

CITY OF HUGHSON
CITY COUNCIL
RESOLUTION NO. 2020-22

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HUGHSON
UPDATING THE CITYWIDE RECORDS MANAGEMENT PROGRAM, ADOPTING AN
UPDATED RECORDS RETENTION SCHEDULE, AND RESCINDING RESOLUTION
NO. 88-34 (ESTABLISHING A RECORDS MANAGEMENT PROGRAM AND A
RECORDS RETENTION SCHEDULE)**

WHEREAS, the purpose of this Resolution is to provide direction to City Officials, employees, contractors, and volunteers for the proper and efficient management of City of Hughson business records consistent with the requirements of State Law including the California Government Code Sections 6250 et seq. "Public Records Act"; and

WHEREAS, the California Government Code Section 34090 et seq. sets forth certain legal requirements relating to the retention of certain municipal records and provides a procedure whereby City records that have served its purpose and are no longer required may be destroyed; and

WHEREAS, the City Attorney finds that the attached Records Retention/Disposition Schedule complies with Federal and State statutes; and

WHEREAS, the update of the City's established Records Management Program and Records Retention/Disposition Schedule will facilitate the orderly and efficient transfer, retention, and disposition of the records of the City of Hughson in responsible and timely manner.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Hughson does hereby declare, determine, and order as follows:

Section 1. Resolution No. 88-34 (Establishing a Records Management Program and Records Retention Schedule) is hereby rescinded.

Section 2. The City Council finds that the Records Retention/Disposition Schedule set forth in Exhibit "A", attached hereto and incorporated by reference, is hereby adopted.

Section 3. The specific department identified as the Department of Record on said Records Retention/Disposition Schedule is hereby designated as the Custodian of those records, and as such, shall be responsible for the safekeeping and production of those records.

Section 4. The City Clerk and City Attorney are directed to review these schedules periodically and present revisions to the City Council as may be necessary to keep retention information current and records efficiently maintained.

Section 5. Ownership of City Records: All writings containing information relating to the conduct of the City's business prepared, owned, used, or retained by the City regardless of physical form or characteristics are the property of the City and shall be delivered by outgoing officials, employees, contractors, or volunteers to their successors.

Section 6. Responsibilities:

- A. City Council. The ultimate approval of policies for the keeping, producing, permitting copies, and management of all records of the City shall rest with the City Council.
- B. Officers and Employees. Each officer, employee, contractor, or volunteer of the City has the duty to protect, preserve, store, transfer, destroy or otherwise dispose of, use, and manage City records in accordance with applicable Federal or State laws or such rules as may be approved by the City Council.
- C. City Attorney. The duty of the City Attorney shall be to review and approve department retention and destruction schedules and approve the destruction of original City records in accordance with Federal and State laws and City regulations.
- D. City Clerk. The duty of the City clerk shall be to manage the Citywide Records Management Program for the City pursuant to applicable statutes and the approved City Council program. The City Clerk may, for proper and efficient management of City records:
 - a. Establish procedures, policies and effective controls for using, maintaining, protecting, storing, and destroying records on a Citywide bases;
 - b. Advise, direct, and assist City departments in the preparation of records inventories and retention periods and make recommendations to the City Attorney;
 - c. Maintain a designated, official records center or contract for offsite storage to house records no longer required in active office areas, but which require further retention for legal or operating reasons; and maintain an index of all records stored in the records center;
 - d. Maintain an archive to protect records of historic nature which should not be destroyed;

- e. Advise and assist City departments reviewing and selecting records to be transferred to the records center or archives;
 - f. Advise and assist City departments in conducting surveys, studies, and investigations to promote a proper and efficient Records Management Program for the City;
 - g. Develop and maintain procedures for the protection of City records against natural or other disasters;
 - h. Develop and provide individual and Citywide employee training on the City's Records Management Program; and
 - i. Approve the destruction of original City records in accordance with the approved Citywide Records Retention/Disposition Schedule.
- E. City Departments. Each City department shall establish and maintain an active, continuing program for the economical and efficient management of records of the department within the structure of the Council adopted Citywide Records Management Program. Such program shall, among other things, provide for:
- a. Effective controls over the creation, maintenance, and use of records utilized in the conduct of business;
 - b. Maintenance, security, and protection of records deemed appropriate for preservation;
 - c. Segregation and proper disposal of records in accordance with the established Records Retention/Disposition Schedule.

Those records which are not required in the current operation of the office where the records are made or kept shall be transferred to 1) the records center until they have met specific retention requirements and then may be destroyed; or 2) the official archives, so records may be insured permanent preservation.

Section 7. Destruction of City Records. The records of the City of Hughson as set forth in the approved Records Retention/Disposition Schedule are hereby authorized to be destroyed as provided by Government Code Section 34090 and in accordance with the provisions of said schedule without further action by the City Council, provided that

no records may be destroyed pursuant to said schedule without the prior written approval of the Department Head, City Attorney and City Clerk.

Section 8. Updates to Records Retention/Disposition Schedule:

The City Clerk is hereby authorized with the consent of the City Attorney to modify the Records Retention/Disposition Schedule on a biennial basis. The changes will be brought to the City Council for approval.

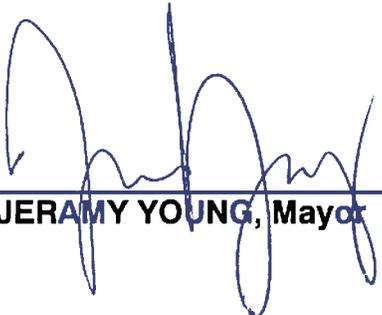
PASSED AND ADOPTED by the City Council of the City of Hughson at a regular meeting held on this 8th day of June 2020, by the following roll call vote:

AYES: MAYOR YOUNG, BUCK, HILL, BAWANAN, CARR

NOES: NONE.

ABSTENTIONS: NONE.

ABSENT: NONE.



JERAMY YOUNG, Mayor

ATTEST:



ASHTON GOSE, Deputy City Clerk

CITY OF HUGHSON - RECORDS RETENTION/DISPOSITION SCHEDULE

Adopted , 2020 - Resolution No. XX-XX

EXHIBIT A

		RETENTION PERIODS			FORMAT	VITAL DoR		REMARKS	CITATION
		ACTIVE	INACTIVE	TOTAL	See legend on last page				See legend on last page
		C	--	C	--	--		It is the policy of the City of Hughson that copies distributed to various departments for informational purposes and drafts, notes, or interagency or intra-agency memoranda that are not retained by the public agency in the ordinary course of business may be destroyed by the departments when they are no longer useful for reference.	GOV 6254(a) (drafts); GOV 34090.7 (copies)
100	GENERAL ADMINISTRATION								
101	OFFICE MANAGEMENT & REFERENCE								
101	-01 General Information	C	--	C+2	E HC	--	Various		GOV 34090
101	-02 Correspondence - Chronological Files	C	2	C+2	E HC	--	Various	Originating Department	GOV 34090
101	-03 Citywide Policies/Procedures	C	2	C+2	E	--	Various	Note: This does not include area specific policies and procedures. For those see the appropriate function (e.g. 200, 600, 800, etc). Includes reference materials: such as Help aids, Tutorials, and Software and Hardware Training Manuals	GOV 34090
101	-04 Staff Meeting Notes	C	--	C	E HC	--	Various	Inter-agency memoranda not retained in the ordinary course of business	GOV 6254(a)
101	-05 In-House Committees	C	3	C+3	E HC	--	Various	May be kept for research/historic purposes	GOV 34090
101	-06 Departmental Analysis & Reports	C	--	C+5	E HC	--	Various	e.g. reorganization and transformation info, department and division mission statements, visions, drivers, initiatives, etc.	GOV 34090
101	-07 Press Releases and Social Media	C	2	C+2	E	--	Various	Media releases, posts to official social media accounts (Facebook, Twitter, Instagram, YouTube, Pinterest, Flickr, NextDoor, etc.)	GOV 34090
101	-08 General Subject Files	C	2	C+2	E HC	--	Various	Internal working files	GOV 34090(d)
101	-09 Customer Response Management	2	--	2	E HC	--	Various	Correspondence, audio recordings, and staff memos regarding suggestions, complaints, and feedback from community	GOV 34090
101	-10 Professional Associations	2	--	2	E HC	--	Various	(I.e. IIMC, CCAC, ICMA)	GOV 34090
101	-11 Community Organizations	2	3	5	E HC	--	Various	(i.e. Business Associations)	GOV 34090
101	-12 Community Promotions	C	3	C+5	E HC	--	Various	(I.e. Communications & Outreach info, surveys, City Focus, Community Connections)	GOV 34090
101	-13 Publications from Outside Agencies	C	--	C	E HC	--	Various	Not in City's control (not a public record)	GOV 34090
102	FORMS & PUBLICATIONS MANAGEMENT								
102	-01 General Information	2	--	C+2	E HC	--	Various		GOV 34090
102	-02 Blank Forms	C	2	C+2	E HC	--	Various	Templates/forms are considered preliminary drafts exempt from disclosure	GOV 6254(a)
102	-03 Mailing Labels	C	--	C	E	--	Various		GOV 34090
102	-04 Document Templates	C	--	C+2	E	--	Various	Templates are considered preliminary drafts exempt from disclosure	GOV 6254(a)
103	RECORDS MANAGEMENT								
103	-01 General Information	C	--	C+	E HC	--	Various	Damaged records assessment reports, Records disaster recovery worksheets (for records that are recoverable)	GOV 34090
103	-02 Certificates of Destruction	2	P	P	E HC	yes	Various	Authorization to destroy obsolete records, Authorization to destroy unrecoverable damaged records	GOV 34090.5
103	-03 Retention Schedules	C	4	C+4	E HC	yes	Various		GOV 34090; CCP 343
103	-04 Records Management Policies/Procedures	C	--	C	E HC	yes	Various	Keep until superseded.	GOV 34090
103	-05 Inventory, Records	C	2	C+2	E	yes	Various	Inventory of inactive records holdings & location	GOV 34090
103	-06 Public Records Request	C	2	C+2	E HC	--	CA		GOV 34090
104	INFORMATION SYSTEMS								
104	-01 General Information	C	--	C+2	E HC	--	IR		GOV 34090
104	-02 Internet, World Wide Web	C	2	C+2	E	--	CM	Management/Policies & supporting documentation	GOV 34090

