similar records arranged under a single filing system or kept together as a unit. They deal with a particular subject (budgets, personnel, etc.), result from the same activity (assessment districts, code enforcement complaints, etc.), or have a special form (blueprints, maps, etc.). The title of each record series should be as accurate as possible, since future references to the records will be made via the record series name. This is the first left-hand column on the retention schedule pages.

Public Records

Any information relating to the conduct of the public's business prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristic.

Records Coordinator

Each department assigns staff to ensure that the records within the department are indexed, stored, labeled, tracked, and logged. The Records Coordinator in the City Clerk's Office is the point of contact for the storage of non-permanent files to the City's Municipal Center Warehouse, for the destruction of records in compliance with the retention schedules and the procedures found in this manual, and for the retrieval of records stored at the Municipal Services Center in response to a records request.

Retention Period

The length of time a record must be retained to fulfill its administrative, fiscal and/or legal function. The period of time usually begins at the close of a file or project, or from the date of the last entry in the file. There are other files that are created on a calendar or fiscal year basis, and in those cases the retention period begins at the end of that particular calendar or fiscal year. After the holding time (retention period) specified in the retention schedule has passed, the record should then be disposed of as soon as practicable, following the proper destruction procedures.

City of Garden Grove Retention Guidelines CITY MANAGER'S OFFICE

Records Series	SOS Retention	Dept. Retention	Media	Statutory Requirement	Description
Administration					
Administrative Regulations	S+5	S+5	Paper Electronic	GC34090	City's Administrative Policies and Procedures
Calendars	CU+2	CU+2	Paper Electronic	GC34090(d)	Appointment Calendars for City Manager, Mayor and Council Members
Correspondence	CU+2	CU+2	Paper Electronic	GC34090	Letters, memos, emails not attached to an agreement or project file to or from City Manager, Mayor and Council Members
Credit Card Statements/ Invoices	AU+4	CL+2	Paper Electronic	GC34090	Original Statements are maintained in the FE system. Department keeps a working copy only.
Department Employee Files	T+3	See Human Resources	Paper	Statutory requirements listed under Human Resources	Original files are maintained by Human Resources and all documentation transfers to Human Resources following termination.
Manager's Weekly Memo	CU+2	CU+2	Paper Electronic	GC34090(d)	Includes Articles, priority and council issues, department items, matters from the City Attorney, Social Media posts.
Manual	S+2	S+2	Paper Electronic	GC34090(d)	City Council Handbook.
Central Management Meetings					
Agendas/Minutes	CU+2	CU+2	Paper Electronic	GC34090	Weekly Central Management Meeting with Directors, Police Chief and OCFA Division Chief.
Customer Service Coaches Committee					
Agendas/Minutes	CU+2	CU+2	Paper Electronic	GC34090	Agendas and minutes for employee committee for planning events for employees.
Cash Flow Log	CU+2	CU+2	Paper Electronic	GC34090	Funds collected from employees for city employee funded special events.
CITY CLERK'S OFFICE					
Administration					
Correspondence	CU+2	CU+2	Paper Electronic	GC34090(d)	Letters, emails, memo, not attached to an agreement or project file.
Historical Documents	P	P	Paper Electronic	GC34090(e)	Documentation on Public Art, City Clock, City Flag, City Flower (Tropicana Rose), Articles of Incorporation (copy).

Records Series	SOS Retention	Dept. Retention	Media	Statutory Requirement	Description
VIP Book		S+8	Electronic	GC34090	List of all Mayors, City Council Members, Commissioners, Committee and Board Members.
Legislative Bodies – City Council/Successor Agency/Redevelopment Agency/Oversight Board/Sanitary District/Housing Authority/Industrial Development Authority/Public Finance Authority					
Agendas – Affidavit of posting	CU+2	CU+2	Paper Electronic	GC34090(d)	Agendas with proof of posting including cancellation notices.
Bylaws/Sanitary District Code of Regulations	P	P	Paper Electronic	GC34090(e); CCP 337.2	Bylaws/Regulations adopted by Resolution by each Legislative Body.
Manuals	P	P	Electronic Archival Paper	GC34090(e) GC36814 GC40801	City Council Policy/City Council Procedure adopted by Resolution.
Ordinances, Resolutions, and Minutes	P	P	Archival Paper Electronic	GC34090(e) GC40801	Adopted and approved Ordinances, Resolutions and Minutes from all legislative bodies.
Recording of meetings	CU+3 mos	CU+15 years	Electronic	GC34090.7	Audio/Video of meetings kept for 15 years for research purposes.
Reports	CU+2	P	Electronic	GC34090(d)	Agenda Reports submitted to legislative bodies including supporting documentation archived in the City Clerk's Files for historical value and research purposes.
Commissions, Committee, and Board					
Appointed Members	T+5	T+5	Paper Electronic	29 CFR 1627.3; 29 CFR 1602.30.32; GC12946; GC34090	Applications, Personnel Action Forms (PAF's) Oaths of Office.
Applicants	CL+2	CL+2	Paper Electronic	GC34090	Applicants not appointed to a Commission, Committee, or Board
Commission Handbook	S+2	S+2	Electronic	GC34090	Internal handbook for staff
Elections					
Mayors Councilmembers	P	P	Paper Electronic	GC81009 GC84615	Campaign Statements, Oaths, filing documents. Paper statements can be discarded after two years when kept digitally on a space saving device.
Mayors Councilmembers Information	T+6	T+6	Paper Electronic	GC34090; GC53535.2; 29 USC 113	Personnel Action Forms, biographies, photo; Code of Ethics and Harassment Training Certificates.

Records Series	SOS Retention	Dept. Retention	Media	Statutory Requirement	Description
Unsuccessful Nominated Candidates	CL+5	CL+5	Paper Electronic	GC81009 GC84615	Original campaign statements and filings.
Other Committees	CL+7	CL+7	Paper Electronic	GC81009 GC84615	Original campaign statements for ballot measure committees, PAC's, independent expenditure, and major donor committees.
Form 410	CL+4	CL+4	Paper/ Electronic	GC81009 GC84615	Copies of Form 410 received by a new committee.
Ballots Prop. 218 (Assessment Districts)	P	P	Paper	California Constitution Article XIII	Property related fees (Assessment Ballot Proceedings)
Municipal Elections	P	P	Paper/ Electronic	GC81009(a)(d)	Election materials kept permanently for historical value and research purposes.
Fair Political Practices Required Filings					
Committee Filings	P	P	Paper/ Electronic	GC81009(b)(g)	All required FPPC filings for elected and PAC's.
Committee Filings	E+7	E+7	Paper/ Electronic	GC81009	All required FPPC filings for unsuccessful candidates.
Statements of Economic Interests	T+7	T+7	Electronic	GC81009(e)	Original Form 700 for 87200 and designated filers.
Form 801	T+7	T+7	Paper Electronic	FPPC Regulation 19844 and 18950.1	Discloses payments, such as travel reimbursements, made to an agency from a third party.
Form 802	T+7	T+7	Paper Electronic	FPPC Regulation 18944.1	Identifies persons that receive tickets and passes to entertainment events. Describes public purpose.
Form 803	T+7	T+7	Paper Electronic	GC82004.5 GC84224	Disclosure of payments (\$5,000 or more) made at the behest of elected officials for legislative, governmental, or charitable purposes such as a request to make a contribution to charity.
Form 804	P	P	Paper Electronic	FPPC Regulation 18734	Identifies new positions not included by the conflict of interest code that must file a Statement of Economic Interests Form 700.
Form 805	P	P	Paper Electronic	FPPC Regulation 18700.3 and 18734	Identifies consultants determined to file a Form 700.
Form 806	S	S	Electronic On City Website	FPPC Regulation 18702.5	Additional compensation that an official receives when serving on outside governmental agency boards.
Legal/Legislative					

Records Series	SOS Retention	Dept. Retention	Media	Statutory Requirement	Description
Agreements excluding Capital Improvement Projects	T+5	T+5	Paper/ Electronic	CCP 337.2, 343	Lease, equipment, service, supplies, instructor, festivals, affordable housing; will include agenda report and supporting documents if approved legislatively.
Appeals	CU+3 P(Land Use Appeals)	CU+3 P(Land Use Appeals)	Paper/ Electronic	CCP 583.320(a)(3); GC34090	Appeals submitted to the City Clerk's Office that may include documentation; Rescinded Appeals included in Retention.
Claims Log	CU+7	CU+7	Electronic	GC34090 GC25105.5	Log of claims filed against the City.
Community Development Block Grants (CDBG) Sub-recipient Agreements	CL+4	CL+4	Paper Electronic	24 CFR 570.502(b)(3) 241 CFR 85.42 & OMB Cir. A-110, Attach. C; OMB Cir. A-102 & 128 HUD Regulations	CDBG incorporated into the Consolidated Annual Performance Report (CAPER) approved by City Council; grant funds distributed through Sub-recipient Agreements signed by the City Manager.
Legal Advertising	CU+4	CU+4 P for land use	Paper Electronic	GC34090	All mandated public legal notices.
Municipal Code	P	P	Paper Electronic	GC34090	Municipal Code incorporates ordinances and is updated online by a third-party.
Subpoenas	CU+2	CU+2	Paper Electronic	GC34090	Subpoenas for records and appearance of city staff; excludes subpoenas for Police Department.
Summons		CL+2	Paper Electronic	GC34090	Summons and Complaints for Claims.
Property/Land					
Acquisition/ Disposition	CL+10	P	Paper Electronic	GC34090(a)	Agreement and supporting documentation regarding sale, purchase, exchange, lease or rental of property by City.
Agreements/ Contracts including Capital Improvement Projects	P	P	Paper Electronic	2.08.110; GC34090; 4004; H&S 19850	Development, Disposition, Land Use, Construction, and Street & Sewer Contracts, may include deeds, easements, rights-of-ways; and supporting documents as necessary.
Annexation Case Files	P	P	Paper Electronic	GC34090(a)	Documentation as necessary including agenda reports, notices, agreements, and LAFCO documents.
Deeds & Promissory Notes	P	P	Paper Electronic	GC34090	Recorded Grant, Quitclaim, Easement, Street Deeds and Promissory Notes; Kept on file with the County.

Records Series	SOS Retention	Dept. Retention	Media	Statutory Requirement	Description
Franchises	P	P	Paper Electronic	GC65864; GC65869.5; GC34090	Includes Subdivision Agreements; Purchase and Sale Agreements; Cable; Grant of Easements for construction improvements.
Relocation Files	CL+7	CL+7	Paper Electronic	GC34090	Development projects for City owned properties.
Street/Alley Abandonment/ Vacation	CL+2	P	Paper Electronic	GC34090(d)	Relinquishment of rights and fee title. Kept on file for research purposes.
Records					
Public Records Requests	CL+2	CL+10	Electronic	GC34090	Records requests; subpoenas; responses. Retention longer for research purposes.
Records Destruction Certificates	P	P	Paper Electronic	GC34090	Documentation of final disposition of records.
Reports/Plans					
Annual Housing Plan	P	P	Paper Electronic	GC34090	Annual Plan approved by the Housing Authority.
Assessment Districts	P	P	Paper Electronic	GC34090a	Garden Grove Street Lighting District, Street Lighting District No. 99-1, Park Maintenance District, Main Street Assessment District.
Budget	P	P	Archival Paper Electronic	GC34090	Biennial Budget adopted by City Council Resolution.
Bonds	L+3	L+3	Paper CD	8.36 Record keeping and retention - California Debt and Investment Advisory Commission	Bonds Indentured Agreement and related documents.
CAPER	CL+4	CL+4	Paper Electronic	Federal Guidelines	Consolidated Annual Performance and Evaluation Report.
CAFER	CL+2	AU+7	Paper Electronic	GC34090	Comprehensive Annual Financial Report and Auditor Analysis.
Consolidated Action Plan	AC+4	AC+4	Paper Electronic	Federal Guidelines	A summary of actions, activities, and the federal and non-federal resources that will be used to address the priority needs and goals identified in the Consolidated Plan.

Records Series	SOS Retention	Dept. Retention	Media	Statutory Requirement	Description
General Plan	P	P	Paper Electronic	GC34090I GC36814 GC40801	Goals and policies for land use, with consideration for the community, transportation, economic development, parks, conservation, safety, air quality, noise, and overall infrastructure; update every 20 years.
General Plan Amendments	P	P	Paper Electronic	GC34090I GC36814 GC40801	Amendments approved or denied.
General Plan Elements	P	P	Paper Electronic	GC34090I GC36814 GC40801	Components of the General Plan required updates every 10 years.
General Plan Annual Report	P	P	Paper Electronic	GC34090I	Annual report in compliance with the Housing Element.
Grants	CL+5	CL+5	Paper Electronic	GC34090	Grants provided to support the Action Plan.
Housing Element	P	P	Paper Electronic	GC34090I GC36814 GC40801	Part of the General Plan for existing and projected housing needs. Must be certified by the State and updated every eight years.
Master Plans	S+2	S+2	Electronic	GC34090	Special or long range program plans, e.g. Parks Master Plan.
Specific Plans	P	P	Paper Electronic	GC34090I	Harbor Corridor, Brookhurst Chapman, Community Center Specific Plans.
OFFICE OF COMMUNITY RELATIONS					
Newsletters	CU+2	CU+2	Electronic	GC34090	Brochures, Newsletters, Bulletins, Cityworks.
Community Spotlight	CU+2	CU+2	Paper Electronic	GC34090	Scripts for community recognition at council meetings.
DVD/Video Orders	CU+2	CU+2	Electronic CD/DVD	GC34090	Videos stored on DVD's CD's of community events.
Media Relations	CU+2	CU+2	Streaming	GC34090	Recordings of City Council Meetings; Annual State of the City, includes, department presentations on request. May have research value.
Press Releases	CU+4	CU+4	Paper Electronic	CCP 343, 349 et seq; GX 911.2; GC34090(d)	Various publishing medias of current events.
Photos	CU+2	P	Film or Digital Image	GC34090	Historical Value
Social Media	CU+2	CU+2	Electronic	GC34090	Retention for social media entries to coincide with the retention of records available in other series of records

THIS PAGE LEFT INTENTIONALLY BLANK

City of Garden Grove Retention Guidelines COMMUNITY DEVELOPMENT DEPARTMENT

Records Series	SOS Retention	Dept. Retention	Media	Statutory Requirement	Description
Administration					
Agenda Reports	CU+2	CU+2	Paper Electronic	GC34090(d)	Copies of agenda reports submitted to governing bodies, may include supporting documentation.
Agreements/ Contracts	T+5	T+5	Paper Electronic	CCP337.2, 343; B&P7042.5; PU7 7685; 48 CRF: 2; GC53066	Copies of lease, equipment, service, supply, consultant, and event agreements, may include agenda report, insurance, and supporting documentation.
Correspondence	CU+2	CU+2	Paper Electronic	GC34090(d)	Letters, emails, memos, miscellaneous, not attached to an agreement or project file.
Credit Card Statements	AU+7	CU+2	Electronic	GC34090	Copies of statements; Originals maintained in the FE system meeting SOS retention requirements.
Employee Files	T+3	See Human Resources	Paper	Statutory requirements listed under Human Resources.	Copies of Personnel Action Forms (PAF's) and Evaluations. File goes to Human Resources after employee is terminated.
Expense Reports	AU+4	CU+2	Paper	GC34090	Copies of reports; Originals maintained in the FE system meeting SOS retention requirements.
Invoices/Check Requests	AU+5	CL+2	Paper	GC34090; CP 337	Copies of invoices and check request; Originals maintained in the FE system meeting SOS retention requirements.
Managers Memo	CU+2	CU+2	Paper Electronic	GC34090	Department reports submitted to the City Manager's Office for the City's Weekly Manager's Memo package.
Purchase Orders and Requisitions	AU+4	CL+2	Paper Electronic	GC34090 CCP 337	Copies of PO's and Requisitions; Originals maintained in the FE system meeting SOS retention requirements.
Subpoenas	CU+2	CU+2	Paper	GC34090	Subpoenas for appearance of department staff.
Commissions and Committees					
ADMINISTRATIVE BOARD OF APPEALS					
Agenda Reports	CU+2	P	Paper Electronic	GC34090(d)	Agenda reports submitted to Commission, may include supporting documentation. Included in Planning Case Files. Kept permanently for research purposes.

Records Series	SOS Retention	Dept. Retention	Media	Statutory Requirement	Description
Agendas	CU+2	CU+2	Paper Electronic	GC34090(d)	Original agendas, special meeting notices, and certificates of posting.
Audio Files	CU+100 days	CU+100 days	Electronic	GC34090.7	Meeting recordings; recordings can be discarded 100 days following approval of minutes.
Commissioner Information	T+5	T+5	Electronic	GC34090; GC40801	Copies of contact information for Commissioner Members.
Minutes	P	P	Paper Electronic	GC34090I; GC36814; GC40801	Official minutes and hearing proceedings of Commission.
GARDEN GROVE IMPROVEMENT CORPORATION					
Minutes	P	P	Paper Electronic	GC34090I; GC36814; GC40801	Official minutes and hearing proceedings of Corporation.
PLANNING COMMISSION					
Agenda Reports	CU+2	P	Paper Electronic	GC34090(d)	Agenda reports submitted to Commission, may include supporting documentation. Included in Planning Case Files. Kept permanently for research purposes.
Agendas	CU+2	CU+2	Paper Electronic	GC34090(d)	Original agendas, special meeting notices, and cancellation notices, including certificates of posting.
Audio Files	CU+100 days	CU+100 days	Electronic	GC34090.7	Meeting recordings; recordings can be discarded 100 days following approval of minutes.
Commissioner Information	T+5	T+5	Electronic	GC34090; GC40801	Copies of contact information for Commissioner Members.
Minutes	P	P	Archival Paper Electronic	GC34090I; GC36814; GC40801	Official minutes and hearing proceedings of Commission.
Resolutions/ Decisions	P	p	Archival Paper Electronic	GC34090(d) GC40801	Official actions taken by the Planning Commission.
PLANNING COORDINATING COMMITTEE (PCC)					
Review	CU+2	CU+2	Electronic	GC34090	Multi-Department review submitted plans for land use applications.
ZONING ATTORNEY POLICE (ZAP)					

Records Series	SOS Retention	Dept. Retention	Media	Statutory Requirement	Description
Review	CU+2	CU+2	Electronic	GC34090	Internal preliminary business zoning review.
ZONING ADMINISTRATOR					
Agenda Reports	CU+2	P	Paper Electronic	GC34090(d)	Reports submitted to Zoning Administrator, may include supporting documentation. Included in Planning Case Files. May have research value.
Agendas	CU+2	CU+2	Electronic	GC34090	Agendas, special meeting notices and cancellation notices, including certificates of posting, affidavits.
Audio Files	CU+100 days	CU+100 days	Electronic	GC34090.7	Meeting recordings. Recordings can be discarded 100 days following approval of minutes.
Decisions	P	P	Archival Paper Electronic	GC34090(a); H&S 19850; 4003; 4004	Official Zoning Administrator Decisions.
Minutes	P	P	Archival Electronic	GC34090I; GC36814; GC40801	Official minutes of Zoning Administrator meeting.
BUILDING SERVICES DIVISION					
Blueprints	P	CL+2 P	Paper Electronic	GC34090a; H&S 1980; 4003; 4004	Major construction projects.
Blueprints	CL+2	CL+2 P	Paper Electronic	GC34090d	Minor projects. Example – room additions.
Building Abatement	CU+4	CU+4	Paper Electronic	Federal Guidelines	CDBG Investigation Documents; includes complaints, correspondence, appeals, inspection reports, liens, photos, and legal documents.
Certificates	L	P	Electronic	GC34090a	Certificate of Occupancy, Elevation Certificates.
Code Books	P	P	Paper	GC34090(e)	Uniform Building Codes adopted by City Ordinance.
General Subject Files	CU+2	CU+2	Paper Electronic	GC34090(d)	Internal working files including correspondence.
Inspection	CU+2	CL+2 P	Paper Electronic	GC34090(d)	Correspondence, appeal requests, reports, notes; may have research value.

Records Series	SOS Retention	Dept. Retention	Media	Statutory Requirement	Description
Logs	CU+2	CU+5 P	Paper Electronic	GC34090(d)	Logs, registers or similar records listing permits; may include inspection, building activity, daily, plan check, utility; may have research value.
Permits	P	CU+2 P	Paper Electronic	GC34090(a); H&S 1950; 4003; 4004	Building, electrical, mechanical, plumbing, sign permits, including declarations and plot plans.
Code Enforcement					
Case Files	CL+2	CL+3 P	Paper Electronic	GC34090(d)	Municipal Code zoning violation records, includes inspections, citations, and correspondence. May have research value.
PLANNING SERVICES DIVISION					
Alcoholic Beverage Control (ABC) License Noticing	L+2	L+2	Paper	GC34090	Originals. Police Department has most recent copy.
Appeals	P	P	Paper Electronic	GC34909(a); H&S 19850; 4003; 4004	Appeals Director Review, Planning Commission or Zoning Administrator decisions.
Atlas Maps	P	P	Paper Vellum	GC34090	Historic to present on hanging racks.
Business License Applications for DMV related uses.	T+4	T+4	Paper Electronic	GC34090; CCP 337	Zoning verification and copy of DMV ID for registration service, vehicle dealer's license, driving school or traffic school license.
Case Files – scanned	P	P	CD Electronic Paper	GC34909(a); H&S 19850; 4003; 4004	Three sets of scanned case files: CD/Electronic/Paper.
Chronological Files	CU+2	CU+2	Paper Electronic	GC34090	Miscellaneous not related to cases. May include size maps or sketches.
Code Books	P	P	Paper	GC34090	Current state planning requirement books, e.g., CEQA
Development Agreements	P	P	Paper Electronic	CCP, 337, 337.1(a), 337.15; GC34090; 4 8 CFR 4.703	Infrastructure contract, franchises Original maintained for 7 years; Agreements approved by City Council digitally archived.
Director Review	P	P	Paper Electronic	GC34090	Director review and approval of minor deviations of Title 9 for duplexes, triplexes, and outdoor dining on Main Street.

Records Series	SOS Retention	Dept. Retention	Media	Statutory Requirement	Description
Environmental Review	CL+2	P	Paper Electronic	GC34090(d)	Stand-alone version; may have research value.
Flood Maps	P	P	Paper	GC34090	Flood Hazards, zone, boundaries, elevation.
Flood Zone Verification Letters	CU+2	CU+2	Paper Electronic	GC34090	Letters requested by property owners identifying flood zone for insurance purposes.
General Plan Amendments	P	P	Paper Electronic	GC34090(e); GC36814; GC40801	Approved or denied – Submitted to the City Council.
General Plan and Elements	P	P	Paper Electronic	GC34090(e)	Includes sphere of influence. Updated every 10 years. Submitted to the City Council.
General Plan Annual Report	P	P	Paper Electronic	GC34090	Yearly report on Housing Element compliance – Submitted to City Council.
General Subject Files	CU+2	CU+2	Paper Electronic	GC34090	Internal working files including correspondence pertinent to future research, Housing Reports, Water Efficiency Reports.
Housing Element Plan	P	P	Paper Electronic	GC34090(e) GC36814; GC40801	Copy updated every 5 years – Submitted to the Housing Authority/City Council as part of the General Plan.
Land Use Restrictions	P	P	Paper Electronic	GC34090(a)	In connection with zoning regulations.
Logs	CU+2	P	Paper Electronic	GC34090	Planning Case logs with approved entitlement lists; may have research value.
Loma Fema letters	P	P	Paper Electronic	GC34090	FEMA Map amendment.
Maps, Plans, Drawings, Exhibits, Photos	P	P	Paper Electronic	PGC34090; H&S 1950; GC34090.7	Zoning, tentative subdivision, parcel, land use map, aerial photos, and specific plans.

Records Series	SOS Retention	Dept. Retention	Media	Statutory Requirement	Description
Planning Case Files	P	P	Paper Electronic	GC34909(a); H&S 19850; 4003; 4004	Planning-related matters brought before legislative body, includes agenda reports and supporting documentation Files include: Alley Vacations, Code Amendments/Zone Change, Conditional Use Permits, Development Agreements, Directors Review, Environmental Impact Reports, Front Yard Determination, General Plan Amendment, Interpretation of Use, Lot Line Adjustment, Home Occupation Permit, Minor Modifications, Planned Unit Development, Site Plan, Street Vacation, Tentative Tract Map, tentative Parcel Map, Variance.
Projects, Not Completed or Denied	CL+2	P	Paper Electronic	GC34090	Case files submitted for land use entitlements either withdrawn or denied.
Reference Materials	P	P	Mylar Paper	GC34090	Historical Mylar Maps.
Covenants	P	P	Paper Electronic	GC34090	Copies of recorded 2 nd Unit/JDU/ADU covenants. Original with County.
Zoning Maps	P	P	Paper Electronic	GC34090; H&S 19850; GC34090.7	Zoning maps are kept and updated with Amendments to PUD's.
Zoning Verification Letters	CU+2	CU+2	Electronic	GC34090(d)	Letters done by request.

THIS PAGE LEFT INTENTIONALLY BLANK

City of Garden Grove Retention Guidelines

COMMUNITY SERVICES DEPARTMENT

Records Series	SOS Retention	Dept. Retention	Media	Statutory Requirement	Description
Administration					
Accident and Incident Reports	CL+7	CL+7	Paper	CFR 14300; 8 CCR 10102	Copies of reports filed for injuries or damages sustained at a City facility, event or program.
Agenda Reports	CU+2	CU+2	Paper Electronic	GC34090(d)	Copies of agenda reports submitted to governing bodies, may include supporting documentation.
Agreements/Contracts	T+5	T+5	Electronic	CCP337.2, 343	Copies of lease, equipment, service, supply, consultant agreements, may include agenda report, insurance, and supporting documents.
Budget Preparation	AU+2	CL+2	Paper	GC34090	Copies of budget information; Budget documents submitted for approval by Finance.
Central Stores Orders	AU+4	CU+2	Electronic	GC34090 CCP337	Originals in the FE system under SOS retention.
Correspondence	CU+2	CU+2	Paper Electronic	GC34090(d)	Letters, emails, memos, miscellaneous, not attached to an agreement or project file.
Credit Card Statements	AU+4	CU+2	Paper Electronic	GC34090	Originals in the FE system under SOS retention.
Daily Deposits	AU+4	CU+2	Electronic	GC34090	Report for daily cash deposits; originals in the FE system.
Employee Files	T+3	See Human Resources	Paper	Statutory Requirements listed under Human Resources.	Personnel Action Forms (PAF's) and Evaluations. File goes to Human Resources after employee is terminated.
Grants	CL+5	CL+5	Paper Electronic	GC34090	Copies and originals of Grant applications and files.
Invoices/Check Requests	AU+4	CU+2	Paper Electronic	GC34090; CP 337	Originals in the FE system under SOS retention.
Manager Memos	CU+2	CU+2	Paper Electronic	GC34090	Department reports submitted to the City Manager's Office for the City's Weekly Manager's Memo package.
Officemax Orders	AU+4	CU+2	Paper Electronic	GC34090 CCP337	Copies; Originals in the FE system.

Records Series	SOS Retention	Dept. Retention	Media	Statutory Requirement	Description
Petty Cash Report	AU+4	CU+2	Paper Electronic	GC34090	Copies; Originals in the FE system.
Purchase Orders and Requisitions	AU+4	CU+2	Electronic	GC34090 CCP337	Copies; Originals in the FE system.
Special Event / Festival Permits	T+4	T+5	Paper Electronic	GC34090; CCP 337	Application, any related correspondence, permit. Special events include: block parties, festivals, sidewalk sales and banners.
Subpoenas	CL+2	CL+2	Paper	GC34090	Subpoenas for appearance of department staff.

Commission and Foundations

PARKS, RECREATION AND ARTS COMMISSION

Agenda Reports	CU+2	CU+2	Paper Electronic	GC34090	Agenda reports submitted to Commission, may include supporting documentation.
Agendas	CU+2	CU+2	Paper Electronic	GC34090	Agendas, special meeting notices, and cancellation notices, including certificates of posting.
Commissioner Member Information	T+5	T+5	Paper Electronic	GC34090; GC40801	Commissioner Contact information
Minutes	P	P	Paper Electronic	GC34090(e); GC36814:	Official minutes and hearing proceedings of Commission, including agenda reports

GARDEN GROVE COMMUNITY FOUNDATION- 501(c)(3)-City Established

Action Item Consent Form	P	P	Paper Electronic	GC34090(e) GC36814	Board's approval of action items via email (not part of minutes).
Agenda Packet	P	P	Paper Electronic	GC34090(d); GC36814;	Includes agendas, agenda reports, supporting documentation and minutes.
Annual Report	CL+7	CL+7	Paper Electronic	GC34090	Overview of budget, events, & programs for the year.
Brochures & Publications	CU+2	S+2	Paper Electronic	GC34090	Fundraising campaigns & event flyers.
Bylaws	P	P	Paper Electronic	GC34090	Board Approved.
Correspondence	CU+2	CU+2	Electronic	GC34090	Communication with Board Members.