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CITY OF HUGHSON - RECORDS RETENTION/DISPOSITION SCHEDULE

Adopted , 2020 - Resolution No. XX-XX

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104	-03	Inventory, Information Systems	C	2	C+2	E D HC	yes	IR	Hardware/Software Inventory logs; systems manuals	GOV 34090
104	-04	Program Files and Directories	C	--	C	E	yes	Various	Backup tapes - not a record	GOV 34090.7
104	-05	Network Information Systems (LAN/WAN)	C	4	C+4	E HC	yes	IR	Configuration maps & plans	GOV 34090; CCP 337.2; CCP 343
104	-06	Intraweb	C	2	C+2	E	--	CM	Internal communications, management/policies & supporting documentation	GOV 34090
104	-07	Software Program Management	C	2	C+2	E HC	--	IR		GOV 34090
104	-08	Application Integrations	C	2	C+2	E HC	--	IR		GOV 34090
104	-09	Technology	C	2	C+2	E HC	--	IR		GOV 34090
104	-10	Business Process Workflows	C	2	C+2	E HC	--	IR		GOV 34090
104	-11	City Software Design Documents	C	2	C+2	E HC	--	IR	Includes functional specifications, technical specifications, and user acceptance docs - kept until software is no longer in use	GOV 34090
105		PRINTING & POSTAGE								
105	-01	General Information	C	--	C+2	E HC	--	Various		GOV 34090
105	-02	Printing/Reproduction	C	2	C+2	E HC	--	Various		GOV 34090
105	-03	Postal/Mailing	C	2	C+2	E HC	--	IR		GOV 34090
106		TELECOMMUNICATIONS								
106	-01	General Information	C	2	C+2	E HC	--	Various	These are not broadcasted files; these are City documents relative to these subjects	GOV 34090
106	-02	Cable Television	C	2	C+2	E HC	--	Various	These are not broadcasted files; these are City documents relative to these subjects	GOV 34090
106	-03	Telephone Carriers, Antennae and Telephone Services	C	2	C+2	E HC	--	Various	These are not broadcasted files; these are City documents relative to these subjects	GOV 34090
106	-04	Public Education and Government Cable Television	C	2	C+2	E HC	--	Various	These are not broadcasted files; these are City documents relative to these subjects	GOV 34090
106	-05	Institutional Network Services	C	2	C+2	E HC	--	Various	These are not broadcasted files; these are City documents relative to these subjects	GOV 34090
106	-06	Media Information	C	2	C+2	E HC	--	Various	Media contact information	GOV 34090
106	-07	Emergency Communications Systems	C	2	C+2	E HC	--	Various	(e.g. Narrowbanding equipment)	GOV 34090
200		COMMUNITY DEVELOPMENT								
201		DEVELOPMENT ADMINISTRATION								
201	-01	General Information	C	--	C+2	E HC	--	CD		GOV 34090
201	-02	Development Bonds	C	10	C+10	E HC	yes	FF	Housing; industrial development GC43901 requires that you list publications requirements before destroying. All destruction must be approved by City Attorney. A development bond is what a developer posts to insure that required public improvements (roads, curbs, gutters, sidewalks, schools, etc) are built. BONDS INSURING REAL PROPERTY MUST BE RETAINED PERMANENTLY. See Insurance Bonds	GOV 34090; GOV 43900; CCP 337.5
201	-03	Security Bonds	C	2	C+2	E HC	yes	FF	Documentation created/received in connection with performance of work/services for parcel maps & subdivision work.	GOV 34090; GOV 43900; CCP 337.5
201	-04	Development Conditions & Development Agreement Supporting Materials	C	P	P	E	yes	CD	Mitigation measures; filed with case files. Supporting documents for development agreement filed here; Executed development agreements are also kept permanently.	GOV 65868.5; CCP 337.15

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201	-05	Development Standards			C	P	P	E HC	--	CD	Landscape medians, parkway landscape development	GOV 34090(a)
201	-06	Community Development Block Grants (CDBG)			Au	5	Au+5	E	yes	CD	Applications, reports, supporting documents	24 CFR 570.502(a)(7), 2 CFR 200.333; OMB cir A-102, A-110, A-28
201	-07	Land Uses, Nonconforming			2	P	P	E HC	yes	CD	Building or site usage which does not conform to current standards	GOV 34090(a)
201	-08	Maps & Plats			C	P	P	E	yes	Various	Engineering & field notes & profiles; cross-section of roads, streets, right of way maps, bridges; annexations, deannexation parks, tracts, block, storm drains maps, water easement maps, etc.	HSC 19850; GOV 34090(a)
201	-09	Plans - Regulatory			C	P	P	E	yes	CD	Master Plans, General Plans & Elements to General Plan, Area Plans, Local Coastal Plans, Land Use Plans, Zoning Ordinance, Zoning Maps, Zoning Text Amendments, Plans, Drawings, Exhibits, and Photos	GOV 34090(a); GOV 65106; GOV 50110; HSC 19850
201	-10	General Plan Amendments			C	3	C+3	D E HC	yes	CD	Includes approved and denied	GOV 34090(a); GOV 65106; GOV 50110
201	-11	Development Impact Fees			C	P	P	D	yes	CD		GOV 34090(a); CCP 337.15
201	-12	Studies, Special Projects & Areas			C	2	C+2	E HC	--	Various	Engineering joint powers, noise, traffic impact studies, circulation, archeological artifacts	GOV 34090(a)
201	-13	Americans with Disabilities Act (ADA) Action			C	2	C+2	E HC D	--	Various		GOV 34090
202	BUILDING											
202	-01	General Information			C	--	C+2	E HC	--	CD		
202	-02	Building Permits and Plans (Includes construction permits. Does not include other permits such as encroachment or excavation, temporary usage)			C	P	P	E D HC	yes	CD	Issued and final permits, plans and associated documents. Official copy of the plans of every building, during the life of the building for which the City issued a building permit (New commercial and residential construction, tenant improvements, room additions, spa, signs, block wall, remodels)	GOV 34090(a); 4003; 4004; H&S 19850; 19853
202	-03	Projects in Plan Check			C	2	C+2	D HC	--	CD	Retain for 2 years after plan check expires	GOV 34090
202	-04	Projects in Plan Check SC			1	1	C+2	D HC	--	CD	Contracted work for Sand City - Destroy two years after permit is issued	GOV 34090
202	-05	Code Books			C	P	P	E HC	yes	CD	National Electrical Code, Uniform Building, Fire, Mechanical, Plumbing & Supplements - Keep until superseded	GOV 34090(e)
202	-06	Contractors			C	--	C	D	yes	CD	Current list-contractor database is contained within Infor software	GOV 34090
202	-07	Structural Calculations			C	--	C+2	E HC	--	CD	Destroy two years after building permit is finalized	HSC 19850
202	-08	Residential Property Inspections			C	P	P	E HC D	yes	CD	Residential property inspections. Destroy paper after scanning.	GOV 34090.5; HSC 19850
202	-09	Inspection Logs			C	5	C+5	E HC	yes	CD	Daily inspections, building activity, daily, plan check, utility	GOV 34090
202	-10	Complaint File			C	7	C+7	D E	--	CD	Confidential complaints	42 USC 1983
202	-11	Building Inspection Services/Case Files			C	2	C+2	D E HC	--	CD	Building, housing, mobile home code violation records including inspections; public nuisance, citations.	GOV 34090
202	-12	Seismic Retrofit			P	P	P	D E HC			Includes certificates of compliance	GOV 34090(a)