Records Series	SOS Retention	Dept. Retention	Media	Statutory Requirement	Description
Resolutions	P	P	Paper Electronic	GC34090(d)	Board Approved.
Press Releases	CU+4	CU+4	Paper Electronic	GC34090(d)	Announcement of any GGCF- related news to media.
VIETNAM WAR MUSEUM OF AMERICA FOUNDATION					
Agenda Reports	CU+2	CU+2	Paper Electronic	GC34090(d)	Agenda reports submitted to Foundation, may include supporting documentation.
Agendas	CU+2	CU+2	Paper Electronic	GC34090(d)	Agendas, special meeting notices, and cancellation notices, including certificates of posting.
Committee Member Information	T+5	T+5	Paper	GC34090	Contact information for Committee Members.
Minutes	P	P	Paper Electronic	GC34090(e) GC36814	Official minutes and hearing proceedings of Foundation, including agenda reports.
Buena Clinton Youth and Family Center					
Accident and Incident Reports	CL+7	CL+7	Paper	CCR 14300; 8 CCR 10102	Copies of reports filed for injuries or damages sustained at a City facility, event or program.
Agreements/ Contracts	T+5	T+5	Paper Electronic	CCP 337.2, 343	Lease, equipment, service, supply, consultant, and event agreements, may include agenda report, insurance and supporting documentation.
Applications for Programs	CU+2	CU+2	Paper	GC34090	Pre applications for eligibility list. Kept on file until waiting list is exhausted or when program ends.
Client Files	CU+2	CU+2	Paper	GC34090	Counseling and Case Management <ul style="list-style-type: none"> • BCYFC keeps a copy of the registration, consent forms, exchange of release; • In certain circumstances BCYFC may have the original at the time of initial referral.
Emergency Roster	CU+2	CU+2	Electronic	GC34090	In house tracking spreadsheet with data from emergency cards.
FACT Funds Files	CU+5	CU+25	Paper		Copies of County grants prior to 2003
Photos/Videos	CU+2	P	Paper/CD Electronic	GC34090	Photos taken of people and events that may have Historical Value.

Records Series	SOS Retention	Dept. Retention	Media	Statutory Requirement	Description
Receipts	AU+4	CU+4	Paper Electronic	GC 34090; CCP337	Copies – To track expenses. Originals in the FE system.
Registration/Waivers	CU+2	CU+2	Paper	GC34090	Youth and Adults.
Sign in Sheets	CU+2	CU+2	Paper	GC34090	Used to sign-in participants.
Youth and Teen Packets	T+2	T+2	Paper	GC34090	Health Forms/Emergency Cards Authorizations for a Minor Liability/transportation waiver Rules/Behavior guidelines Youth Emergency Contact Information Form/Limits of Confidentiality.
Volunteer Applications	T+3	T+3	Paper	GC34090	Volunteers' identification and contact information. Personal Action Form goes to Human Resources.
Community Meeting Center					
Expenditure Receipts	AU+4	AU+4	Paper	GC34090	Copies of receipts for purchases; originals in the FE system.
Facility Rentals/Use	CL+5	CL+5	Paper Electronic	CCP 337.2, 343	Contract, invoice, payment receipt (credit card slips), informal reservation, policy packet, diagram, correspondence.
Staff Schedules	CU+2	CU+2	Paper Electronic	GC34090	Work hours and dates.
Magnolia Park Family Resource Center					
Back to School and Holiday Drive Documentation	CU+2	CU+2	Paper	GC34090	Registration form and family information form for clients that participate in MPFRC's Back to School and Holiday Drive.
Case Management Team Paperwork	T+5	T+5	Paper	Per agreement with the County	Documentation of clients that are presented to case management team that includes: FaCT Registration Form; CMT Family Presentation Form; Confidentiality Form; Authorization to Exchange Information
Client files	T+5	T+5	Paper	Per agreement with the County	Counseling and Family Support Services case files with referral/intake forms, registration forms, assessment tools, contact logs and other documents related to the case.

Records Series	SOS Retention	Dept. Retention	Media	Statutory Requirement	Description
Fiscal Files Information Documents	T+5	T+5	Paper Electronic	Per agreement with the County	Monthly Partner invoices All back up documents are kept at Magnolia FRC, original invoices in the FE System.
Participant Class Registration Forms	T+5	T+5	Paper	Per agreement with the County	Sign in sheets, registration forms and evaluation forms for classes and workshops offered at MPFRC.
Referrals Logs	T+5	T+5	Paper	Per agreement with the County	Referral/intake forms call or walk in for service.
Teen/OST Program (SOL Group)	T+5	T+5	Paper	Per agreement with the County	Registration Packet: FaCT Registration Forms; Consent to Treat Minor; Health Form; Authorization to Walk Home; Remind Consent Form; SOL Group Behavior Guidelines
Volunteer Applications	CU+2	CU+2	Paper	GC34090	Volunteers' identification and contact information
Recreation Classes, Facilities and Programs					
Atlantis Attendance Sheets	CU+2	CU+2	Paper	GC34090	Tally of number of attendants and revenue collected.
Atlantis Reservations	CU+2	CU+2	Paper Electronic	GC34090	Reservation forms for Atlantis parties, field trips.
Brochures, Publications, Newsletters, Bulletins	CU+2	CU+2	Paper Electronic	GC34090	City informational Brochures/Connections Cityworks.
Class Instructor Agreements	T+5	T+5	Paper	CCP 337.2, 343	Copies of Instructor agreements, including W-9 and insurance.
Class Surveys	CU+2	CU+2	Paper	GC34090	Aquatic class surveys
Class/Program Refunds	CU+2	CU+2	Paper Electronic	GC34090	Copies of refund requests for programs/classes.
Day Camp/C.I.T. Registrations	CU+2	CU+2	Paper Electronic	GC34090	Registration form, health forms, field trip permission slip and authorization to give medicine
Facility Refunds	AU+4	CU+2	Paper Electronic	GC34090	Copies of refund requests for facility and shelter rentals. Originals retained in the FE system.

Records Series	SOS Retention	Dept. Retention	Media	Statutory Requirement	Description
Facility/Field Reservations	T+5	T+5	Paper Electronic	GC34090	Facility and field rental including exclusive use rentals.
Insurance Certificates	CL+7	CL+7	Electronic	GC34090	Insurance certificates for jumper companies.
Program Brochure	CU+2	P Historical Value	Paper Electronic	GC34090	Tertiary Parks and Recreation Guide class brochure
Program Flyers	CU+2	CU+2	Paper Electronic	GC34090	Flyers for Recreation programs.
Registration Forms	CU+2	CU+2	Paper Electronic	GC34090	Aquatics, Recreation Classes, Youth and Adult Sports.
Volunteer Applications	CU+2	CU+2	Paper	GC34090	Volunteers' identification and contact information.
Senior Center					
Brochures	CU+2	CU+2	Paper	GC34090	H. Louis Lake Scoop.
Class Sign-in sheets	CU+2	CU+4	Paper	GC34090	Classes/Activities – original
Emergency Cards		CL+2	Paper	GC34090	Address, phone number, prescriptions, emergency contact information.
Invoices/Check Requests	AU + 5	CU+2	Electronic	GC34090; CP 337	Copies of invoices and check requests, including supporting documentation.
Meals on Wheels – Community SeniorServ					
HDM Site Daily Communication Form	CU+4	CU+4	Paper	Per Comm. Senior Serv.	Home delivery information updates – original
Lunch Sign-in Sheets	CU+4	CU+4	Paper	Per Comm. Senior Serv.	Daily lunch log
Meals Order Form	CU+4	CU+4	Paper	Per Comm. Senior Serv.	Original
Volunteer Applications	T+2	T+2	Paper	GC34090	Volunteers' identification and contact information
Volunteer Drivers Log	CU+2	CU+2	Paper	GC34090	Original
Weekly Meals Served Report	CU+4	CU+4	Paper	Per Comm. Senior Serv.	Copy – Original to Community SeniorServ

THIS PAGE LEFT INTENTIONALLY BLANK

City of Garden Grove Retention Guidelines

ECONOMIC DEVELOPMENT DEPARTMENT/HOUSING AUTHORITY

Records Series	SOS Retention	Dept. Retention	Media	Statutory Requirement	Description
Agenda Reports	CU+2	CU+2	Paper Electronic	GC34090(d)	Copies of agenda reports submitted to governing bodies, may include supporting documentation.
Agreements/ Contracts	T+5	T+5	Electronic	CCP337.2, 343	Copies of lease, equipment, service, supply, consultant agreements, may include agenda report, insurance, and supporting documents.
Budget Preparation	AU+2	AU+2	Paper Electronic	GC34090	Copies of budget information.
Correspondence	CU+2	CU+2	Paper Electronic	GC34090(d)	Letters, emails, memos, miscellaneous, not attached to an agreement or project file.
Credit Card Statements	AU+4	AU+4	Paper Electronic	GC34090	Copies of statements; Original in the FE System.
Employee Files	T+3	See Human Resources	Paper	Statutory Requirements listed under Human Resources.	Personnel Action Forms (PAF's) and Evaluations. File goes to Human Resources after employee is terminated.
Invoices/Check Requests	AU+5	AU+5	Paper Electronic	GC34090; CP 337	Copies of invoices and check requests, including supporting documentation.
Manager Memos	CU+2	CU+2	Paper Electronic	GC34090	Department reports submitted to the City Manager's Office for the City's Weekly Manager's Memo package.
Officemax Orders	AU+4	AU+4	Paper Electronic	GC34090 CCP337	Copies of orders.
Petty Cash Report	CU+2	CU+2	Paper Electronic	GC34090	Copies of petty cash reconciliations.
Purchase Orders and Requisitions	AU+4	AU+4	Electronic	GC34090 CCP337	Copies of purchase orders, requisitions, and invoices.

COMMITTEE, DISTRICT, AND COMMISSION

Records Series	SOS Retention	Dept. Retention	Media	Statutory Requirement	Description
Economic Development Improvement Committee					
Agenda Reports	CU+2	CU+2	Paper Electronic	GC34090(d)	Agenda reports submitted to Committee, may include supporting documentation.
Agendas	CU+2	CU+2	Electronic	GC34090	Agendas/Special meeting and Cancellation notices, and affidavit of posting.
Committee Member Information	T+5	T+5	Electronic	GC34090; GC40801	Contact information for Committee Members.
Minutes	P	P	Paper Electronic	GC34090(e); GC36814; GC40801	Official minutes and hearing proceedings of Committee.
Garden Grove Tourism Improvement District					
Articles of Incorporation	P	P	Paper Electronic	GC34090; CCP 337.2	GGTID Articles of Incorporation.
Budget	P	P	Paper Electronic	GC34090	Operating budget.
Neighborhood Improvement and Conservation Commission					
Agenda Reports	CU+2	CU+2	Paper Electronic	GC34090(d)	Agenda reports submitted to Committee, may include supporting documentation
Agendas	CU+2	CU+2	Electronic	GC34090	Agendas, special meeting notices, and cancellation notices, including certificates of posting.
Committee Member Information	T+5	T+5	Electronic	GC34090; GC40801	Contact information for Committee Members
Minutes	P	P	Paper Electronic	GC34090(e); GC36814; GC40801	Official minutes and hearing proceedings of Committee
HOUSING AUTHORITY					
Administrative Plan	S+2	T+3	Paper	GC34090	Administration of Section 8 Program and the functions and responsibilities.
Annual Housing Plan	P	P	Electronic	GC34090(e) GC36814 GC40801	Annual Plan adopted by the Housing Authority and submitted to HUD.

Records Series	SOS Retention	Dept. Retention	Media	Statutory Requirement	Description
Current Waiting list Happy Program	CU+2	CU+2	Paper Electronic	GC34090	Wait List for applicants.
EIV Certification	T+3	T+3	Paper	Federal Guidelines	Training and Access for HUD earned income verification system.
FSS Program and Escrow Accounts	T+3	T+3	Paper Electronic	Federal Guidelines	FSS graduates; FSS Grant applications, escrow calculations, deposits, withdrawals, balances.
GGHA Lock-in Report	T+3	T+3	Paper Electronic	Federal Guidelines	Reports are in the FE system.
Active and Terminated Housing Files	T+3	T+3	Paper Electronic	Federal Guidelines	HUD Form 50058; Inspection Packets; Request for Tenancy Approval; Owner information; HAP contract; rental lease; HAP contract amendment notice; FSS Addendum & supporting documentation; FSS contract, Term files, Clients finished goals or dropped out of the program or has been terminated.
HUD Annual Contribution Contracts	T+3	T+3	Paper	Federal Guidelines	Funding contracts with HUD.
HUD Audit	T+3	T+3	Paper	Federal Guidelines	Audit
Mobility Payment from other Agency	T+3	T+3	Paper	Federal Guidelines	Invoices for inspection fees
Monthly Status Report	T+3	P	Paper Electronic	Federal Guidelines	Monthly status report submitted to Housing Authority for approval and kept in the City Clerk's archived files.
Owner Director Deposit Authorization Form	T+3	T+3	Paper Electronic	Federal Guidelines	Forms are in the FE system.
Public Notices	CU+4	CU+4	Paper Electronic	CCP343, 349 et seq.; GC911.2; GC34090	Notices submitted to local adjudicated newspapers including any press released.
Reports	T+3	T+3	Paper	Federal Guidelines	Logic Model – grants
SEMAP	T+3	T+3	Paper	Federal Guidelines	Annual Internal Audit required by HUD that includes: Fair Market Rents; Payment Standards; Income Limits; Utility Allowances.
Single Audit	P	P	Paper Electronic	GC34090	City Audit – Auditors report to Finance.

Records Series	SOS Retention	Dept. Retention	Media	Statutory Requirement	Description
VMS Submission	T+3	T+3	Paper Electronic	Federal Guidelines	Monthly financial submission to HUD.
NEIGHBORHOOD IMPROVEMENT DIVISION					
Affordable Housing Agreements	T+5	T+5	Paper Electronic	Federal Regulations	Grant funds available through CDBG or HOME.
Applications for Loans	CL+4	CL+4	Paper Electronic	Federal Regulations	Applications ineligible for the program.
Audit Records	AU+4	AU+4	Paper Electronic	GC34090; OMB A-128	Records documenting HUD audits and follow-ups to HUD audits of the CDBG program.
CAPER	CL+4	CL+5	Paper Electronic	Federal Guidelines	Consolidated Annual Performance and Evaluation Report.
Community Development Block Grants (CDBG) Sub-recipient Agreements	CL+4	CL+5	Paper Electronic	24 CFR 570.502 (b) (3); 241 CFR 85.42 & OMB Cir. A-110, Attach. C; OMB Cir. A-102 & 128, HUD Regulations	Records documenting the application for approval of, and administration of CDBG grants including but not limited to applications, agreements, financial folders, goal measures, activity reports, award letters, and background information (due diligence).
Community Development Block Grants (CDBG), Denied Applications	4 Yrs after submission of adopted CAPER	4 Yrs After Submission of adopted CAPER	Paper Electronic	Federal Guidelines	Unsuccessful applications for CDBG grants and related documentation such as correspondence.
Consolidated Action Plan and Evaluation Report	4 Yrs after submission of CAPER	4 Yrs After Submission of CAPER	Paper Electronic	Federal Guidelines	CAPER adopted by the City Council. Kept in the City Clerk's archives.
Construction Loans/Conditional Grants	4 Yrs after submission of adopted CAPER	4 Yrs After Submission of adopted CAPER	Paper Electronic	Federal Guidelines	Records related to grants used for acquisition/rehabilitation of commercial property, including public facilities and community centers, and secured by those properties.
Consultant RFP (Non Accepted)	CU+2	CU+4	Paper Electronic	GC34090	Requests for Proposals that were not accepted.
First Time Home Buyer	T+5	T+5	Paper Electronic	Federal Guidelines	HOME, ADDI, NSP, CalHOME

Records Series	SOS Retention	Dept. Retention	Media	Statutory Requirement	Description
Grants, unsuccessful	CU+2	CU+5	Paper	GC34090	Grants applied for but were not successful.
Grants/Action Plan	CL+5	CL+5	Paper Electronic	GC34090	Copies of grants provided to support homeless services including but not limited to Emergency Shelter Grants (ESG), Housing Opportunities for Persons with AIDS (HOPWA), Homeless Prevention and Rapid Re-Housing Program (HPRP), Housing Trust Fund and other HUD and City programs, includes applications, contracts, financial, statistical, and supporting documentation pertinent to an award.
Labor Reports	CL+4	CL+4	Paper Electronic	Federal Guidelines	Section 3, WBE/MBE, Davis Bacon, and related documents.
Rehabilitation Single-Family Loans Underwriting	CL+5	CL+5	Paper Electronic	Federal Guidelines	Home Improvement, Infill Housing, Mobile home, Rental Housing Rehab, Housing Preservation Program, Emergency Repair, Loan Programs.
Relocation Files	CL+5	CL+5	Paper Electronic	Federal Guidelines	Tenant income certification, household status certification, replacement unit inspection report, relocation payments, and correspondence.
Rental Notifications	CL+5	CL+5	Paper Electronic	Federal Guidelines	Records documenting the notification of renters and/or landlords of decisions and actions including but not limited to Annual Mobile home Rent Increase Notices, Notices of Termination of Tenancies, and Annual Fee Exemptions. Included in Loan Files.
Single Family Loan Records	CL+5	CL+5	Paper Electronic	Federal Guidelines	Records of loans and their repayment for single family homes, including but not limited to first time home buyers, second mortgages, Teacher Housing Program, and exclusionary for sale.
Real Property					
Acquisitions/Dispositions	CL+10	CL+10	Paper Electronic	GC34090(a)	Agreements and supporting documents regarding sale, purchase, exchange, lease or rental of property by the City.

Records Series	SOS Retention	Dept. Retention	Media	Statutory Requirement	Description
Appraisals	CL+2	CL+2	Paper Electronic	GC34090	Exempt until final acquisition or contract agreement obtained.
Deeds & Promissory Notes	P	P	Paper Electronic	GC34090a; 24 CFR 570.502(b)(3) 24 CFR 8342 & OMB Circ. SA-110	Copies of recorded deeds and promissory notes.
Property Inventory Program		S	Electronic		Data of City, Agency and Sanitary District owned properties.
Relocation Files	CL+7	CL+7	Paper Electronic	GC34090	City/Sanitary District/Agency owned properties.
Rental Properties Program		S	Electronic		Data of City, Agency and Sanitary District owned properties.

THIS PAGE LEFT INTENTIONALLY BLANK

City of Garden Grove Retention Guidelines FINANCE DEPARTMENT

Records Series	SOS Retention	Dept. Retention	Media	Statutory Requirement	Description
Administration					
Agenda Reports	CU+2	CU+2	Paper Electronic	GC34090(d)	Copies of agenda reports submitted to governing bodies, may include supporting documentation.
Agreements/ Contracts	T+5	T+5	Paper Electronic	CCP 337.2, 343; B&P7042.5; PU7685; 48 CFR: 2: GC53066	Copies of lease, equipment, service, supply, consultant, and event agreements, may include agenda report, insurance, and supporting documentation.
Correspondence	CU+2	CU+2	Paper Electronic	GC34090(d)	Letters, memos, emails not attached to an agreement or project file.
Employee Files	T+3	See Human Resources	Paper	Statutory Requirements listed under Human Resources	Personnel Action Forms (PAF's) and Evaluations. File goes to Human Resources after employee is terminated.
Goals and Objectives	CU+2	CU+2	Electronic	GC34090	Departmental goals and objectives.
Management Reports	CU+2	CU+2	Paper Electronic	GC34090	Various Reports submitted to the Department or to the City Manager or to be included in the Manager's Weekly Memo.
Policies and Procedures	S+5	S+5	Paper Electronic	GC34090(d)	Department policies and procedures.
Subpoenas	CU+2	CU+2	Paper Electronic	GC34090	Subpoenas for appearance of department staff.
Co-op Committee					
Agenda Reports	CU + 2	CU + 2	Paper Electronic	GC34090(d)	Agenda related reports submitted to Committee, may include supporting documentation.
Agendas	CU + 2	CU + 2	Paper Electronic	GC34090	Internal Committee – Department Projects reviewed before final approval by Central Management.

Records Series	SOS Retention	Dept. Retention	Media	Statutory Requirement	Description
Minutes	CU + 2	CU + 2	Paper Electronic	GC34090	Official minutes of Committee.
Measure O Committee					
Agenda Reports	CU+2	CU+2	Paper Electronic	GC34090(d)	Agenda related reports submitted to Committee, may include supporting documentation.
Agendas	CU+2	CU+2	Paper Electronic	GC34090(d)	Agendas, Special Meeting/ Cancellation Notices/Posting Affidavit.
Audio Files	CU+100 days	CU+100 days	Electronic	GC34090.7	Meeting recordings; recordings can be discarded 100 days following approval of minutes.
Commissioner Information	T+5	T+5	Electronic	GC34090; GC40801	Copies of contact information for Commissioner Members.
Minutes	P	P	Archival Paper Electronic	GC34090(e); GC36814; GC40801	Official minutes of the Measure O Committee.
Accounting					
Accounts Payable	AU+4	AU+4	Paper Electronic	GC34090	Invoices, check copies, and supporting documents.
Assessment Districts	P	P	Paper Electronic	GC34090	County Collection and Assessment documents. Original documentation filed with Municipal Clerk.
Audits	P	P	Electronic	GC34090	AUP's, Audit Reports.
Bank Reconciliations	AU+5	AU+5	Paper Electronic	GC34090 26 CFR 16001-1	Statement, summaries for receipts, disbursements and reconciliations.
Bank Statements	AU+2	AU+5	Paper Electronic	FX3368, 30210; GC42900 et seq	
Capital Asset Records/Fixed Assets	P	P	Paper Electronic	CCP 337.2; 343	
Checks	AU+5	AU+5	Electronic	GC34090; CCP 337	Includes payroll, cancelled and voided checks.

Records Series	SOS Retention	Dept. Retention	Media	Statutory Requirement	Description
Annual Comprehensive Financial Report (ACFR)	P	P	Paper Electronic	GC34090	Includes independent auditor analysis (Part of Agenda Packet).
Franchises	P	P	Paper Electronic	GC65864, 65869.5, 34090	Including Subdivision Agreements, Purchase and Sale Agreements, cable, utilities, Grant of Easements involving construction or improvements.
Garden Grove Housing Authority (GGHA) Monthly Warrant & Direct Deposit Register	AU+2	AU+2	Paper	GC34090.7	Monthly report of check no. and payments to owners, including supporting documentation.
Journals	AU+4	AU+4	Paper Electronic	GC34090 CCP 337	
General Ledger	P	P	Electronic	GC34090 CCP 337	
Petty Cash Reports	AU+4	AU+4	Paper Electronic		Vouchers submitted by departments. Maintained on the FE system.
State Controller Reports	P	P	Paper Electronic	GC34090	Financial Report required by the State Controller's Office. Additional original is filed with the State Controller's Office.
Vehicle Mileage Reimbursement Rates	S+2	S+2	Paper		Annual mileage reimbursement rates.
Warrant Register	AU+2	AU+2	Paper Electronic	GC34090.7	Accounts Payable and Payroll.
Vehicle Mileage Reimbursement Rates	S+2	S+2	Paper		Annual mileage reimbursement rates.
Warrant Register	AU+2	AU+2	Paper	GC34090.7	Accounts Payable and Payroll.
Budget					
Budget	P	P	Paper Electronic	GC34090	Annual operating budget approved by Legislative Body.
Budget Operating	S	S+5	Paper Electronic	GC34090	Departmental reference (copies).

Records Series	SOS Retention	Dept. Retention	Media	Statutory Requirement	Description
Budget, Proposed	CU+2	P	Paper Electronic	GC34090	Presented to Council.
Business License					
Administrative Citations	CL+2	CL+2	Electronic Data Ticket	GC34090	Citations for noncompliance with Title 5 Municipal Code Violations and State Fire Code violations.
Business License Applications	T+4	T+4	Electronic	GC34090	Original business license application with wet signature, attachments from Planning and Police may be included.
Business License Renewal	T+4	CU+5	Electronic	GC34090	Annual renewal form sent to existing businesses (on website).
Fireworks Stand Applications	T+4	T+5	Electronic	GC34090	Application from Non-Profit organizations to obtain a city permit to sell fireworks – Annual renewal.
Hardship Waiver	CL+2	CL+2	Paper	GC34090	Application for hardship waiver of deposit with supporting documentation.
Peep Show Application Packets	T+4	T+4	Electronic	GC34090 CCP 337	Application for Police Chief approval for adult movies and adult merchandise sexual in nature.
Registration of Vacant and Abandoned Properties		CU+2	Electronic	GGMC 8.084.030	Annual registration of vacant or abandoned property per Ordinance No. 2737 (Application Only) (Spreadsheet kept electronically includes original vacant/abandoned registration).
Permits					
Special Event / Festival Permit Applications	T+4	T+5	Paper Electronic	GC34090; CCP 337	Copies of applications used to establish conditions and approve or deny permits.
Charitable Solicitation Permit Applications	T+4	T+4	Paper Electronic	GC34090 GC34909.5 CCP 337	Application required by charities before they can solicit for donations.
Firearm Permits	CU+6 mos	CU+2	Electronic	GC34090 GC34090.5 GC34090.7	Application/Permit to sell retail firearms reviewed by PD. Original filings are maintained by CA DOJ, and US ATF.

Records Series	SOS Retention	Dept. Retention	Media	Statutory Requirement	Description
Bingo Permits	CU+6 mos	CU+2	Paper Electronic	GC34090 GC34090.5	Application for permit to operate Bingo Games. Permits approved by the Chief of Police.
Reports					
Business License Reports		CU+2	Electronic		Various reports from other governmental agencies and in-house, used to get business license leads.
Closed Business License Records	T+2	T+2	Electronic	GC34090	Closed payments for Business License taxes in arrears.
Historical Printouts of Business License Records		T+2	Electronic	GC34090	List of business licenses (1981 and older paper)(1981 to present electronic) Note: Planning uses the information to approve grand fathering in zoning and land use decisions.
Sales Tax Reports	AU+3	AU+5	Electronic	GC34090 GC34090.5	Board of Equalization reports of Garden Grove business tax reporting (Updated monthly).
Transient Occupancy Tax	AU+3	AU+5	Electronic	GC34090 GC34090.5 CCP 338	Signed tax calculations.
Payroll					
Deferred Compensation	T+5	T+5	Paper Electronic	GC34090; 26 CFR 16001-1*	Records of employee contributions.
Employee Time Sheets	AU+6	AU+6	Paper Electronic	GC3409 29 CFR 516.2	Signed by employee for audit & FEMA Reports.
Federal and State Tax – Reports	AU+4	AU+4	Paper Electronic	GC34090 29USC 436	Forms 1096, 1099, W-4's and W-2's.
Labor Distribution Reports	AU+2	AU+2	Paper Electronic	GC34090	Labor costs by employee & program.
Payroll Adjustments	AU+4	AU+4	Electronic	GC34090 29 CFR 516.5-516.6	Audit purposes.

Records Series	SOS Retention	Dept. Retention	Media	Statutory Requirement	Description
PERS Employee Deduction Reports	T+4	T+4	Paper Electronic	GC34090 CAC 22 - 1085-2	Records of deductions (PERS Public Employee Retirement System).
Purchasing					
Bids, Requests for Quotes, Requests for Proposals	AU+5	AU+8	Paper	GC34090 CCP 337	Successful with related contract And unsuccessful for goods and services.
Bids, Requests for Proposals	AU+5	AU+8	Paper Electronic	GC34090 CCP 337	RFP's processed through third party - Planet Bids and posted to the City's website.
Central Stores Annual Inventory	CU+2	CU+3	Paper Electronic	GC34090	
Central Stores Month End Report	CU+2	CU+3	Paper Electronic	GC34090	
Purchase Orders/ Purchase Requisitions	AU+4	AU+5	Paper Electronic	GC34090 CCP 337	Purchase Orders and Requisitions on the FE System.
Surplus Equipment Disposal Records	AU+4	AU+5	Paper	GC34090 CCP 337	
Vendor Registration	P	P	Electronic	GGC34090 CCP 337	Vendor listing.
Warehouse Inventory Records	AU+4	AU+5	Paper	GC34090 CCP 337	Golden Rod, Rec. Report, and Packing Slip is filed with P.O.
Water Revenue					
Application For Service	CL+2	CL+2	Paper Electronic	GC34090	Connection, disconnection, registers, other services.
Billing Records	AU+2	AU+4	Electronic	GC34090	Customer name, service address, meter reading, usage, payments, applications/cancellations.
Daily Cash Receipts Reports	AU+4	AU+4	Paper	GC34090 CCP 337	
Deposits, Receipts	AU+4	AU+4	Paper	GC34090 CCP 337	Checks, coins, currency.
Journals/Utility Bills	CU+2	CU+2	Paper Electronic	GC34090	
Meter Reading	AU+2	AU+2	Electronic	GC34090	Billings.

Records Series	SOS Retention	Dept. Retention	Media	Statutory Requirement	Description
Utility Billings	CU+2	CU+3	Electronic	GC34090; CCP 337	Billing including monthly activity.
Cash Management					
Investment Transactions	L+6	L+6	Paper Electronic		Confirmations, trade tickets, and bank correspondence (Retain 6 years after maturity).
Investments	P	P	Paper Electronic	GC 34090 CCP 337 GC53607	Monthly Reports.
Risk Management					
Accident and Incident Reports	CL+7	CL+7	Paper Electronic	29 CFR 1904.2 29 CFR 1904.6	Property and physical damage – potential claims – injuries or damages sustained at a City facility, event or program.
Accident Reports – City Vehicles	CL+7	CL+7	Paper Electronic	29 CFR 1904.2 29 CFR 1904.6	Reports and related records for accidents involving a City vehicle.
Bonds, Insurance	P	P	Paper Electronic	CCP 337.2 CCP 343	Bonds and insurance policies insuring City property and other assets.
Claims	CL+5	CL+7	Paper Electronic	GC34090 GC25105.5	Paid/Denied – Claims filed against the City, includes claim form and supporting documentation.
Claims Filed Against Police Department	CL+6	P	Paper Electronic	PC832.5	Claims filed against Police Department, including supporting documentation; may have research value. Minimum 5 Yrs. – 15 Yrs. for sustained finding of misconduct.
Insurance	P	P	Paper Electronic	GC34090	Insurance filed by licensees, Authority California Cities Excess Liability Insurance, Liability and Property Insurance.
Risk Management Reports	P	P	Paper Electronic	GC34090	Actuarial Studies/Audits issued by independent sources/auditors.