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203	PUBLIC WORKS							
203 -01	ENGINEERING							
203 -02	General Information	C	2	C+2	D E HC		GOV 34090	
203 -03	Construction Tracking	C	10	C+10	D E HC		Construction management held for 10 years after notice of completion filed CCP 337.15	
203 -04	Engineering Design, Drawings, Traffic Control and Plans	C	P	P	D E HC		Includes street design GOV 34090(a)	
203 -05	Flood Control/Storm Drains	C	2	C+2	D E HC		Storm Drains GOV 34090(a)	
203 -06	Special Districts (includes Community Services Districts)	C	P	P	D E HC		Supporting documents re improvement, lighting, underground utility, bonds, taxes and construction (e.g., CSD, LLD) GOV 34090(a)	
204	PLANNING							
204 -01	General Information	C	--	C+2	E HC	-- CD	GOV 34090	
204 -02	Case / Project Files	C	P	P	D E HC	yes CD	Planning & Zoning. Pertains to real property. May include blueprints, drawings, maps, plans, reports, correspondence, uses, variances, studies, appeals, compliance certificates. Includes rezoning of properties, historic preservation address files, mobile food vending for specific locations and permits only, and planning alcohol permits / uses and redevelopment / urban renewal projects, parking adjustments, lot line adjustments, preliminary, tentative and final maps; subdivision agreements filed under 704. GOV 34090(a); GOV 4003; GOV 4004; HSC 19850	
204 -03	Sample materials submitted with projects for approval	C	2	C+2	S	-- CD	Roof, glass, paint, etc. samples - keep as long as project is in approval process plus 2 years. Original is then scanned or photographed, original destroyed, and photo or scan filed in project file. GOV 34090	
204 -04	Broad policies or topics not tied to specific address	C	P	P	D E HC	yes CD	May include blueprints, drawings, correspondence, reports or studies, and staff reports. (I.e. awnings, mansions, lighting), water allocation charts GOV 34090; HSC 19850	
205	STREETS - TRAFFIC							
205 -01	General Information	2	--	2	E HC	-- PW	Traffic ordinances relative to streets (e.g. weight maximum) GOV 34090	
205 -02	Abandonment/Vacations	2	P	P	E HC	-- PW	Supporting documentation and includes temporary construction easements GOV 34090(a)	
205 -03	Street Openings and Closures	2	P	P	E HC	-- PW	GOV 34090	
205 -04	Easements, Dedications, Rights of Way, and Other Access Agreements	2	P	P	E HC	-- PW	Supporting documentation, includes emergency access and alternate access routes GOV 34090	
205 -05	Field Books	2	P	P	E HC	-- PW	GOV 34090	
205 -06	Intersection Records	C	2	C+2	E HC	-- PW	Includes correspondence, volume counts, accidents GOV 34090	
205 -07	Inventory, Traffic Control Device	C	2	C+2	D E HC	-- PW	Signs, lights, add or remove stop signs GOV 34090	
205 -08	Landscaping	C	2	C+2	D E HC	-- PW	Plants, tree maintenance, work orders GOV 34090	
205 -09	Lighting	C	2	C+2	D E	-- PW	Maintenance, work orders GOV 34090	
205 -10	Maintenance/Operations	C	2	C+2	D E	-- PW	Work orders, inspection, repairs, cleaning, reports, striping, etc GOV 34090	
205 -11	Traffic Operations	C	P	P	E HC	-- PW	Fire hydrants, lighting districts, wheel chair ramps, storm drains, streets, sidewalks GOV 34090	

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205	-12	Traffic Studies	C	10	C+10	E HC	--	PW	Includes analyses and surveys that are studies	GOV 34090
205	-13	Encroachment Permits	C	P	P	D E	yes	IR Various	Encroachment permits, street opening permits, driveway permits	GOV 34090(a); HSC 19850
205	-14	Excavation Permits	C	2	C+2	E HC			Excavations, road, street, sidewalks and curb alterations	GOV 34090(d)
205	-15	Other Permits	C	2	C+2	D HC	--	PW	Improvement, oversize load, parking, paving, temporary street banners	GOV 34090
205	-16	Street Naming and Numbering	2	P	P	D	yes	PW		GOV 34090; GOV 34090(a)
205	-17	Speed Limits	C	2	C+2	E HC	--	PW	Engineering & Traffic Surveys	GOV 34090
205	-18	Traffic Safety	C	2	C+2	E HC	--	PW	Drivers Education, pedestrian safety, crosswalks, bicycle lanes, traffic calming, safe routes to school, school circulation	GOV 34090
205	-19	Bridges & Overpasses	C	2	C+2	E HC	--	PW	Life of structure	GOV 34090
205	-20	Inspection	C	2	C+2	D E HC	--	PW	Includes intersection, sidewalks, bridges and overpasses - keep for the life of structure	GOV 34090
205	-21	Traffic Count - Traffic Data	C	7	7	E HC	--	PW	Evaluation of traffic volume, Counts for ADT/Segments, turning movements, bike and pedestrian, LOS Calcs, queuing, speed data, collision data, historical trends, origin destination	GOV 34090
205	-22	Collision Data	C	2	C+2	D	--	PW	Collision database and related information	GOV 34090
205	-23	Truck Routes & Oversized Vehicles	C	2	C+2	HC	--	PW		GOV 34090
205	-24	Traffic Signs	C	2	C+2	D E HC	--	PW	Log books, index register cards, inventory	GOV 34090
205	-25	Traffic Signals	C	2	C+2	D E HC	yes	PW	Logs, drawings, wiring diagrams, codes, circuits, installation records, testing & maintenance, traffic signal system, fiber optic comms, timing plans, special event timing, signals, lighted crosswalk warning, flashing beacons, dynamic message signs, signals for other jurisdictions	GOV 34090
205	-26	Traffic Stripes and Markings	C	2	C+2	D E HC	yes	PW		GOV 34090
205	-27	Temporary Traffic Control	C	2	C+2	D E HC	yes	PW		GOV 34090
205	-28	Traffic Calming	C	2	C+2	D E HC	yes	PW		GOV 34090
206		UTILITIES								
206	-01	General Information	2	--	2	HC	--	PW		GOV 34090
206	-02	Facilities	C	2	C+2	HC E	--	PW	If City owned	GOV 34090
206	-03	Gas & Electric Rates	C	2	C+2	HC	--	FF		GOV 34090
206	-04	Underground	2	P	P	HC	yes	PW		GOV 34090; GOV 4003; GOV 4004; HSC 19850
206	-05	Water Utilities	2	P	P	HC	yes	PW		GOV 34090
207		MAPPING								
207	-01	General Information	2	--	2	HC	--	PW		GOV 34090
207	-02	GIS System	C		C	D	--	PW		GOV 34090
207	-03	Aerial Photos	C	10	C+10	D E HC	--	PW		GOV 34090
207	-04	Street Names and House Numbers	P	P	P	D E HC			Street dedications, closings, address assignment/changes	GOV 34090(a)
208		ENVIRONMENTAL QUALITY								
208	-01	General Information	C	--	C+2	E HC	--	Various		GOV 34090
208	-02	Air Quality (AQMD)	C	7	C+7	E HC	--	CD	Participants, voucher logs, total daily mileage survey (TDM), commute alternative	CCP 338(k); GOV 34090

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208 -03	Asbestos	C	P	P	E HC	--	PW	Abatement projects, public buildings	GOV 34090(a)
208 -04	California Environmental Quality Act (CEQA)	C	P	P	D E HC	yes	CD	Exemptions, Draft & Final EIRs, mitigation monitoring, negative declaration, notices of completion and determination, comments, statements of overriding consideration	GOV 34090(a); CEQA Guidelines
208 -05	Congestion Management	C	2	C+2	E HC	--	PW	Ride sharing, trip reduction	GOV 34090(d)
208 -06	National Environmental Policy Act (NEPA)	C	2	C+2	D E HC	--	CD	Correspondence, consultants, issues, conservation (e.g. oil leases on outer continental shelf)	GOV 34090(d)
208 -07	Soil	C	2	C+2	E HC	--	CD	Analysis, construction recommendations	GOV 34090(d)
208 -08	Soil Reports (Final)	C	P	P	E HC	yes	CD		GOV 34090(d); CCP 338.1
208 -09	Review of EIRs not under City Jurisdiction	C	2	C+2	E HC	--	CD	City Review and comments on projects by other jurisdictions - exemptions, EIRs, mitigation monitoring, negative declaration, notices of completion and determination, comments, statements of overriding consideration	GOV 34090(d)
208 -10	Traffic Impacts	C	P	P	D E HC	--	CD		GOV 34090(d)
208 -11	Green House Gas Emissions	C	P	P	D E HC	--	CD	Climate Action Plan	GOV 34090(d)
209	REGIONAL PLANNING								
209 -01	General Information	C	--	C+2	E HC	--	CD		GOV 34090
209 -02	County General Plan	C	--	C	E HC	--	CD	Hughson is not the Agency of record	GOV 34090
209 -03	General Plans Other Cities	C	--	C	E HC	--	CD	Hughson is not the Agency of record	GOV 34090
209 -04	LAFCO	C	--	C+2	E HC	--	CD	General Information, actions involving the City	GOV 34090
210	PROPERTY								
210 -01	General Information	C	--	C+2	E HC	--	CD		GOV 34090
210 -02	Abandonment	2	P	P	D E HC	yes	CD	Buildings, Condemnation, Demolition	GOV 34090(a)
210 -03	Acquisition / Disposition of Property	C	P	P	E HC	yes	CD	Supporting documents of sale, purchase, or exchange, lease or rental of property by the City	GOV 34090(a); GOV 6254;
210 -04	Annexations / Deannexations	2	P	P	E HC	yes	CD	Reports, agreements, public notices	GOV 34090(a)
210 -05	Appraisals	C	2	C+2	E HC	yes	CD	Exempt from disclosure until final acquisition or contract agreement obtained	GOV 34090; GOV 6254(h)
210 -06	Deeds and Promissory Notes	C	P	P	E HC				GOV 34090(a)
210 -07	Property taxes	C	2	C+2	E HC	--	Various		GOV 34090
210 -08	Maps, City Boundary	C	P	P	E HC	yes	CD	Recorded maps, surveys, monuments, includes neighborhood association boundaries	GOV 34090(d)
210 -09	Lot Splits and Lot Mergers	C	P	P	E HC	yes	CD		GOV 34090
210 -10	Relocation Files	C	2	C+2	E HC	--	CD		GOV 34090
211	HOUSING								
211 -01	General Information	C	--	C+2	E HC	--	CD		GOV 34090
211 -02	Bonds	C	4	C+4	E HC			Revenue Bond Documentation	CCP 337
211 -03	Programs	C	5	C+5	E HC	yes	CD	Includes housing authority strategy, housing bond advisory, HOME, In-lieu housing mitigation, low/moderate housing, housing assistance, etc.	24 CFR 570.502(a)(7), 2 CFR 200.333; OMB cir. A-102, A-110
211 -04	Homelessness	C	2	C+2	E HC	--	Various		GOV 34090
212	ECONOMIC DEVELOPMENT								
212 -01	General Information	C	--	C+2	E HC	--	CD	Includes correspondence	GOV 34090
212 -02	Reserved								