THIS PAGE LEFT INTENTIONALLY BLANK

City of Garden Grove Retention Guidelines FIRE DEPARTMENT

Records Series	SOS Retention	City Retention	Media	Statutory Requirement	Description
Administration					
Grants, successful	CL+5	CL+5	Paper Electronic	GC 34090	Federal and State.
Investigations					
Fatal Fire Investigation Case Files	P	P	Electronic	PC 799	These case files document all investigations into fires causing fatalities. They may include various report forms, interviews, photographs, newspaper clippings, and other information as necessary to undertake a complete investigation.
Investigations, Evidence Arson	CL+6	CL+6	Electronic	PC 800	Great bodily harm, inhabited structure or property.
Investigations, Evidence Arson	P	P	Electronic	PC 799	Support prosecution resulting in homicide.
Investigative Records, Arson	CL+6	CL+6	Paper Electronic	PC 800 & 801; UFC 104.32	Copies of fire and run reports, correspondence, photos, newspaper clippings, notes, other information.
Operations					
EMS Run Reports		CU+25	Paper Electronic	H&S 1797.220 CCR 100170 & 100171	Pre-hospital care report, which summarizes information contained on the EMS Encounter Form (GSM-17-20). These may be generated for informational purposes to fire administrative personnel.
Fire Reports Incident	CL+3	CL+3	Electronic	GC34090 CCP 338 CCP 340.5	Report completed on all incidents involving responses of the fire department personnel. Includes detailed information regarding circumstances of the incident including location, damages, injuries, and possible cause of incident, daily rosters, and public outreach events.
Prevention					
5 Year Certification Information		CU+4	Paper Electronic		Copy of certification report. 5 Year and Annual.

Records Series	SOS Retention	City Retention	Media	Statutory Requirement	Description
Fire Prevention Bureau (FPB) Invoices, Permits	CL+5	CL+5	Electronic	CFC 104.6 GC34090	Permits issued to occupancies. Monthly permit invoices generated – paid/not paid information.
Fire Prevention Bureau and Engine Company Inspections	CL + 5	CL + 5	Paper Electronic	CFC 104.6; GC34090	Inspection information including business name, addresses, occupancy, hazardous materials, and violations (annual and biennial).
Fireworks		CU + 6	Paper Electronic		Booth records, name of group, address, and Engine Company inspection.
Hazardous Materials Incident Files	CU + 30	CU + 30	Paper	8 CCR 3204(d)(1) et seq.	Record of hazardous material incidents, may include hazardous incident reports, copy of fire and rescue reports, narratives, and memos.
Key/Knox Box Records	S or L	S or L	Electronic	GC34090	Order form or on-line notification.
Occupancy Records	L + 2	L + 2	Paper	GC34090(a)	Occupancy records for residential care facilities.
Storage Tank Applications and Permit Records		L + 6	Paper		These files contain applications received by the fire department and permits issued to individuals desiring to store flammable liquid or liquid petroleum. Permits are only issued after inspection and approval of tanks.

THIS PAGE LEFT INTENTIONALLY BLANK

City of Garden Grove Retention Guidelines HUMAN RESOURCES DEPARTMENT

Records Series	SOS Retention	Dept. Retention	Media	Statutory Requirement	Description
Administration					
Agenda Reports	CU+2	CU+2	Paper Electronic	GC34090(d)	Copies of agenda reports submitted to governing bodies, may include supporting documentation.
Agreements/ Contracts	T+5	T+5	Paper Electronic	CCP 337.2, 343	Copies of lease, equipment, service, supply, consultant, and event agreements, may include agenda report, insurance, and supporting documentation.
Correspondence	CU+2	CU+2	Paper Electronic	GC34090(d)	Letters, emails, memos, miscellaneous, not attached to an agreement or project file.
Employee Files (Non-Safety)	T+3	T+5 P	Paper Electronic	29 CFR 1627.3; LC1174; 29 CFR 1602.30.32; GC12946, 34090; 29 CFR 516.6 et seq	Employment Applications, Oaths of Office, Pinks, Personnel Action Forms (PAF's), Performance Evaluations, Release Authorizations, VOE's, Certifications, Reassignments, Commendations, Disciplinary Actions, CalPERS Enrollments, Deferred Comp Forms, Identification Cards.
Employee Files (Safety)	T+5	T+5 P	Paper Electronic	29 CFR 1627.3; LC1174; 29 CFR 1602.30.32; 29 CFR 516.6 et seq	Employment Applications, Oaths of Office, Pinks, Personnel Action Forms, Performance Evaluations, Release Authorizations, VOE's, Certifications, Reassignments, Commendations, Disciplinary Actions, CalPERS Enrollments, Deferred Comp Forms, Identification Cards.
Invoices/ Check Requests	AU+5	CU+3	Paper Electronic	GC34090; CP 337	Copies of invoices and check requests, including supporting documentation. Originals maintained in the FE system.
Manager's Memos	CU+2	CU+2	Paper Electronic	GC34090	Department reports submitted to the City Manager's Office for the City's Weekly Manager's Memo package.
Purchase Orders and Requisitions	AU+4	CU+2	Paper Electronic	GC34090	Copies of purchase orders, requisitions, and invoices. Originals maintained in the FE system.

Records Series	SOS Retention	Dept. Retention	Media	Statutory Requirement	Description
Subpoenas	CU+2	CU+2	Paper	GC34090	Subpoenas for department staff appearances and Workers' Compensation records.
Benefits					
AQMD Plan	CU+7	CU+7	Paper	CCP 338(k) GC34090	Annual Plan Mandated by the Air Resource Board.
AQMD/AB2766	CU + 7	CU + 7	Paper Electronic	CCP 338(k) GC34090	Participation Tracking and Incentive Program Redemption Plan funded by the Air Resource Board.
Benefit and Insurance Claims	P	P	Paper Electronic	OMB A-129; 29 CFR 1602.30; 32 29 USC 1027	May include dental, disability, education, health, life and vision including dependent care.
Bilingual Incentive Pay	CL+2	CL+5	Paper Electronic	GC34090 GC12946	Tests and certificates, authorization of pay.
CalPERS	P	P	Paper Electronic	29 CFR 1627.3(b)(2); GC12946; GC34090	CalPERS Records; EEOC, ADEA.
COBRA	CL+2	CL+5	Paper Electronic	GC34090 GC12946	Correspondence to employee and dependents (insurance).
Deferred Comp Plan	T+5	P	Paper Electronic	GC34090 CFR 16001-1	457 Deferred Compensation offered to employees.
Disability Records	P	P	Paper Electronic	OMB A-129 29 CFR 1602.30; 32; Lab Rel sec 1174	Employee Worker's Comp Records.
Employee Assistance Program	CL+2	CL+2	Paper Electronic	GC34090; GC12946	Contract provides employee counseling, legal assistance, substance abuse and recovery, emotional well-being, money management.
Employee Service Awards	CL+2	CL+3	Paper Electronic	GC34090; GC12946	Full-time and Part-time Service Recognition.
Flex Benefit Program	CL+2	CL+2	Paper Electronic	GC34090; GC12946	Tracking and disbursement.
FunExpress Consignment Program and Movie Tickets	CL+2	CL+2	Paper	GC34090; GC12946	Employee Discount Attraction and Movie Tickets reconciliation logs.

Records Series	SOS Retention	Dept. Retention	Media	Statutory Requirement	Description
Health Plans	T+5	T+5	Paper Electronic	GC34090; 29 USC 1627.3; 1027	Contracts
I-9's	T+3	T+3	Paper Electronic	IRS Requirements	Proof of Employment Eligibility Verification Forms.
Insurance Policies	T+5	T+5	Paper Electronic	GC34090	Contracts for Life Insurance and Disability Insurance Policies.
Reports	CU+2	CU+7	Paper Electronic	GC34090	Employee statistics, benefits activity; liability loss; EE04 report.
Vacation Loss Report	CU+2	CU+2	Paper	GC34090	Monthly report of employee losing vacation and notification to department.
Worker's Compensation Insurance Payments	P	P	Electronic	CCR 15400.2; 8 CCR 10102	AdminSure claims and records.
Employee Relations/Labor Relations/Employee Development					
Classification Specifications	P	P	Paper Electronic	GC34090; GC 12946; 29 CFR 516.6	Classification descriptions with history of changes.
Classification Studies and Salary Surveys	CU+2	CU+2	Paper Electronic	GC12946, 34090; 29 CFR 516.6(2); 29 CFR 1602.14	Includes classification studies, questionnaires, wage rates surveys, and reorganizations.
Employee Relations Files	T+5	T+5	Paper Electronic		Discipline notes, grievances, sexual harassment and civil rights complaints, may include arbitrations.
Labor Relations By-Laws	P	P	Paper Electronic	GC34090; CCP 337.2	Unions and Associations, City.
Labor Union Contracts and Negotiation Records	P	P	Paper Electronic	29 USC Sections 211(c), 203(m), 207(g)	Notes, correspondence, contracts, and Memorandums of Agreements.
Medical Files	CL+30	CL+30	Paper Electronic	FMLA 1993 US OSHA; 29 CRT; 1910.20	Pre-employment medical records; family leave; DOT Certification and tests; benefit waivers.
Salary Schedules	CU+2	CU+7	Paper Electronic	GC12946, 34090; 29 CFR 516.6(2); 29 CFR 1602.14	Full-time and Part-time Wage Schedules.

Records Series	SOS Retention	Dept. Retention	Media	Statutory Requirement	Description
Training Records	CU+7	CU+7	Paper Electronic	GC6250 et seq.	Training and Development Programs.
Recruitment and Selection					
Recruitment Files	CL+3	CL+3	Paper Electronic	GC12946; GC6250 et seq; 29 CFR 1602 et seq; 29 CFR 1607; 29 CFR 16273	Applications, resumes, ethnicity disclosures; examination materials, scantrons, exam answers, job bulletins, eligibility lists, confidentiality forms.
Volunteer Applications	CU+2	CL+2	Paper Electronic	GC34090	Volunteers' identification and contact information.

THIS PAGE LEFT INTENTIONALLY BLANK

City of Garden Grove Retention Guidelines INFORMATION TECHNOLOGY DEPARTMENT

Records Series	SOS Retention	Dept. Retention	Media	Statutory Requirement	Description
Administration					
Agenda Reports	CU+2	CU+2	Paper Electronic	GC34090(d)	Copies of agenda reports submitted to governing bodies, may include supporting documentation.
Agreements/ Contracts	T+5	T+5	Paper Electronic	CCP 337.2, 343	Copies of lease, equipment, service, supply, consultant, and event agreements, may include agenda report, insurance, and supporting documentation.
Correspondence	CU+2	CU+2	Paper Electronic	GC34090(d)	Letters, memos, miscellaneous, not attached to an agreement or project file.
Credit Card Statements	AU+4	CU+2	Paper Electronic	GC34090	Copies of statements. Original maintained in the FE System.
Employee Files	T+3	See Human Resources	Paper	Statutory requirements listed under Human Resources.	Personnel Action Forms (PAF's) and Evaluations. File goes to Human Resources after employee is terminated.
Expense Reports	AU+4	CU+2	Paper Electronic	GC34090	Copies of staff expenditures. Originals maintained in the FE System.
Invoices/Check Requests	AU+5	CU+2	Paper	GC34090; CP 337	Copies of invoices and check requests, including supporting documentation. Originals maintained in the FE System.
Managers Memo	CU+2	CU+2	Paper Electronic	GC34090	Department reports submitted to the City Manager's Office for the City's Weekly Manager's Memo package.
Purchase Orders and Requisitions	AU+4	CL+2	Paper Electronic	GC34090 CCP 337	Copies of purchase orders, requisitions, and invoices. Originals maintained in the FE system.
Subpoenas	CU+2	CU+2	Paper	GC34090	Subpoenas for appearance of department staff.

Records Series	SOS Retention	Dept. Retention	Media	Statutory Requirement	Description
Information Services					
Access Authorization Log Information	CU+2	CU+2	Electronic	GC34090	Security access authorization information.
Network Drives		CU+30 days	Electronic	GC34090	Data stored on Samba or PDH (H: drive, P: drive, etc).
Email Backups		CU+30 days	Electronic	GC34090	City email.
In-House Application Database		CU+2	Electronic	GC34090	The PostgreSQL database contains data for in-house applications.
Log Files		N/A	Electronic	GC34090	Automatically generated log files.
Security Camera Footage	CU+13 months	CU+13 months	Electronic	GC34090.6(c)	Video cameras at City facilities.
Spillman Database		14 months	Electronic	GC34090	Police CAD/RMS System.
PD Video Recordings	CU+1	CU+2	Electronic	GC34090.6(c)	In-car, jail camera recordings, routine video monitoring.
Body Worn Camera Audio and Video (Evidentiary)	CL+2	CL+2	Electronic	PC 832.18(b)	Incidents involving use of force, officer-involved shooting, incidents that lead to detention or arrest, relevant to a formal or informal complaint against a law enforcement officer or law enforcement agency, or relevant to a criminal prosecution.
Source Code and Website		CU+30 days	Electronic	GC34090	
Finance Enterprise Database		CL+30 days	Electronic	GC34090	The City's finance management system.
Archive system files		P	Electronic	GC34090	The City's internal archive system kept for research value.

THIS PAGE LEFT INTENTIONALLY BLANK

City of Garden Grove Retention Guidelines POLICE DEPARTMENT

Records Series	SOS Retention	Dept. Retention	Media	Statutory Requirement	Description
Administration					
Agenda Reports	CU+2	CU+2	Paper Electronic	GC34090(d)	Copies of agenda reports submitted to governing bodies, may include supporting documentation.
Agreements/ Contracts	T+5	T+5	Paper Electronic	CCP 337.2, 343	Copies of lease, equipment, service, supply, consultant, and event agreements, may include agenda report, insurance, and supporting documentation.
Correspondence	CU+2	CU+2	Paper Electronic	GC34090	Letters, emails, memos, miscellaneous, not attached to an agreement or project file.
Employee Files (Non-Safety)	T+3	See Human Resources	Paper	Statutory Requirements listed under Human Resources	Personnel Action Forms (PAF's) and Evaluations. File goes to Human Resources after employee is terminated.
Employee Files (Safety)	T+5	See Human Resources	Paper	Statutory Requirements listed under Human Resources	Personnel Action Forms (PAF's) and Evaluations. File goes to Human Resources after employee is terminated.
Invoices/Check Requests	AU+4	CU+3	Paper Electronic	GC34090	Copies of invoices and check requests, including supporting documentation. Originals maintained in the FE system.
Manager's Memos	CU+2	CU+2	Paper Electronic	GC34090	Department reports submitted to the City Manager's Office for the City's Weekly Manager's Memo package.
Purchase Orders and Requisitions	AU+4	T+5	Paper Electronic	GC34090	Copies of purchase orders, requisitions, and invoices. Originals maintained in the FE system.
Subpoenas	CU+2	CU+7	Paper	GC34090	Subpoenas for appearances and records.