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		RETENTION PERIODS			FORMAT	VITAL DoR		REMARKS	CITATION
		ACTIVE	INACTIVE	TOTAL	See legend on last page				See legend on last page
212	-03	Economic Development Strategies & Business Recruitment	C+2	5	C+7	E HC	--	CD	GOV 34090
213		HISTORIC PRESERVATION PROGRAM							
213	-01	General Information	2	--	2	E HC	--	CD	GOV 34090
213	-02	Historic Surveys	C	5	C+5	E HC	--	CD	Historic Preservation Grants GOV 34090
213	-03	Archives	2	P	P	E HC	--	CD	GOV 34090
213	-04	Historic Master Plan	C	P	P	E HC	yes	CD	GOV 34090
213	-05	Historic Property Tax Incentive Program - Mills Act	C	5	C+5	E HC	--	CD	GOV 34090
213	-06	Historic Adobes and Other Historic Buildings	2	P	P	E HC	--	CD	GOV 34090
213	-07	Historic Preservation Districts	C	P	P	E HC	--	CD	GOV 34090
213	-08	National Register	C	P	P	E HC	--	CD	GOV 34090
213	-09	Historic Remains	C	P	P	E HC	--	CD	GOV 34090
300		COMMUNITY SERVICE PROGRAMS							
301		RECREATION ADMINISTRATION							
301	-01	General Information	2	--	2	E HC	--	PR	GOV 34090
301	-02	Facility Rental Information	C	2	C+2	E HC	--	PR	GOV 34090
301	-03	Programs	2	3	5	E HC	--	PR	Programs that are youth, senior or child care program GOV 34090
302		EVENT/STREET CLOSURE							
302	-01	General Information	2	--	2	E HC	--	Various	GOV 34090
302	-02	Farmers' Market	2	--	2	E HC	--	Various	GOV 34090
302	-03	Hughson Fruit & Nut Festival	2	--	2	E HC	--	Various	GOV 34090
400		FINANCIAL AND FISCAL							
401		ACCOUNTS PAYABLE							
401	-01	A-P General Information	Au	4	Au + 4	E HC	--	FF	GOV 34090
401	-02	Invoice Packet	Au	7	Au+7	E HC	yes	FF	GOV 34090
401	-03	Check Register	Au	5	Au+5	D HC	yes	FF	Includes payroll, cancelled and voided checks GOV 34090; 26 CFR 16001-1
401	-04	1099's	Au	5	Au+5	D HC	yes	FF	1099s and associated W-9s GOV 34090; 29 USC 436; 29 CFR 516.5-516.6; 26 CFR 31.6001.1-4; IRS Reg 31.6001-1(e)(2); RTC 19530
402		PAYROLL							
402	-01	Payroll General Information	2	--	2	E HC	--	FF	GOV 34090
402	-02	Payroll Register		P	P	D	yes	FF	Labor costs by employee and program GOV 34090; GOV 37207
402	-03	Employee Time Sheets	Au	6	Au+6	D E	yes	Various	Signed by employee GOV 34090; 29 CFR 516.2; 20 CFR 516.6(1); IRS Reg 31.6001-1(3)(z); RTC 19530; LAB 1174(d)
402	-04	PERS Employee Deduction Reports	T	4	T+4	E HC			Record of deductions 26 CFR 31.6001-1; 29 CFR 516.5; 516.6; LC 1174(d)

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402	-05	Deferred Compensation	T	5	T+5	E HC			Records of employee contributions and city payments	GOV 34090; 26 CFR 16001-1
402	-06	Other Payroll-Related Documents	Au	6	Au+6	D HC	yes	FF	Includes W-2 Forms, W-4 Forms, Forms 1096, leave balance sheets, etc.	GOV 34090; 29 CFR 516.2; 22 CCR 1085-2; 29 USC 436
402	-07	Salary Records	T	P	P	E HC	--	FF	Salary schedules; deduction authorization, beneficiary designation; unemployment claims, garnishments	GOV 34090; 29 CFR 516.2; 22 CCR 1085-2
403		ACCOUNTING								
403	-01	General Information	2	--	2	E HC	--	FF		GOV 34090
403	-02	General Ledger	2	P	P	D HC	yes	FF		GOV 34090; CCP 337
403	-03	Checks	Au	5	Au+5	E HC			Includes payroll, cancelled and voided checks	GOV 34090; CCP 337
403	-04	Deposits; receipts	Au	4	Au+4	E HC			Checks, coins, currency	GOV 34090; CCP 337
403	-05	Report to EDD on Independent Contractors	C	4	C+4	E HC	--	FF	EDD Form 542	GOV 34090; CCP 337
403	-06	Journal Entries and Backup	Au	7	Au+7	E HC	yes	FF	Account postings with supporting documents	GOV 34090; CCP 337
403	-07	Audit Reports and Backup	C	P	P	E HC	--	Various	Treasurer's Reports, Annual Financial reports	GOV 34090
403	-08	State Controller's and Other Required Reports	2	P	P	E HC	yes	FF	Controller may destroy after five years	GOV 34090
404		FIXED ASSETS								
404	-01	General Information	2	--	2	E HC	--	FF		GOV 34090
404	-02	Inventory	Au	7	Au+7	D E	yes	FF	Reflects purchase date, cost, account number	GOV 34090; 26 CFR 301 65-1(f)
404	-03	Surplus Property Auction/Disposal	Au	5	Au+5	D E	--	FF	Listing of property, sealed bids, sales of equipment, Deeds, etc. Permanent records.	GOV 34090; CCP 337
404	-04	Vehicle Ownership & Title	C	C	C	E HC	yes	FF	Title transfers when vehicle sold	GOV 34090(a); VEH 9900 et seq
405		PURCHASING								
405	-01	Purchasing General Information	2	--	--	E HC	--	FF		GOV 34090
405	-02	Vendor Register	C	P	P	D E HC	yes	FF	Alpha list of vendors, including PO's, invoices, account number, check date and amount for year	GOV 34090
405	-03	Purchase Orders and Requisitions	Au	5	Au+5	D E HC	yes	FF	Original Documents	GOV 34090; CCP 337
405	-04	Bids, RFP's, RFQ's	Au	5	Au+5	E HC	yes	Various	Requests for Proposals regarding goods & services, plus winning bid staff reports	GOV 34090; GOV 25105-1; CCP 337
405	-05	Not Awarded Vendor Packets	Au	2	Au+2	E HC	yes	Various	Bid quotes summaries are stored under this series number with the failed bid packets. Sole Source Justification Form, Piggyback Request Form	GOV 34090; GOV 34090(d); GOV 25105-1; CCP 337
406		BUDGETING								
406	-01	General Information	2	--	2	E HC	--	FF	Division Draft Budgets submitted to Budget Committee, Gann Initiatives	GOV 34090
406	-02	Adopted Budget	C	P	P	D E HC	yes	FF	Adopted budget, council priorities, items included in adopted budget	GOV 34090
406	-03	Budget as Presented to Council	C	--	C+10	E HC	--	IR	Consolidated Draft budget, council priorities, CIP and any other items included in draft budget	GOV 34090
406	-04	Budget Adjustments	Au	5	Au+5	E HC	yes	FF	Account transfers, appropriation and transfer of funds, and creation, modification, or accounting funds, Midyear review reports	GOV 34090

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406	-05	Redevelopment Agency Budgets	C	P	P	D E HC	yes	FF	(Redevelopment Agencies were dissolved per state law in 2012.) Includes annual audit & bond issues and draft RDA budget staff reports and items	GOV 34090; GOV 40802; GOV 53901; GOV 43900 et seq.
406	-06	Community Services District Budgets	C	P	P	D E HC	yes	FF	Account transfers, appropriation and transfer of funds, and creation, modification, or accounting funds, Midyear review reports	GOV 34090; GOV 40802; GOV 53901; GOV 43900 et seq.
407		REVENUE								
407	-01	Revenue General Information	2	-	2	E HC	-	FF		GOV 34090
407	-02	Accounts Receivable	Au	4	Au + 4	E HC				GOV 34090
407	-03	Bank Reconciliations	Au	5	Au+5	E HC	yes	FF	Statements, summaries for receipts, disbursements & reconciliations	GOV 34090; 26 CFR 16001-1
407	-04	Billing Information	Au	5	Au+5	D E HC	yes	FF	Invoices, Accounts Receivable, taxes (sales tax revenues, etc.). This series includes cash register receipt tapes, credit card receipt copies, and administrative citation collections packets.	GOV 34090; CCP 338
407	-05	Business License and Other Customer Files	C	5	C+5	D E HC	yes	FF	Paid and Reports	GOV 34090; CCP 337
407	-06	Fee Schedules	C	5	C+5	E	-	FF		GOV 34090
407	-07	Investment Records	C	P	P	D E HC	yes	FF	Summary of transactions, inventory & earnings report	GOV 34090; GOV 53607; CCP 337
407	-08	Assessment Districts	C	P	P	D E HC	yes	FF	Transcript binder, collection information, account statements, administration, bond, coupons, certifying compliance with state law re: assessments, and CC staff reports on this topic.	GOV 34090
407	-09	Bond Transcript Binder	C	P	P	E HC	yes	FF		GOV 34090; CCP 337.5
407	-10	Revenue Bonds and other Municipal Bond Information	C	10	C+10	E HC	yes	FF	Vital during life of debt. Revenue bond documentation - Account statements, Administration, Bond and coupons (paid and cancelled). A revenue bond is a bond issued by the City for a specific public works project and supported by revenues from that	GOV 34090; GOV 53921; CCP 337.5
407	-11	Deposits, Receipts	Au	5	Au+ 5	D HC	yes	Various	Current documents are vital records	GOV 34090; CCP 337
407	-12	Dog License Permits	Au	5	Au+ 5	D HC	yes	FF	Dog tags	GOV 34090; CCP 337
408		RISK MANAGEMENT								
408	-01	General Information	2	-	2	E HC	-	FF		GOV 34090
408	-02	Damage to City Property - City Assets	C	7	C+7	E HC	-	FF	Reports and related records	GOV 25105.5
408	-03	Bonds, Insurance	2	P	P	E HC	yes	FF	Bonds & insurance policies insuring city property and other assets	CCP 337.2; CCP 343; GOV 6499.03
408	-04	Claims, Damage	C	10	C+10	E HC	yes	FF	Paid/Denied, CC claim staff reports	GOV 34090; GOV 25105.5
408	-05	Third Party Incident / Accident Reports	C	5	C+5	E HC	-	FF	Theft, property damage or similar occurrence (not fire/law enforcement)	29 CFR 1904.2; 29 CFR 1904.6; GOV 25105.5
408	-06	Insurance Certificates for permanently held legal agreements	C	P	P	E HC	yes	FF		GOV 34090
408	-07	Insurance Policies	C	P	P	E HC	yes	FF	May include liability, property Certificates of Participation	GOV 34090
408	-08	Insurance, Workers Compensation	C	P	P	E HC	yes	FF	Indemnity; Originals with Administrator	GOV 6410; 29 CFR 1910.20

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408	-09	Photographs, Negatives, Film	C	2	C+2	E HC	--	FF		GOV 34090
408	-10	Risk Management Reports	C	5	C+5	E HC	yes	FF	Cal/OSHA Form 300 and annual summaries of occupational injuries and illnesses; Federal OSHA forms, loss analysis report, safety reports, actuarial studies	29 CFR 1904.4; 29 CFR 1904.7; GOV 34090; 8 CCR 342; 14300.33; 14300.48; LAB 6409; 6409.1
408	-11	Warranties	C	2	C+2	E HC	--	Various	This includes any warranties issued to the City to cover services, purchases, and or work performed for the City (e.g. roof warranty, appliance warranties)	GOV 34090; CCP 1790
408	-12	Work-Injury	C	5	C+5	E HC			(5 years from date of injury or when benefits were last provided, whichever is later. Closed claim files may be stored on microfilm, but original paper files must be kept for 2 years after claim was closed. Claims file for each work-injury claim, including claims that were denied Includes claim log of all work-injury claims.	8 CCR 10101.1; 10102; LAB 6401.7
408	-13	Insurance Certificates for legal agreements that do not have a permanent retention period	C	5	C+5	E HC	--	FF		GOV 34090; GOV 4004; CCP 337.2; CCP 343
409		GRANTS - DONATIONS								
409	-01	General Information	2	--	2	E HC	--	FF		GOV 34090
409	-02	Federal and State Grants and Assistance	C	5	C+5	E D HC	--	FF	Records for grants with Prop. 1B funding must be retained for 35 years.	GOV 34090; OES Grant Mgmt. Memo 2011-09
409	-03	Donations	2	3	5	E D HC	--	Various		GOV 34090
409	-04	Request for Grant or Start Up Funds from City	2	3	5	E HC	--	Various		GOV 34090
409	-05	Grants from other sources	2	3	5	E HC	--	Various		GOV 34090
500		PERSONNEL								
501		PERSONNEL DATA								
501	-01	Personnel General Information	2	--	2	E HC	--	HR + Various	Reference checks from other agencies	GOV 34090
501	-02	Active Employees (Non-Sworn)	C	10	C+10	E HC	yes	HR + Various	May include application, release authorizations, certifications, reassignments, outside employment, disciplinary actions, terminations, evaluations	29 CFR 516.6; 29 CFR 1627.3; 29 CFR 1602 et seq.; 29 CFR 1607.4; GOV 6254(c); GOV 12946; GOV 34090
501	-03	Contractual Employees	C	10	C+10	E HC	yes	HR	Copy of contract and may include application, release authorizations, certifications, reassignments, outside employment, disciplinary actions, terminations, evaluations	29 CFR 516.6; 29 CFR 1627.3; 29 CFR 1602.30; 29 CFR 1602.31; GOV 6254(c); GOV 12946; GOV 34090; CCP 337; CCP 343

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501	-04	Temporary Services	C	6	C+6	E HC	yes	Various	On-Call Staff, Outside Temporary Services	GOV 12946; GOV 34090; 29 CFR 1627.3; LAB 1174
501	-05	Volunteers	C	3	C+3	E HC	yes	Various		DSWVP Guidelines; 19 CCR 2570-
501	-06	Investigations, Discipline Background Information & Grievances	C	P	C+P	E HC	--	HR		29 CFR 1627.3; 29 CFR 1607.4; 29 CFR 516.6 et seq; LAB 1174; GOV 12946; GOV 3300; EEOC - Federal Regs.; PEN 832.5(b)
501	-07	City Employee Oaths of Office	C	2	C+2	E HC		Various		GOV 34090
502	PERSONNEL MANAGEMENT									
502	-01	Personnel Management General Information	2	--	2	E HC	--	HR		
502	-02	Job Descriptions	C	2	C+2	E HC	yes	HR	Current documents are vital records	GOV 34090
502	-03	Position Classifications	C	2	C+2	E HC	--	HR	Includes classification & wage rates, staff reports on control list, classification studies and surveys, and reclassification	GOV 12946; GOV 34090; 29 CFR 516.6(2); 29 CFR 1602; 29 CFR 1607
502	-04	Unemployment Claims	C	4	C+4	E HC	--	HR		GOV 34090
502	-05	Unemployment Insurance	T	6	T+6				Unemployment insurance, Social Security, and Medicare Tax records	IRC 3301-3311
502	-06	Bond, Personnel Fidelity	C	2	T+2	E HC	yes	FF	Employee fidelity bonds	GOV 34090
502	-07	Employee Handbooks and Policies	C	2	C+2	E HC	yes	HR	General Employee information, including benefit plans	GOV 34090; GOV 12946
502	-08	Employee Programs	C	2	C+2	E HC	--	HR	Includes commendations, awards, and recognitions	GOV 34090; GOV 12946
502	-09	Federal I-9 Forms	C	C + 3 or 1	C+ 3 or 1	E HC	yes	HR	Control of Unlawful Employment of Aliens, (b)(3)(B)(i) and (ii) I-9s are retained for three years after the date of such hiring, or (ii) one year after the individual's employment is terminated, whichever is later	Immigration Reform/ Control Act 1986 Pub. L 99-603
502	-10	Leaves of absence (FMLA, CFRA)	C	3	C+3	E HC				29 CFR 825.500 GOV 12946
502	-11	Motor Vehicle (DMV) Records	C	7	C+7	E HC	--	FF		GOV 12946; GOV 9100; 8 USC 1324(a)
502	-12	Position Recruitment	C	3	C+3	E HC	--	Various	Applications and resumes, lists/logs, indices, ethnicity disclosures, examination materials & answer sheets, job bulletins, eligibility, release of Information forms for recruitments, electronic database	GOV 12946; GOV 6250 et seq; 29 CFR 1602 et seq; 29 CFR 1607; 29 CFR 1627.3
502	-13	Vehicle Mileage Reimbursement Rates	C	2	C+2	E HC	--	FF	Annual mileage reimbursement rates as announced by Finance	GOV 34090
502	-14	Equal Opportunity / Affirmative Action	C	3	C+3	E HC	--	HR	Affirmative Action or Equal Opportunity staff reports; outreach and recruitment efforts	GOV 34090; 41 CFR 60-1.12, 60-741.44(f)
502	-15	Volunteer Programs, Guidelines, and Activities	C	2	C+2	E HC	--	Various		GOV 34090