Records Series	SOS Retention	Dept. Retention	Media	Statutory Requirement	Description
Volunteer Applications	T+2	T+2	Paper Electronic	GC34090	Volunteers' identification and contact information. Filed with Human Resources.
Administrative Services Bureau					
Daily Roster	CU+2	CU+2	Electronic		Schedules of Officers on duty.
Claims	CL+6	P	Paper Electronic	Penal 832.5	Copies of claims filed against the Police Department. Minimum 5 Yrs. - 15 Yrs. For sustained finding of misconduct.
Daily Officer	CU+2	CU+7	Electronic		Daily activity of incidents not reported by use of official report.
Daily Report Summary	CU+2	CU+7	Electronic		Report numbers, type, names, dates retained for research value.
Department Manual	S	P	Electronic		Changes to manual are recorded in the General Orders.
Motor Manual	S	S	Electronic		Manual on police motorcycle operation.
OTS Grant Quarterly Performance Reports	CU+2	CU+2	Electronic		Quarterly performance reports required by OTS on grant performance figures.
COMMUNITY LIAISON DIVISION					
Community Liaison Division Reports, Activity	CU+2	CU+5	Paper Electronic		Weekly, monthly, quarterly, annual activity; statistical reports by division. Retain only 1 form for retention period.
CERT Program	CU+3	CU+3	Paper Electronic	SAM 1600 SF-425 2 CFR 200.333 334	CERT Training for volunteer residents.
Emergency Plans	S+5	S+5	Paper Electronic	SAM 1600 SF-425 2 CFR 200.333	Plan determines actions to be taken by staff of the City of Garden Grove Emergency Organization.
Disaster Training Exercises		S+4	Paper Electronic	SAM 1600 SF-425 2 CFR 200.333 334	Training and Exercises for staff.

Records Series	SOS Retention	Dept. Retention	Media	Statutory Requirement	Description
Emergency Preparedness Related MOU		CL+2	Paper	SAM 1600 SF-425 2 CFR 200.334	Hard copies of MOU's established for disaster response.
Emergency Tracking		CL+1	Paper Electronic	SAM 1600 SF-425 2 CFR 200.333 334	Tracking during an emergency requiring implementing a command center.
Speaker Requests	T+2	CU+5	Paper Electronic		Community and business requests for public appearances, speakers.
PROFESSIONAL STANDARDS DIVISION					
Applicant Files	T+2	T+2	Electronic		Paperwork authorizing fingerprinting and background checks for City employment applicants.
Background	CL+2	CL+2	Electronic	GC12496	Non Hired (includes non-selected, disqualified and those applicants that withdrew).
Background Hired	P	T+5	Electronic	GC12496	Include original reports re: PC 832.5 Investigations.
Bulletins	P	P	Electronic		
Concealed Weapons	CL+2	CL+2	Electronic		CCW Permits.
Event Files	CU+2	CU+2	Paper Option for Electronic		Correspondence, brochures, promotional materials, info on speakers, quests, supporting documents.
General Orders	P	P	Paper Electronic		General orders issued by the Police Chief.
Grievance Files	CL+2	CL+2	Paper Electronic	GC12946	Grievance filed by employees, supporting documentation. T+4 if stored in employee personnel file.
Internal Affairs Investigations	CL+5	CL+5	Paper Electronic	GC34090 EVC 1045 PC 832.5 PC 801.5	Initiated by citizens' complaints or internally initiated; includes complaint, reports, and findings.
Lesson Plans, Range	CL+15	P	Electronic		Scope, content, time period of courses.

Records Series	SOS Retention	City Retention	Media	Statutory Requirement	Description
Officer Invoiced Shootings	CL+25	CL+25	Paper Electronic		Documentation relating to officer involved shootings.
Personnel	S+2	P	Electronic		
Personnel (by name)	T+7	CU+5	Electronic		Training: Paperwork documenting officers' internal and external training.
Press Releases	CU+2	P	Electronic		Historical and Research value.
Press, Video Programs	CU+2	P	Paper Electronic		Collection of videos of programs and events; outside press coverage of department.
Range Inventory	S+2	CU+10	Electronic		Quarterly reports of inventories of weapons held by Department Range.
Schedules, Range	CU+2	CU+2	Paper Electronic		Daily, weekly, monthly schedules of training events at range.
Use of Force Supervisory Review Files	CU+2	CU+2	Paper	GC34090; PC 832.5	Includes review forms, arrest report copies, log.

COMMUNITY POLICING BUREAU

Administrative Operations					
Alcoholic Beverage Control (ABC) License	L+2	L+5	Paper Electronic		Approval process Planning Division has the original.
Assignment Reports	CU+1	CU+2	Paper Electronic		Record of assignments.
Field Interview	CL+2	CL+2	Paper Electronic		
Parades & Special Events File	CL+2	CL+2	Paper		Reports, memos, correspondence, scripts, supplier information, assignments, and deployments, including supporting documentation.
Patrol Requests	CU+2	CU+2	Paper		From citizens for patrol presence.

Records Series	SOS Retention	City Retention	Media	Statutory Requirement	Description
Statistical (Crime Analysis)	CU+2	CU+2	Paper Electronic		Internally generated using activity logs, citizen calls, current and past crime statistic reports, finance dept. expenditure and budget records; citations, crime reports, accident reports, permits, receipts. Created for variety of purposes including increases/decreases in criminal activity; officer workload, deployment, time usage.
Watch Assignment Timekeeping Records	CU+2	CU+2	Electronic		
Jail					
Daily Logs Jail	CU+6	P	Paper		Daily report of staffing, booking, releases, transfers, and transportation.
Inspection Files Jail	CL+6	P	Paper		Inspections by various agencies.
Juvenile Detention	CU+2	CU+2	Paper		Logs documenting juvenile processing per CYA.
Surveillance/ Security Video	CU+13 mos.	CU+13 Mos.	Electronic	GC34090.6(c)	Recordings used as evidence, litigation or potential claims shall be preserved for 100 days after conclusion of court action.
Surveys Jail	CL+2	CL+2	Paper		Prepared quarterly and forwarded to State Board of Corrections.
Traffic					
Down Reports	CU + 1	CU + 1	Paper		Vehicles are down for maintenance.
Information Discovery Requests	CU+2	CU+2	Paper	GC34090	Traffic citations, Red Light cameras.
Parking	CU+2	CU+3	Paper	GC34090.7	Recommended by the California Law Enforcement Warrant Officer's Association.
Radar Calibrations Records	T+2	L	Paper		Documentation of radar instruments retained during use/ownership.
Sobriety Checkpoint Manual	S	S	Electronic		Manual on conducting checkpoints.
Speed Survey	CU+2	S+5-8	Paper		Survey conducted by vendor to establish speed limit basis.
Traffic	Recall after 5 years	CU+2	Paper Electronic		Recommended by the California Law Enforcement Warrant Officer's Association.

Records Series	SOS Retention	Dept. Retention	Media	Statutory Requirement	Description
Traffic Citations	CU+2	CU+2	Paper Electronic	GC34090	Copies of citations – Originals are forwarded to court after agency processing; includes citation electronically created.
Special Services Division					
Confidential Informant File	CL+2	P	Paper		Informational cards maintained indicating identifying name and information for any confidential information identification number used in a police report including informant's cases and the result thereof.
Controlled Buy Cases	CL+2	L+2	Paper		Controlled Buy Cases involving confidential informants.
Field Interview	CL+2	CU+5	Paper Electronic		
Forfeiture - Asset Forfeiture Log	CL+2	P	Electronic		A log of every asset forfeiture proceeding initiated since 6/98.
Forfeiture - Federal Asset Forfeiture Notebook	CL+2	P	Paper	Federal Guidelines	Notebook holding pertinent documents to all asset forfeiture cases in the Federal court system.
Forfeiture - Notifications	CU+2	P	Paper		To legal property owner prior to case filing that property is subject to asset forfeiture proceedings. If case is filed, notification becomes part of forfeiture case file.
Forfeiture - State Asset Forfeiture Notebook	CL+2	P	Paper		Notebook holding pertinent documents to all asset forfeiture cases in the state court system
Informant Files	T+10	P	Paper		Legal notifications, identification, payment, active information.
Support Services Bureau					
Daily Court Schedule	CU+1	CU+1	Electronic		Printout of daily court scheduling.
Rosters (Divisional)	S+2	S+2	Electronic		Personnel assigned to division.
Sign-In Logs	CU+2	CU+2	Paper		Logs officers' names, time in/out for court appearances.
COMMUNICATIONS/DISPATCH DIVISION					
Alarm Permits	CU+2	CU+2	Paper Electronic		Residential/Commercial Alarm Permits.

Records Series	SOS Retention	City Retention	Media	Statutory Requirement	Description
Alarm Records	CU+2	CU+2	Paper Electronic		Dispatch.
Audio, Telephone and Radio Communications	CU+100 days	CL+180 Days	24 Tape Recorder	GC34090.6(a)	Exception: Recordings used as evidence in a criminal prosecution or claim filed or litigation or potential claims and litigation shall be preserved for 100 days after conclusion of the court action.
Dispatch	CU+2	CU+3	Electronic		
Equipment, Communication	T+2	L	Paper		Retained until termination of equipment use; Manuals, instructions, procedures.
False Alarm Violations		P	Paper Electronic		Alarm misuse.
INVESTIGATIONS DIVISION					
Bingo	CL+2	P	Paper		Bingo game licenses.
Case Assignment	CU+1	CU+7	Electronic		Database of assignment of cases to Investigators.
Case Books	CL+2	CL+2	Paper Electronic		Investigative, retained by division until a case is suspended or closed.
Homicide Investigator's Report	P	P	Paper Electronic		Retained by Crimes Against Persons until arrest, conviction, appeals, and sentence carried out. (Death or time served is complete, including parole).
Inmates	CU+20	CU+20	Film Digital		Negatives by Prisoner number.
Inventory/Sign-out Cards-Digital Cameras/Memory Cards	T	T	Electronic		Digital cameras/memory cards.
Operations Files	T	L	Electronic		Digital cameras/memory cards manuals, instructions, and procedures; retained until equipment no longer owned/used by department.

Records Series	SOS Retention	Dept. Retention	Media	Statutory Requirement	Description
Pawn Slips/Tickets	CU+3	CU+3 P	Paper Electronic		Pawn Slips/Tickets. Research value.
Suspect, Adult/Juvenile	L	L	Paper	County of Orange ILJ Guidelines	Adults/juveniles suspected of a crime, taken for comparison. Destroy after original purpose achieved.
Tracking System Records	L	L	Paper Electronic	County of Orange ILJ Guidelines	Database records subpoena number, officer name, case number, defendant name, district attorney name, court information disposition.
Property & Evidence					
Disposition Forms	T+2	T+2 P	Paper Electronic		Attach to duplicate Property Report, file w/DR in Records Division. Research value.
Guns	L	P	Paper Electronic	Determined by Court Order	Upon receiving court order and/or case is closed with no further proceeding possible.
Inventory	S+2	L+2	Paper Electronic		Listing of equipment assigned to division and to whom it is assigned.
Narcotics		L+2	Paper	Determined by Court Order	Upon receiving court order and/or case is closed with no further proceeding possible.
Property Control	CU+2	P	Electronic		Logs of items coming into and going out of property room.
Uniform Vouchers (by name)	CU+2	CU+2	Electronic		Authorization to purchase.
Vests, Bulletproof Letters	CU+2	CU+2	Electronic		Authorization to purchase.
Weapons, Database	P	P	Paper Electronic		Depart. Owned, personal, alternate weapons, secondary handguns; produces inventory reports.
RECORDS DIVISION					
11357(e), Juvenile	CL+2	CL+2	Electronic	Determined by Court Order	
11357(b) H&S, 11357(c) H&S, 11360(b) H&S Violations	CL+2	CL+2	Electronic	Determined by Court Order	*CA Admin Code, Chapter 1, Title II, Sec 708.

Records Series	SOS Retention	Dept. Retention	Media	Statutory Requirement	Description
Accidents	CL+2	P Beginning 9/1/15	Electronic		Non-Injury.
Adult Found Factually Innocent			Electronic	Determined by Court Order	General Provision: Upon petition, records of agency must be sealed and destroyed in accordance with the provisions set by court record; exceptions.
Arrest/Conviction H&S Section 11357 (b), (c), (d), (e) or H&S Section 11360 (b) Violations (Occurring after January 1, 1996)			Electronic	Mandatory destruction from date of conviction or date of arrest with no conviction	Applicable to convictions occurring after January 1, 1996 or arrests not followed by a conviction occurring after January 1, 1996; Exception: H&S 11357(e), the record shall be retained until a juvenile offender attains the age of 18 years, then destroyed pursuant to 11361.5.
Arrest/Conviction H&S Section 11357 (b), (c), (d), (e) or H&S Section 11360 (b) Violations (Occurring before Jan 1, 1996)			Electronic	Mandatory destruction on notice from the DOJ	Applicable to convictions occurring after January 1, 1996 or arrests not followed by a conviction occurring prior to January 1, 1996 for violations of H&S Code 11357, 11364, 11365 and 11550.
BCS Report, containing all UCR-related reports and monthly Administrative Report	CU+2	CU+4	Electronic		Includes Arrest & Citation Register; arson offenses, crimes against senior citizens, death in custody; domestic violence; FBI include Return A/Supp; hate crime incidents; homicide reports; Supp., Officers killed or assaulted; original to FBI - DOJ; Uniform Crime Reports.
California Vehicle Code Infractions (Duplicates)	CU+90 days	P Beginning 9/1/15	Electronic		Original is forwarded to court.
Cite and Release	CL+2	P Beginning 9/1/15	Electronic		Original forwarded to court.

Records Series	SOS Retention	Dept. Retention	Media	Statutory Requirement	Description
Duplicate (Pink) Secondhand Dealer, Pawn Brokers	CU+2	P Beginning 9/1/15	Electronic		Original licensee, duplicate to DOJ; copy retained by agency; renewals issued annually by local agency
Felony	Recall after 10 years. Exception: Murder/Escape	P Beginning 9/1/15	Electronic	PC 290, 800, 799	Recommended by the California Law Enforcement Warrant Officer's Association
Felony Crimes With or Without Arrests	See descriptor	P Beginning 9/1/15	Electronic	PC 290, 800	Prosecution for an offense punishable by imprisonment in state prison for eight years or more must commence within 6 years after offense commission. Commencement of prosecution defined in PC 804. Exception: See PC 803-Tolling/Extension of time periods; Appeals process and "Three Strikes" also considerations in assigning retention.
Investigative, Pre-Arrest	CL+10	P Beginning 9/1/15	Electronic		Retained by division until cases are suspended and closed
Juvenile	Mandatory Destruction Upon and Pursuant to Court Order	Mandatory Destruction Upon and Pursuant to Court Order	Electronic		Upon petition, local law enforcement records within WIC826(b) may be destroyed as ordered by the court, if related to probation officer has destroyed probation and juvenile court records. Records involving arrests, detention and/or petitioning Mandatory Destruction Upon and Pursuant to Court Order Juvenile before juvenile court.
Misdemeanor Criminal	Recall after 5 years	P Beginning 9/1/15	Electronic		Recommended by the California Law Enforcement Warrant Officer's Association.
Misdemeanor/ Infractions	CL+2	P Beginning 9/1/15	Electronic		No arrests, identifiable property or missing persons
Non-Criminal Occurrences	CU+2	P Beginning 9/1/15	Electronic		Injured or sick persons; missing persons where person has been returned; traffic collision reports not used as the basis for criminal charges.