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503	SAFETY							
503 -01	General Information	2	--	2	E HC	--	HR	GOV 34090
503 -02	Plan Document	C	6	C+6	E HC	yes	HR	GOV 34090
503 -03	OSHA	C	7	C+7	E HC	--	HR	29 CFR 1904.2; 29 CFR 1966.6
503 -04	Safety Policies and Procedures	C	2	C+2	E HC	--	HR	GOV 34090
503 -05	Safety Audit	C	7	C+7	E HC	--	HR	GOV 34090
503 -06	Reserved							
503 -07	Publications and law updates	C	--	C	E HC	--	HR	GOV 34090
504	BENEFITS							
504 -01	General Information	2	--	2	E HC	--	HR	Historical benefit information (includes Council benefits)
504 -02	Plan Documents	C	6	C+6	E HC	yes	HR	e.g. Dependent Care Program
504 -03	Active Employee Benefit Files	C	10	C+10	E HC	yes	HR	May include enrollment forms, emergency notification forms, etc.
504 -04	Separated Employees	0	10	10	E HC	--	HR	May include enrollment forms, emergency notification forms, etc.
504 -05	COBRA files	C	10	C+10	E HC	yes	HR	May include enrollment forms, COBRA letters, etc.
504 -06	Retirement	C	P	P	E HC	yes	HR	PERS, Social Security, Medicare & Benefit documents
504 -07	Vendor/Administrator Reports and Correspondence	C	2	C+2	E HC			GOV 34090
504 -08	Orientation Packets	C	C	C	E HC			GOV 34090
504 -09	Forms and Handouts	C	--	C	E HC	--	HR	GOV 34090
504 -10	Employee Medical Information	C	10	C+10	E HC	yes	HR	May include Family leave, certifications, tests, pre-employment physical, non-industrial disability
504 -11	Publications and law updates	C	--	C	E HC	--		GOV 34090
504 -12	Deferred Compensation Plan	C	P	P	E HC	yes	HR	Includes plan information
505	WORKERS COMPENSATION							
505 -01	General Information	2	--	2	E HC	--	HR	GOV 34090
505 -02	Employee Files	C	P	P	E HC	yes	HR	Claim files, reports, incidents (working files), originals filed with Administrator, Workers' Comp settlements
505 -03	Forms and Handouts	C	2	C+2	E HC	--	HR	GOV 34090
505 -04	Designation of Personal Physician Forms	C	P	P	E HC	yes	HR	8 CCR 15400.2; LAB 110-139.6
505 -05	Budget	C	2	C+2	E HC	--	HR	Working Files
505 -06	Reports	2	P	P	E HC	--	HR	includes utilization and state reporting
505 -07	Administrator Correspondence	2	3	5	E HC	--	HR	CCR 14311; 8 CCR 15400.2; LAB 110-139.6
505 -08	Ergonomic Evaluations and Job Analysis	C	7	C+7	E HC	--	HR	GOV 34090
505 -09	Publications and Law Updates	2	--	2	E HC	--	HR	GOV 34090

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EXHIBIT A

		RETENTION PERIODS			FORMAT	VITAL DoR		REMARKS	CITATION
		ACTIVE	INACTIVE	TOTAL	See legend on last page				See legend on last page
506	EDUCATION AND TRAINING								
506-01	General Information	2	--	2	E HC	--	HR Various		GOV 34090
506-02	Training Records - Non Safety Employees	C	7	C+7	E HC	--	Various	Employee forms, volunteer program training, class training materials, internships	GOV 6250 et seq
506-03	Tuition Reimbursement Program	C	7	C+7	E HC	--	HR		GOV 6250 et seq
507	LABOR RELATIONS								
507-01	General Information	2	--	2	E HC	--	HR	Policies and procedures (e.g. memos on comp time, supplemental pay, allowances)	GOV 34090
600	PUBLIC SAFETY								
601	FIRE SAFETY ADMINISTRATION								
601-01	General Information	2	--	2	E HC	--	FD		GOV 34090
601-02	Contract for Fire Protection Services	C	5	C+5	D E HC	yes	FD		GOV 34090;
602	HAZARDOUS MATERIALS								
602-01	General Information	2	--	2	E HC	--	FD		GOV 34090
602-02	Hazardous Waste Disposal	C	10	C+10	E HC	--	FD	Documentation regarding handling and disposal of hazardous waste	CAL OSHA; 40 CFR 122.21(p)
602-03	Permits, Hazardous Materials Storage	C	P	P	E HC	yes	FD	Two years retention required statutorily, permanent recommended	GOV 34090
602-04	Programs, Household Hazardous Waste	C	2	C+2	E HC	--	FD		GOV 34090
602-05	Training Materials	C	2	C+2	E HC	--	FD	Standards & Administration. However, if employees are exposed to hazardous materials during training, CCR 3204(d) et seq. applies and documents must be kept for thirty years	GOV 34090
602-06	Underground Storage Tank Compliance	C	P	P	E HC	yes	FD	Storage location, installation, removal, remediation, maintenance & operations	GOV 34090
603	LAW ENFORCEMENT ADMINISTRATION								
603-01	General Information	C	--	C	E HC	--	PD		GOV 34090
603-02	Contract for Law Enforcement Services	C	5	C+5	E D HC		PD		GOV 34090
603-03	Alcoholic Beverage Control	C	2	C+2	E HC	--	PD	Police actions -- this is not for Planning Dept. alcohol permit actions. Records are current for as long as establishment is in business.	GOV 34090
604	LOCAL & NATIONAL EMERGENCIES / DISASTERS								
604-01	General Information	C	2	C+2	E HC	--	Various		GOV 34090
604-02	National Emergencies and Disasters	C	2	C+2	E HC	--	Various		GOV 34090
604-03	Local Emergencies and Disasters	C	2	C+2	E HC	--	Various		GOV 34090
604-04	Emergency / Disaster Planning	C	2	C+2	E HC	--	Various	Emergency Preparedness plan, emergency communication, earthquake awareness, emergency management exercises and training	GOV 34090
604-05	Emergency Operations Center	C	2	C+2	E HC	--	Various		GOV 34090
700	LEGISLATIVE AND LEGAL								
701	LEGISLATIVE							Series for City Council and for all City boards, committees, and commissions as well	
701-01	General Information	2	--	2	E HC	--	Various	Follow up letters on meeting items; history of CC staff, Council; work programs assigned and annual reports; Council Comments items, and proofs of publication for non-public hearing items.	GOV 34090
701-02	Agendas	C	P	P	E HC	--	Various	Agendas and special meeting notices, including proof of posting and CC action summaries	GOV 34090

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701	-03	Agenda Reports	C	10	C+10	E	yes	Various	Agenda reports created and submitted for Council/board/commission packets to include all exhibits and attachments therein.	GOV 34090
701	-04	Appointments	C	5	C+5	E HC	--	IR	CC appointments to outside agencies and committees	GOV 34090
701	-05	Applications to Boards, Commissions, & Committees	2	--	2	E HC	--	IR	Not Selected (includes letters to unsuccessful candidates and pending interview applications)	GOV 34090
701	-06	Applications to Boards, Commissions, & Committees	C	5	C+5	E HC	--	IR	Selected (includes appointment staff reports, appointment letters, oaths of office, awards, performance and attendance reports, any other info on selected members).	GOV 34090; GOV 40801
701	-07	Formation of legislative bodies and procedures	P	P	P	E HC	yes	IR	Articles of Incorporation, powers of RDA, JPA, creation or abolition of Council Subcommittees	GOV 34090; CCP 337.2
701	-08	Legal Advertising	C	10	C+10	E HC	--	IR	Includes public notices and proofs of publication for public hearings	CCP 343; CCP 349 et seq; GOV 911.2; GOV 34090
701	-09	Minutes	10	P	P	E HC	yes	Various	Official minutes and hearing proceedings of governing body or board, commission or committee. Includes annotated agendas for those boards that use annotated agendas as the official proceedings of meeting.	GOV 34090(d); GOV 36814; GOV 40801
701	-10	Charter and Municipal Code	C	P	P	E HC	yes	IR	Supplements included	GOV 34090
701	-11	Ordinances	P	P	P	E HC	yes	IR	Signed ordinance, ord staff report, proof of publication, notice	GOV 34090(d); GOV 40806
701	-12	Petitions	2	--	2	E HC	--	IR	Submitted to legislative bodies	GOV 50115; GOV 6253
701	-13	Resolutions	P	P	P	E HC	yes	Various	Legislative actions	GOV 34090(d); GOV 40806
701	-14	Audio Recording of Public Meetings	C	90 days	C+90 days	E	--	Various	Used for minute preparation	GOV 34090.7
701	-15	Policies	C	P	P	E HC	--	Various	Policies as approved at CC meeting, vision statements	GOV 34090
701	-16	Public Comments from Meetings	C	2	C+2	E HC	--	Various		GOV 34090.7
701	-17	Awards and Proclamations	C	2	C+2	E HC	--	Various	Awards to non-city staff or given to City as a whole (not Personnel Service awards or Personnel recognition)	GOV 34090
701	-18	Agenda Packets	C	10	C+10	E HC	--	Various	Collection of collated staff reports received, created, and submitted for a specific Council / BCC meeting date	GOV 34090
701	-19	Brown Act	C	2	C+2	E HC	yes	CA		GOV 34090
701	-20	Video recordings of public meetings	C	10	C+10	E HC	--	IR		GOV 34090
702	ELECTION									
702	-01	General Information	2	--	2	E HC	--	IR	CC member biographies, photos, Candidate Binder of Information Requests, Correspondence	GOV 34090
702	-02	Calendar	C	2	C+2	E	--	IR		GOV 34090

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702	-03	Canvass and Ballot	2	P	P	E HC	--	IR	Permanent for historic value (includes official voter guides, and combined list of candidates)	ELEC 17302
702	-04	Reserved								
702	-05	Charter Amendments/Measures	2	P	P	HC	yes	IR	Permanent for historic value	GOV 34458-60; GOV 34090
702	-06	Lobbyist Registration	C	P	P	HC	--	IR	Statements	GOV 34090
702	-07	Maps, Precincts/Voter Information	C	4	C+4	E HC	--	IR		GOV 34090; ELEC 17501; ELEC 17301
702	-08	Nomination Papers-Successful	C	4	C+4	HC	--	IR	Must be held for four years after expiration of term. Sample ballot to be retained permanently.	GOV 81009; ELEC 17100
702	-09	Nomination papers - Unsuccessful	C	2	C+2	HC	--	IR	Candidate statements E+5, Nomination papers E+4	GOV 81009(b); ELEC 17100
702	-10	Notifications and Publications	C	4	C+4	HC	--	IR	Voter information flyers, candidates guides with blank forms, and proof of publication or posting	GOV 34090
702	-11	Oaths of Office	C	6	C+6	HC	--	IR	Elected Officials	GOV 34090; 29 USC 1113
702	-12	Petitions	0.75	--	0.75	HC	--	IR	From date of filing or election: initiative, referendum, recall. Signatures are Confidential	ELEC 17200; ELEC 17400; 14700 GOV 7253.5; 3756.8
703		CITY ATTORNEY								
703	-01	General Information	2	--	2	E HC	--	CA		GOV 34090
703	-02	City Attorney Case Index	C	--	C	E HC	--	CA	Including notations on activities related to case	GOV 6254
703	-03	Case Records (Significant)	C	P	P	E HC	--	CA IR	Significant cases which have importance or set legal precedence, summons and subpoenas, executed settlement agreements	GOV 6254
703	-04	Case Records	C	7	C+7	E HC	yes	CA	Includes logs, complaints, police reports, court orders, motions, notes, briefs, closing (minors retain 3 years after attaining 18), administrative records	42 USC 1983
703	-05	Opinions	10	--	10	E HC	--	CA	Confidential	GOV 34090; GOV 6254
703	-06	Closed Sessions	C	10	C+10	E HC	--	CA IR	Confidential Matters	GOV 34090
703	-07	Appeals of Administrative Citations	C	3	C+3	E HC	--	CA		GOV 34090; GOV 583.320(a)(3)
703	-08	Grand Jury Reports	2	8	10	E HC D			Includes responses.	GOV 34090
704		LEGAL DOCUMENTS								
704	-01	General Information	2	--	2	E HC	--	Various		GOV 34090
704	-02	Conveyances from or to the City (Deeds etc.)	C	P	P	E HC	yes	IR	Includes Deeds, Grant Deeds, Deeds of Trust and Assignment of Rents, Quitclaim Deeds, Deed Restrictions, Subordination Agreement with Deeds, Promissory notes secured by property, Substitution of Trustee, Trust Transfer Deeds, Installment Note, Easements, Full or Partial (re)conveyances, Covenant of Easement, Public Access Easements, Grant of Storm Drain Easements, Sanitary Sewer Connection Permit Agreements (Check originals for historic value), Covenant Restrictions on Property, Notices of Default	GOV 34090(a); 24CFR 570.502(b)(3); OMB Circ. A-110
704	-03	Joint Powers Authority	C	P	P	E HC	yes	IR	Any JPAs the City has signed	GOV 34090
704	-04	Liens	C	P	P	E HC	yes	FF	Liens, releases, utilities, abatement, licenses, recorded	GOV 34090

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704	-05	Contracts and Agreements - Excluding Capital Improvement, Purchase Money Security Agreement, Construction contracts, and Leases for City Property	C	5	C+5	E HC	yes		Includes leases by City of outside equipment, agreements or contracts for services and supplies, Mills Act Agreements, software, licenses for City to enter private property, grant contracts, Inclusionary Housing agreements, Down Payment Assistance, volunteer agreements, design and professional services contracts.	CCP 337.2; CCP 343
704	-06	Contracts and Agreements – Including Capital Improvement, Purchase Money Security Agreements and Construction Contracts	C	10	C+10	E HC	yes	IR	Includes construction contract, accepted proposal, affidavit of non- collusion, insurance certificates, performance bond, labor and material bond, bid bond, notice of completion, plans and specifications, and other documents as incorporated into the agreement.	GOV 34090; 37090(a); CCP 337.2; CCP 343
704	-07	Foreclosures	C	P	P	E HC	yes	FF		GOV 34090
704	-08	City Property Leases and Licenses	C	P	P	E HC	yes	IR	Includes lease and all support documentation (e.g. staff reports or related approvals, conditions of approval), estoppel certificates, and other agreements for the use of City property (e.g. license agreements, permits, and facility use agreements)	GOV 34090
704	-09	Lease by City of Private Property	C	P	P	E HC	yes	IR	Includes lease and all support documentation (e.g. staff reports or related approvals, conditions of approval), estoppel certificates	GOV 34090
704	-10	Development Agreements	2	P	P	E HC	yes	IR		CCP 337; GOV 34090
704	-11	Subdivision Agreements	C	P	P	D E HC	yes	IR		GOV 34090
704	-12	Releases	C	2	C+2	E HC	--	IR	Image/sound recording/video recording release, or other release where City receives a liability release, hold harmless release, or other form of benefit. The release should include an expiration date.	GOV 34090
704	-13	Authorizations	C	2	C+2	E HC	yes	IR	Authorized Exception Forms	GOV 34090
704	-14	Loans	C	P	P	E HC	yes	IR		GOV 34090(a)
704	-15	Employee Bargaining Unit MOUs	C	P	P	E HC	yes	IR	Includes side letters and any other amendments to employee bargaining unit MOUs	GOV 34090; 29 USC 211(c)
704	-16	Franchise Agreements	C	P	P	E HC	yes	IR		GOV 34090
705	CODE ENFORCEMENT									
705	-01	General Information	2	--	2	E HC	--	CD		GOV 34090
705	-02	Case Files	C	7	C+7	D E	--	CD	Building, housing and mobile home code violation records including inspections; public nuisance, rubbish and weed abatement, vehicle abatement, watercraft abatement, citations, sidewalk / hazard abatement, citation, massage parlor permits.	GOV 34090(d)
705	-03	Graffiti	C	--	C+2	D E HC	--	CD	Service requests, invoices, public facilities work orders; graffiti removal	GOV 34090(d)
705	-04	Reports to State and Federal Government	P	P	P	D E	--	PW	Storm water violations	GOV 34090(a)
705	-05	Vehicle Abatement/Abandoned Vehicles	C	2	C+2	E HC				GOV 34090(d)
706	FAIR POLITICAL PRACTICES COMMISSION									
706	-01	General Information	2	--	2	E HC	--	IR	Includes Conflict of Interest Code agenda reports	GOV 34090
706	-02	Forms	C	--	C	E HC	--	IR		GOV 34090
706	-03	Manuals and Publications	C	--	C	E HC	--	IR		GOV 34090
706	-04	Administration	C	--	C	E HC	--	IR	FPPC Opinions	GOV 34090
706	-05	Ethics Education	C	5	C+5	D E HC	--	IR	Ethics training certificates and staff reports	GOV 53235.2(b)