Records Series	SOS Retention	Dept. Retention	Media	Statutory Requirement	Description
Parking/Traffic, Duplicates	CU+2	P Beginning 9/1/15	Electronic		Originals are forwarded to court after agency processing; includes citation electronically created.
Photographs	L	P Beginning 9/1/15	Electronic		Crime scene, registrant/applicant, photo file, accident; retained according to practical and functional associations.
Property Files	CU+2	P Beginning 9/1/15	Electronic		Original reports and supplemental documentation (Lost, Found, Safekeeping).
Property Original			Paper Electronic	Until case is adjudicated/ disposition determined	Copy retained in records case file; Refer to Managing Property in Law Enforcement Agencies (by post).
Property, Pawn Broker/Secondhand	CU+2	P Beginning 9/1/15	Electronic		Property, Pawn Broker/Secondhand Licenses.
Public Records Requests	CU+2	P Beginning 9/1/15	Electronic	GC34090	Copies of requests and the responses provided.
Rap Sheet	CL+2	N/A	Destroyed		Criminal history
Registration Files	Life of registrant within jurisdiction	L	Electronic	PC 290	Arson, Sex and Narcotics, including fingerprint card, and photo. Information forwarded to DOJ.
Repossession/Private Impounds	CU+2	P Beginning 9/1/15	Electronic		Repo/PPI Logs.
Restraining Orders, Emergency Protective Orders, Temporary Restraining Orders, Legal Stipulations, Order After Hearing		P Beginning 9/1/15	Electronic		Destroy after law enforcement actions described in PC 273.5, 273.6, 646.9, 12028.5, 13700 and Family Code Sections 6380-6383 are fulfilled and effective date of restraining order has expired.

Records Series	SOS Retention	Dept. Retention	Media	Statutory Requirement	Description
Served		P Beginning 9/1/15	Electronic		Includes Warrant Service Information Card, alpha index card
Supplemental, Felony Capital Crimes, Crimes Punishable by Death, Life Imprisonment	P	P Beginning 9/1/15	Electronic		No statutory limitation for prosecution. Includes murder, kidnapping for ransom, treason, procuring execution by perjury, train wrecking, assault with a deadly weapon by a life-term prisoner, bombing resulting in death or bodily injury, making defective war materials that cause death.
Traffic Collision Fatalities	P	P Beginning 9/1/15	Electronic		Fatal Collision Reports
Un-served (Local)	Until served, recalled or purged	P Beginning 9/1/15	Electronic		
Finger Printing					
Applicant Files	T+2	T+2	Paper		Paperwork authorizing fingerprinting and background checks for City employment applications
Inked/Palm Cards	AC+20	AC+20	Electronic Biometric database		Persons booked into detention facility; copies distributed to county, state, federal agencies

THIS PAGE LEFT INTENTIONALLY BLANK

City of Garden Grove Retention Guidelines PUBLIC WORKS DEPARTMENT

Records Series	SOS Retention	City Retention	Media	Statutory Requirement	Description
Administration					
Agenda Reports	CU+2	CU+2	Paper Electronic	GC34090(d)	Copies of agenda reports submitted to governing bodies, may include supporting documentation
Agreements/ Contracts (Excluding Capital Improvement Projects)	T+5	CL+2	Paper Electronic	CCP 337.2, 343	Copies of lease, equipment, service, supply, consultant, and event agreements, may include agenda report, insurance, and supporting documentation.
Claims	CL+5	CL+2	Paper Electronic	GC34090 GC25105.5	Copies of claims filed against the City, includes claim form and supporting documentation.
Correspondence	CU+2	CU+2	Paper Electronic	GC34090(d)	Letters, emails, memos, miscellaneous, not attached to an agreement or project file.
Employee Files	T+3	See Human Resources	Paper	Statutory Requirements listed under Human Resources	Personnel Action Forms (PAF's) and Evaluations. File goes to Human Resources after employee is terminated.
Franchises	P	P	Paper Electronic	GC34090	Including Subdivision Agreements, Purchase and Sale Agreements, cable, utilities, Grant of Easements involving construction or improvements.
Grants, successful	CL+5	CL+5	Paper	GC34090	Federal and State - Originals kept for CL + 5 Copies kept CU + 3
Grants, unsuccessful	CL+2	CL+2	Paper	GC34090	Federal and State
Invoices/Check Requests	AU+5	CU+3	Paper Electronic	GC34090 CP 337	Copies of invoices and check requests, including supporting documentation. Originals maintained in the FE System.
Manager's Memos	CU+2	CU+2	Paper Electronic	GC34090	Department reports submitted to the City Manager's Office for the City's Weekly Manager's Memo package

Records Series	SOS Retention	City Retention	Media	Statutory Requirement	Description
Petty Cash Report	AU+4	CU+2	Paper	GC34090	Copies of petty cash reconciliation. Originals maintained in the FE System.
Purchase Orders and Requisitions	AU+4	CU+2	Paper Electronic	GC34090	Copies of purchase orders, reconciliations, and checks. Originals maintained in the FE system.
Reports, Departmental	CU+2	CU+2	Paper	GC34090	Special or final summary, review or evaluation.
Reports, Staff	CU+2	CU+2	Paper	GC34090	Non-agenda related, includes supporting documentation.
Subpoenas	CU+2	CU+2	Paper	GC34090	Subpoenas for appearance of department staff
Volunteer Applications	T+2	T+2	Paper	GC34090	Volunteers' identification, contact information, and release forms (Parks/Graffiti)
Work Orders	CU+2	CL+10	Electronic	GC34090(d)	Service Requests System: Service requests, invoices, supporting documentation; Buildings, equipment, field engineering, public facilities including work orders and graffiti removal.
Animal Care Services					
Animal Bite Records		5 Yrs	Paper	GC34090(a)	Contains bite reports and related records.
Animal Cruelty Investigation Files		5 Yrs	Electronic		Contains investigations of animal cruelty and neglect.
Annual Reports		7 Yrs	Paper Electronic		Annual reports showing the activity of the animal control operations.
Business Licenses	T+4	T+4	Paper	GC34090	Animal related businesses.
Citations and Violations		CL+5	Paper Electronic		Contains citation, reports, correspondence, and related records.
Claims	CL+5	CL+5	Paper Electronic	GC34090 GC25105.5	Includes: Filed claims regarding dog bites, vicious and dangerous dogs, investigation reports, and other records related to losses from dog attacks.

Records Series	SOS Retention	City Retention	Media	Statutory Requirement	Description
Complaint Records *Calls entered/ dispatched via phone		CL+5		Determined by Court Order	Includes: Date, relevant information to the complaint and details of problem.
Dangerous Animal Records		CL+10	Paper Electronic		Includes: Complaints, compliance orders, citations, bite reports, and similar records relating to dangerous animals.
Dispatch Logs		CU+5	Electronic		
Emergency Veterinary Records		CL+5	Paper		Contains surgery log, vaccinations, quarantine release notice, pre- euthanasia, reports, veterinary, and related records.
Hearings		CL+5	Paper		Includes: Barking dog, seized animals and vicious animals
Impound/Intake Log		CL+5	Paper Electronic	GC34090	Contains stray animal, impound tickets, kennel reports, and related records.
Legal Compliance Records		CL+5	Electronic		Includes: Animal law notices, orders to comply, and related records.
License Records		CL+5	Paper Electronic		Contains dog and cat licenses, work reports, license breakdown, and related records.
Return to Owner		CL+5	Paper Electronic	GC34090	Return to owner records.
Shelter Records		CL+5	Paper Electronic		Records from shelter regarding strays, return to owner, owner surrender, and infield return to owner documentation.

FACILITIES DIVISION

Parks					
Landscape	P	P	Paper	GC34090(a)	Drawings, contracts, complaints, specifications, photos, reports.
Maintenance and Operations	CU+ 2	L	Paper Electronic	GC34090	Equipment - includes work orders, inspection, repairs, cleaning, reports, and complaints.
Maps	P	P	Paper	GC34090	Irrigation, plot plans.
Photographs	CU+2	CL+7	Electronic	GC34090	Damage to parks, graffiti.

Records Series	SOS Retention	City Retention	Media	Statutory Requirement	Description
Projects, Proposed & Actual	CU+2	CL+4	Paper	GC34090	Future plans, new sites, expansions.
Reports, Others	P	P	Paper	GC34090(a)	Pesticide, asbestos assessments (Documents abatement projects, public buildings).
Building Maintenance					
Building Improvements	P	P	Paper	GC34090(a)	Building Improvements Includes: roofing, remodels, additions, and maintenance.
Reference Materials	L	L	Paper	GC34090	Warranties (Retain for Life of Structure).
Reports, Studies	CL+2	CL+4	Paper	GC34090	Future sites, expansions, upgrades.
Vehicle Maintenance					
Accident Reports – City Vehicles	CL+7	CL+7	Paper	GC34090	Copies of reports and related records for accidents involving a City vehicle.
AQMD	CL+7	CU+7	Paper	CCP 338(k); GC34090	County/AQMD logs, PERP Inventory.
California Highway Patrol	CU+2	CU+5	Paper	GC34090 CCP340.5 8 Cal Code Reg. 3203 (b)(1)	BIT Inspection. (Vehicle Maintenance)
Equipment	L+2	L+2	Paper Electronic	GC34090(d)	Vehicle Repair Records.
Equipment Inventory (autos, trailers, large equipment, generators)	L+2	L+2	Paper	GC34090(d)	Warranties, pink slips/registration (Retained until no longer owned by the City).
OSHA	S+2	S+2	Paper	GC34090(d)	Aerial inspections and crane inspections.
Underground Storage Tank Compliance Maintenance & Operation	P	P	Paper	GC34090 GC4003, GC4004; H&S 19850	Tank repair documents RE: storage, location, installation, removal, and remediation.

Records Series	SOS Retention	City Retention	Media	Statutory Requirement	Description
Underground Storage Tank Compliance Maintenance & Operation	CU+2	CU+5	Paper	GC34090	Maintenance Records; Monitoring Data; Release detection, calibration & maintenance; cathodic protection (Compliance, maintenance & operation).
Vehicle Records	L+2	L+2	Paper Electronic		Records relating to each vehicle owned and serviced by the municipality, may include title, registration, inspection, maintenance, checklist, repair, and incident reports.
STREETS DIVISION					
Asphalt/Concrete					
Maps	P	P	Paper	GC34090(a)	
Project Files	CU+2	CU+7	Paper Electronic	GC34090	Current and potential Asphalt and concrete paving projects.
Environmental – Sanitation Solid Waste Wastewater					
Household Hazardous Waste; Recycling	CU+10	CU+10	Paper Electronic	CAL OSHA; 40 CFR 122.21	Report information (Documentation re: the handling and disposal of hazardous waste).
Landfill	CU+2	CU+2	Paper	GC34090	Compliance Monitoring Program. <i>Ref: 14CCR 188.4</i>
NPDES Businesses/Facilities	P	P	Paper Electronic	40 CFR 122.28	Annual report, inspection data, WQMP's, and violation letters. <i>IAW40CFR 216.29(7): 5 yrs</i>
Flood Control					
Reports, Storm Drains	CL+2	CL+9	Paper Electronic	GC34090	Maintenance reports. Work order system.
Hazardous Materials					
Disposal	CU+10	P	Paper	CAL OSHA; 40 CFR 122.21	Documentation re-handling and disposal of hazardous waste; manifests.
Spill Team	AU+4	CU+2	Electronic	GC34090	Cost Recovery (copies).

Records Series	SOS Retention	City Retention	Media	Statutory Requirement	Description
Right-of-Way/Graffiti/Street Signs					
Legal Correspondence	P	P	Electronic	GC6254	Legal correspondence from the City Attorney – Public Works has the original.
Parking Citations	CU+2	CU+4	Paper Electronic	GC34090.7	Administrative Reviews, hearing records, parking cites, payment records (WebTill)(highly confidential – NOT FOR PUBLIC VIEWING) Original documents are only forwarded to the court to settle a civil action.
Property Release Forms	P	P	Paper	GC34090	Only related to graffiti – Property owner relieves City of liability when removal is on private property.
Signs/Striping	CU+2	CU+2	Electronic	GC34090	Maintenance Records Only – Copies.
Trees					
Inventory	P	P	Electronic	GC34090(a)	Trees, plants, maintenance schedules, and violation notifications.
Reports	CU+2	Life of Tree/Plant	Paper Electronic	GC34090	Daily, monthly maintenance reports.
TRAFFIC AND ENGINEERING DIVISION					
Administration					
Agenda Reports	CU+2	CU+2	Paper Electronic	GC34090(d)	Copies of agenda reports submitted to governing bodies, may include supporting documentation.
Agreements/Contracts	T+5	T+5	Paper Electronic	CCP337.2, 343; B&P7042.5; PUC 7685; GC53066	Copies of lease, equipment, service, supply, consultant, and event agreements, may include agenda reports, insurance and supporting documentation.
Correspondence	CU+2	CU+2	Paper Electric	GC34090(d)	Letters, memos, miscellaneous, not attached to an agreement or project file.
Employee Files	T+3	See Human Resources	Paper	Statutory Requirements listed under Human Resources	Personnel Action Forms (PAF's) and Evaluations. File goes to Human Resources after employee is terminated.

Records Series	SOS Retention	City Retention	Media	Statutory Requirement	Description
Invoices/ Check Requests	AU+5	CU+3	Paper Electronic	GC34090; CP 337	Copies of invoices and check requests, including supporting documentation.
Purchase Orders and Requisitions	AU+4	CU+2	Paper Electronic	GC34090 CCP 337	Copies of purchase orders, reconciliations, and invoices. Originals in the FE System.
COMMISSIONS					
Downtown Commission					
Agenda Reports	CU+2	CU+2	Paper Electronic	GC34090(d)	Agenda reports submitted to Commission, may include supporting documentation.
Agendas	CU+2	CU+2	Paper Electronic	GC34090	Original agendas, special meeting notices, and cancellation notices, including certificates of posting.
Commissioner Member Information	T+5	T	Paper	GC34090	Copies of contact information for Commissioners.
Minutes	P	P	Paper Electronic	GC34090(e) GC36814	Official minutes.
Sanitary District Commission (Commission was dissolved)					
Minutes	P	P	Paper Electronic	GC34090(e) GC36814	Official minutes.
Traffic Commission					
Agenda Reports	CU+2	CU+2	Paper Electronic	GC34090(d)	Agenda reports submitted to Commission, may include supporting documentation.
Agendas	CU+2	CU+2	Paper Electronic	GC34090	Original agendas, special meeting notices, and cancellation notices, including certificates of posting.
Commissioner Member Information	T+5	T	Paper	GC34090	Copies of contact information for Commissioners.
Minutes	P	P	Paper Electronic	GC34090(e) GC36814	Official minutes.
Capital Improvements					
Agreements/ Contracts - Including Capital Improvements	P	P	Paper Electronic	GC37090(a) 4004 H&S 19850	Copies of development, construction, and street agreements, may include agenda report, insurance, and supporting documentation.

Records Series	SOS Retention	City Retention	Media	Statutory Requirement	Description
A-T-L-C Drawings Mylars & Microfishe	P	P	Paper Electronic	GC34090	Intersection Improvements and street widening.
Capital Improvement Plans	P	P	Paper Electronic	GC34090(e)	5-YR & 7-YR – Included in General Plan.
Grants, successful	CL+5	CU+3	Paper Electronic	GC34090	Copies – Federal and State.
Grants, unsuccessful	CL+2	CU+3	Paper	GC34090	Copies - Federal and State.
Policies & Procedures, Departmental	S+5	S+5	Paper Electronic	GC34090	Retain while current.
Project Files, Capital Improvements	CL+10	CL+10	Paper	CC 337.15	Supporting Project File documents Includes: bidders list, specifications, reports, plans, work orders, schedules, payment memos, certified payrolls, and inspection documentation.
Specifications & Construction Plans	P	P	Paper	GC34090	Project specifications and plans.
Land Development					
Easements, Dedications, Right-of-Way	P	P	Paper Electronic	GC34090(a)	Recorded with the County.
Field Books	P	P	Paper	GC34090(a)	Center line ties, Benchmarks
Maps	P	P	Paper	GC34090(a)	Tract, parcel, APN, and records of surveys.
Permits	P	P	Paper Electronic	GC34090	Sewer, Encroachment, Transportation.
Project Files	CL+2	CL+2	Paper	GC34090(d)	Plans, conditions of approval, financial information, water meter information, and permits.
Sewer Connections	P	P	Paper	GC34090(a)	Sewer Annexations.

Records Series	SOS Retention	City Retention	Media	Statutory Requirement	Description
Street/Alley (Abandonment/ Vacation)	P	P	Paper	GC34090	Relinquishment of rights and fee title.
Traffic					
Inventory	S+2	S+5	Paper	GC34090	Traffic signal and street light inventories.
Master Plans	P	CU + 2	Paper	GC34090	Copies of plans submitted to City Council.
Speed Survey	CU + 2	S	Paper		Survey conducted by vendor to establish speed limit basis in the city of Garden Grove.
Street Closures – Deadends/Culdesac	P	P	Paper	GC34090	
Street Lighting and Park Maintenance Districts	P	P	Paper Electronic	GC34090(a)	Engineer Report, repairs, work orders, authorizations, budget/financial information.
Street/Alley Abandonment Vacation	P	P	Paper	GC34090(a)	Relinquishment of rights and fee title.
Studies	CL+2	CU+10	Paper	GC34090	Traffic counts, accident data, statistics.
Traffic Signals, Report	L	P	Paper Electronic		Logs, drawings, wiring diagrams, codes, circuit numbers, installation records, testing and maintenance. Includes work orders, inspection, repairs, cleaning, reports, complaints, signals, striping, signage.
WATER DIVISION					
AWWA Standards		P	Paper Electronic		Standards adopted into CDPH Title 17 and Title 22 for operation & maintenance of public drinking water system.
Connection Records	P	P	Electronic	GC34090	Maps, water line connections.
Cross Connection Control	CU+3	CU+10	Paper Electronic		Tests, surveys, correspondence, and violations.
Locations	P	P	Electronic	GC34090	Mains, valves, hydrants, and wells.

Records Series	SOS Retention	City Retention	Media	Statutory Requirement	Description
Maintenance and Operations	CU+2	CL+10	Electronic	GC34090	Includes work orders, inspection, repairs, cleaning, reports, and complaints.
Maps	P	P	Electronic	GC34090	Line location and easements.
Meter Operations	CU+2	CU+2	Electronic	GC34090	Reader reports, orders, tests, and maintenance reports.
Permits, National Pollutant Discharge Elimination System (NPDES)	P	P	Paper Electronic	40 CFR 122.28	Municipalities of 100,000/more. Compliance with Clean Water Act Re: pollutants.
Permits: Other	CU+2	P	Paper Electronic	GC34090	Permit to Operate Water System. Approved Variances per SWRCB. Encroachment Permit. May depend on terms of state or federal agency. CA Dept of Public Health. Orange County Public Works.
Rates	S+2	S+2	Paper Electronic	GC34090	
Reports, Conservation	CU+2	CU+2	Paper Electronic	GC34090	
Reports, Consumption	CU+2	CU+2	Paper Electronic	GC34090	
Reports, Public Education	CU+12	CU+12	Paper Electronic	40 CFR 141.91	Compliance documentation.
Reports, Quality Parameters	CU+12	CU+12	Paper Electronic	40 CFR 141.91	Compliance documentation.
Reports, Sanitary Surveys	CU+10	CU+10	Paper Electronic	40 CFR 141.33	Statistics, reports, correspondence.
Reports, Source Water	CU+12	CU+15	Paper Electronic	40 CFR 141.91	Compliance documentation, e.g. lead & copper.
Surveys, Water System Sanitary	CU+10	CU+10	Paper Electronic	40 CFR 141.33	Statistics, reports, correspondence.

Records Series	SOS Retention	City Retention	Media	Statutory Requirement	Description
Tests, Quality	CU+12	P	Paper Electronic	40 CFR 141.91	Compliance documentation including but not limited to sampling data, analysis, reports, surveys, documents, evaluation, schedules, and valves.
Value Main Records	P	P	Electronic	GC34090	
Violations, Drinking Water	CU+3	P	Paper Electronic	40 CFR 141.33	Retention applies to each violation. All violation records kept permanently for research value.

APPENDIX A

ADMINISTRATIVE REGULATION 1.7

STORAGE AND DESTRUCTION OF RECORDS AND OTHER MATERIALS

PURPOSE: To provide information concerning the procedures for storage of off-site records and destruction of records.

REGULATION:

1. Off-Site Records

Off-site records storage is coordinated by the **City Clerk's Office**. See attached procedure that must be followed for storing records at the Central Stores warehouse at the City's Municipal Services Center, and for destroying on-site and off-site records.

2. Other Materials

To store any non-paper Department records, a written request shall be processed to the **Purchasing Division** stating the following:

- a. Type of material to be stored.
- b. Estimated space required.
- c. Duration of storage.
- d. Number of boxes to be stored.

3. All material to be stored shall be placed in standard storage boxes.

4. Because of the limited space available, departments will periodically evaluate items in storage and discard or remove outdated or irrelevant materials.

5. No paper documents should be permanently stored off-site. All documents deemed permanent by the City's current retention schedule should be scanned and electronically maintained per the City Clerk/City Attorney's approval or permanently maintained elsewhere, as the Public Works warehouse is not meant for permanent storage.

6. Any destruction of records must follow the records destruction approval procedure adopted by City Council resolution and described in Page 2.

March 3, 2023

Date



Lisa Kim
City Manager

**STORAGE AND DESTRUCTION OF RECORDS AND
OTHER MATERIALS**

**1.7
PAGE 2 OF 8**

City of Garden Grove
City Clerk's Office

OFF-SITE/ON-SITE STORAGE OF RECORDS

Procedures

PREPARE

1. Prepare the documents for storage by:
 - Using standard storage/banker-type boxes w/lids (do not tape lids to boxes). Please do not overfill the boxes. Boxes should only be filled $\frac{3}{4}$ of the way. You should be able to lift the box over your head.
 - Label one end of the box using the record name listed in the Retention Schedule. The Retention Schedule can be accessed on the City Clerk's page on the City's Intranet. Include the date of the records and the destruction date. (Example #1)
 - Create a contents sheet for each box with the following information (Example #2):
 - Name of Department
 - Box Number
 - Destruction Date. **All records must have a destruction date listed.** (Use Records Retention Schedule to determine date).
 - General Description of Records inside of the box including the date of the records. **Be sure to note which record title the records fall under per the retention schedule.**
 - Make three (3) copies of the contents sheet for the following:
 - Place one copy inside the box
 - Attach one copy to your memo requesting off-site storage
 - Keep one copy for your records

PICK-UP

2. Email the Records Coordinator requesting storage of prepared records (with content sheets attached). Be sure to include the number of boxes to be stored. (Example #3)
3. After receiving your request, the Records Coordinator will check on space availability at the storage areas. You will be notified if space is available.
4. The Records Coordinator will generate the Public Works work order to transfer your records to the on or off-site storage area. **(Records shall not be sent without approval from the Records Coordinator.)**

STORAGE

5. After receiving the request, warehouse staff or the Records Coordinator will contact you to schedule a date for pick-up. **Please note: Each department/division is responsible for loading, or arranging for loading, their boxes on the shelves at the warehouse.** Please make sure you have staff available to load boxes on the shelves the same day they are picked up. Before going to the warehouse, please make sure that staff picks up the key to the files from the Record Coordinator. Department records will be stored until the destruction date.

DESTRUCTION

Off-Site

6. Off-site records are not destroyed automatically. As part of the City Clerk's consistent assessment of storage, Department Directors will receive a Notice of Destruction Docusign email (Example #4 & #5) that indicates the Records at the Public Works warehouse are ready to be destroyed. The Director must electronically sign this form, as well as the Records Coordinator, Custodian of Records (City Clerk), and the City Attorney before the records are legally authorized to be destroyed.

In-House

1. Destruction of in-house (within City Hall/other City buildings) department records must be initiated by the Department and a request email must be sent to the Records Coordinator including a digitally filled out Certificate of Destruction. A Blank Certificate of Destruction can be found on the City Clerk's page on the City's Intranet. Please leave this document unsigned. (Example #5)
2. The Records Coordinator will process the provided Certificate of Destruction through Docusign and route for the necessary electronic signatures from the department, City Clerk's Office, and the City Attorney
3. Once approved, the Department will receive a digital copy of their completed certificate notifying them that the records are ready to be destroyed

NOTE: If no confidential/sensitive information is contained on the records being destroyed, they can be recycled and disposed of upon approval of the Certificate of Destruction. If any records are deemed to have sensitive information, they are required to be shredded. This can be done in one of two ways:

- a. Records can be placed throughout the shredding boxes located within City Hall that are picked up once a month. No additional charges will be incurred by the department
- b. Records can be arranged to be picked up and shredded by a third party and will result in additional charges for the department. This cost will be determined per box at the time of destruction by the shredding company

STORAGE AND DESTRUCTION OF RECORDS AND OTHER MATERIALS

1.7 ATTACHMENT

Example # 1

Name of Department

Box Number

Destruction Date

Records	File Date

Note: You don't have to use a table, a list will do.

OR

Name of Department

Box Number

Destruction Date

(Name of records should match the description of records on the City's retention schedule)

2010-2011 Accounts Payable Invoices

"A" - "B"

STORAGE AND DESTRUCTION OF RECORDS AND OTHER MATERIALS

1.7 ATTACHMENT

Example # 2

Name of Department

Box Number

Destruction Date

A list of files contained in the box

2005-2006 Accounts Payable Invoices A-B

(The above description of records should match the similar title on the City's retention schedule)

A-1 Fence, Inc.
ACCO Engineered Systems, Inc.
Action Door Repair Corp.
Action Towing
Advanced Equipment Corp.
Air-Ex Air Conditioning, Inc.
All County Environmental
Barrett Consulting
Best of Best Events, Inc.
Betance Enterprises, Inc. dba All Cities Fence Co.
Bound Tree Medical Products

**STORAGE AND DESTRUCTION OF RECORDS AND
OTHER MATERIALS**

**1.7
ATTACHMENT**

Example # 3

Example Email Request for Storage

To: City Clerk's Office (cityclerk@ggcity.org)

Subject: Off-Site Record Storage for (Department)

We are requesting that nine (9) boxes of (Division/Department) files be placed in storage. The boxes are clearly labeled and enclosed in each box a list of files it contains. Copies of the lists are attached to this email for your records.

Thank you,
(Employee Name)

**STORAGE AND DESTRUCTION OF RECORDS AND
OTHER MATERIALS**

**1.7
ATTACHMENT**

Example # 4

City of Garden Grove

NOTICE OF DESTRUCTION FOR OFF-SITE RECORDS

To: Department Director

The files listed on the attached Records Disposal Authorization Certificate are ready for destruction. In accordance to the City's Authorized Retention Schedule and the State of California Government Code (Section 34090), the records have either been scanned and electronically maintained or stored the maximum amount of time required.

Please electronically sign the attached forms in the "Department Approval" box and mark the box on the certificate, which indicates the type of destruction required for your records. Please note that if the records have any sensitive information, the records will need to be shredded. If no sensitive information is contained, they can be recycled with no charge to the department. If you choose to have your records shredded, your department will be charged for a shredding company to shred the documents.

The City Clerk's Office is available to answer any questions you have regarding this process. After the Records Disposal Authorization Certificate receives full approval, we will destroy the records, and will notify you when destruction is complete.

I appreciate your prompt action in processing this certificate.

By: (NAME)
Records Coordinator

Attachment: Records Disposal Authorization Certificate(s)

STORAGE AND DESTRUCTION OF RECORDS AND OTHER MATERIALS

1.7 ATTACHMENT

Example # 5

**CITY OF GARDEN GROVE
RECORDS DISPOSAL AUTHORIZATION CERTIFICATE**

TO: City Attorney _____ DATE: _____

_____ requests authority to destroy the following records:

FILE or BOX NO.	RETENTION PERIOD	DESCRIPTION OF RECORDS	NUMBER OF BOXES	STORED (YEARS)

REASON FOR DESTRUCTION
These records have been stored as per adopted records retention schedule and per governmental code requirements

DESTRUCTION DATE: as soon as approved

Method of Destruction: Shred Recycle

<p>DEPARTMENT APPROVAL: Recommended by: _____ (Staff's Signature) Approved by: _____ (Director's Signature) Forward to: City Clerk</p>	<p>CITY CLERK REVIEW: Recommended by: _____ (Records Specialist Signature) Approved by: _____ (City Clerk's Signature) Forward to: City Attorney</p>	<p>CITY ATTORNEY CONSENT: Consent is hereby given to destroy the records enumerated above. By: _____ (City Attorney's Signature) Return to CITY CLERK</p>
---	---	--

PHYSICAL DESTRUCTION DATE: _____ BY: _____