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706	-06	Campaign Disclosure, Elected	P	--	P	D E HC	--	IR	This includes incumbent, retired and out of office elected officials' 410s, 460s, 470s, 490s, 501s, etc. Must be held in paper format for the first two years, then may be retained digitally.	GOV 81009(b),(g)
706	-07	Campaign Disclosure, Not Elected	C	5	5	E HC	--	IR	410s, 460s, 470s, 490s, 501s, etc. Must be held in paper format for the first two years, then may be retained digitally until destruction.	GOV 81009(b),(g)
706	-08	Campaign Disclosure, Other Committees	C	7	C+7	E HC	--	IR	410s, 460s, 470s, 490s, 501s, etc. Must be held in paper format for the first two years, then may be retained digitally until destruction.	GOV 81009(e)
706	-09	Statement of Economic Interest (Form 700) - Elected	C	7	C+7	D E HC	--	IR	Councilmembers have the ability to e-file through FPCC's site.	GOV 81009(e)
706	-10	Statement of Economic Interest (Form 700) - Unelected Candidates for Council	C	7	C+7	E HC	--	IR		GOV 81009(e)
706	-11	Statement of Economic Interest (Form 700) Designated Employees and Board and Commission Members	C	7	C+7	D E HC	--	IR	Board and Commission members, designated employee and consultant 700s and CC staff reports on conflict of interest code; 87200 designated filers have the ability to e-file through FPCC's site.	GOV 81009(e)
706	-12	Agency's Public Official Appointments (Form 806)	C	2	C+2	E HC	--	IR	Paper record of form posted on city website, inactivated when replaced	GOV 34090
706	-13	Gift to Agency Report (Form 801)	C	2	C+2	E HC	--	IR	Paper record of form posted on city website, inactivated when replaced	GOV 34090
800	WATER AND WASTEWATER									
801	SANITATION - SOLID WASTE - WASTEWATER - RECYCLING									
801	-01	General Information	2	--	2	E HC	--	PW		GOV 34090
801	-02	Billing Records	C	2	C + 2				Customer name, service address, meter reading, usage, monthly activity, payments, applications/cancellations	GOV 34090
801	-03	Collections/Landfill	C	2	C+2	E HC	--	PW	Daily records, usage, grease traps	GOV 34090
801	-04	History, Sanitation	2	P	P	E HC	--	PW	Where City-owned	GOV 34090
801	-05	Franchise Agreements	C	P	P	E HC			Includes solid waste/garbage and cable	GOV 65864; 65869.5
801	-06	Maintenance and Operations	C	2	C+2	E HC	--	PW	Includes work orders, inspections, repairs, reports, backflow, includes recycling inspections & audits	GOV 34090
801	-07	Maps, Septic Tank	C	P	P	E HC	yes	PW	Location maps	GOV 34090
801	-08	Rates and Services	C	2	C+2	E HC	--	PW		GOV 34090
801	-09	Recycling Programs	C	2	C+2	E HC	--	PW		GOV 34090
801	-10	Regulations	C	2	C+2	E HC	--	PW	Includes legislation on these topics	GOV 34090
801	-11	Sewer Pumping Stations	C	2	C+2	E HC	--	PW		GOV 34090
801	-12	Studies and tonnage Reports	C	2	C+2	E HC	--	PW		GOV 34090
801	-13	Sewer and Sewage	C	2	C+2	E HC	--	PW	sewer connections, sewer condition assessment surveys	GOV 34090
801	-14	Green Programs	C	2	C+2	E HC	--	PW	Sustainability, climate change	GOV 34090
801	-15	Sewer Condition Assessment Surveys / Videos	C	2	C+2	E HC	--	PW		GOV 34090
802	STREETS - TRAFFIC									
802	-01	General Information	2	--	2	E HC	--	PW	Traffic ordinances relative to streets (e.g. weight maximum)	GOV 34090
802	-02	Abandonment/Vacations	2	P	P	E HC	--	PW	Supporting documentation and includes temporary construction easements	GOV 34090(a)
802	-03	Street Openings and Closures	2	P	P	E HC	--	PW		GOV 34090
802	-04	Easements, Dedications, Rights of Way, and Other Access Agreements	2	P	P	E HC	--	PW	Supporting documentation, includes emergency access and alternate access routes	GOV 34090
802	-05	Field Books	2	P	P	E HC	--	PW		GOV 34090

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802	-06	Intersection Records	C	2	C+2	E HC	--	PW	Includes correspondence, volume counts, accidents	GOV 34090
802	-07	Inventory, Traffic Control Device	C	2	C+2	D E HC	--	PW	Signs, lights, add or remove stop signs	GOV 34090
802	-08	Landscaping	C	2	C+2	D E HC	--	PW	Plants, tree maintenance, work orders	GOV 34090
802	-09	Lighting	C	2	C+2	D E	--	PW	Maintenance, work orders	GOV 34090
802	-10	Maintenance/Operations	C	2	C+2	D E	--	PW	Work orders, inspection, repairs, cleaning, reports, striping, etc	GOV 34090
802	-11	Traffic Operations	C	P	P	E HC	--	PW	Fire hydrants, lighting districts, wheel chair ramps, storm drains, streets, sidewalks	GOV 34090
802	-12	Traffic Studies	C	10	C+10	E HC	--	PW	Includes analyses and surveys that are studies	GOV 34090
802	-13	Encroachment Permits	C	P	P	D E	yes	IR Various	Encroachment permits, street opening permits, driveway permits	GOV 34090(a); HSC 19850
802	-14	Other Permits	C	2	C+2	D HC	--	PW	Improvement, oversize load, parking, paving, temporary street banners	GOV 34090
802	-15	Street Naming and Numbering	2	P	P	D	yes	PW		GOV 34090; GOV 34090(a)
802	-16	Speed Limits	C	2	C+2	E HC	--	PW	Engineering & Traffic Surveys	GOV 34090
802	-17	Traffic Safety	C	2	C+2	E HC	--	PW	Drivers Education, pedestrian safety, crosswalks, bicycle lanes, traffic calming, safe routes to school, school circulation	GOV 34090
802	-18	Bridges & Overpasses	C	2	C+2	E HC	--	PW	Life of structure	GOV 34090
802	-19	Inspection	C	2	C+2	D E HC	--	PW	Includes intersection, sidewalks, bridges and overpasses - keep for the life of structure	GOV 34090
802	-20	Traffic Count - Traffic Data	C	7	7	E HC	--	PW	Evaluation of traffic volume, Counts for ADT/Segments, turning movements, bike and pedestrian, LOS Calcs, queuing, speed data, collision data, historical trends, origin destination	GOV 34090
802	-21	Collision Data	C	2	C+2	D	--	PW	Collision database and related information	GOV 34090
802	-22	Truck Routes & Oversized Vehicles	C	2	C+2	HC	--	PW		GOV 34090
802	-23	Traffic Signs	C	2	C+2	D E HC	--	PW	Log books, index register cards, inventory	GOV 34090
802	-24	Traffic Signals	C	2	C+2	D E HC	yes	PW	Logs, drawings, wiring diagrams, codes, circuits, installation records, testing & maintenance, traffic signal system, fiber optic comms, timing plans, special event timing, signals, lighted crosswalk warning, flashing beacons, dynamic message signs, signals for other jurisdictions	GOV 34090
802	-25	Traffic Stripes and Markings	C	2	C+2	D E HC	yes	PW		GOV 34090
802	-26	Temporary Traffic Control	C	2	C+2	D E HC	yes	PW		GOV 34090
802	-27	Traffic Calming	C	2	C+2	D E HC	yes	PW		GOV 34090
803	UTILITIES									
803	-01	General Information	2	--	2	HC	--	PW		GOV 34090
803	-02	Facilities	C	2	C+2	HC E	--	PW	If City owned	GOV 34090
803	-03	Franchises	P	P	P	E HC			Includes cable	GOV 65864; 65869.5; 34090
803	-04	Gas & Electric Rates	C	2	C+2	HC	--	FF		GOV 34090
803	-05	Underground	2	P	P	HC	yes	PW		GOV 34090; GOV 4003; GOV 4004; HSC 19850
803	-06	Water Utilities	2	P	P	HC	yes	PW		GOV 34090
804	MAPPING									
804	-01	General Information	2	--	2	HC	--	PW		GOV 34090
804	-02	GIS System	C		C	D	--	PW		GOV 34090
804	-03	Aerial Photos	C	10	C+10	D E HC	--	PW		GOV 34090

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		ACTIVE	INACTIVE	TOTAL	See legend on last page			See legend on last page	
805		WATER/STORM DRAINAGE/FLOOD CONTROL							
805	-01	General Information	2	--	2	HC	--	PW	GOV 34090
805	-02	Billing Records	C	2	C+2	E HC			Customer name, service address, meter reading, usage, monthly activity, payments, applications/cancellations GOV 34090
805	-03	Flood Control	C	P	P	HC	yes	PW	Drainage, flood zones, dams, lakes, creeks GOV 34090
805	-04	Flood Control Insurance Programs, Policies, Reports	C	2	C+2	HC	--	PW	Includes policies, rules, programs GOV 34090
805	-05	Drainage Maps	C	P	P	HC	yes	PW	Line location, easements GOV 34090
805	-06	Drainage Complaints	2	--	2	E HC	--	PW	GOV 34090
805	-07	Inventory, Equipment	C	2	C+2	E HC	yes	PW	GOV 34090
805	-08	Locations	C	P	P	E HC	yes	PW	Mains, valves, hydrants, wells GOV 34090
805	-09	Maintenance & Operations	C	2	C+2	D	--	PW	Work orders, inspection, repairs, cleaning, reports GOV 34090
805	-10	Well & Pumping	C	2	C+2	E HC	--	PW	Times operational, power used GOV 34090
805	-11	Water Master Plans	C	2	C+2	HC	--	PW	GOV 34090
805	-12	Permits: NPDES	C	P	P	HC	yes	PW	National Pollutant Discharge Elimination System (Stormwater permits) 40 CFR 122.28
805	-13	Permits: California Regional Water Quality Control Board	C	P	P	HC	yes	PW	Billge water discharges, Areas of Special Biological Significance (ASBS) GOV 34090
805	-14	Policies & Procedures	C	2	C+2	HC	--	PW	GOV 34090
805	-15	Rates	C	2	C+2	HC	--	PW	GOV 34090
805	-16	Reclamation	C	5	C+5	E HC	--	PW	Daily operations 40 CFR 122.41
805	-17	Conservation & Consumption Reports	C	2	C+2	HC	--	PW	GOV 34090
805	-18	Corrosion Control	C	12	C+12	HC	--	PW	Compliance documentation 40 CFR 141.91
805	-19	Discharge Monitoring	C	5	C+5	E HC	--	PW	Average amount of pollution discharged into water 40 CFR 122.41
805	-20	Hydrograph	C	P	P	HC	yes	PW	Daily flow of streams GOV 34090
805	-21	Lead Service Lines	C	12	C+12	HC	yes	PW	Compliance documentation 40 CFR 141.91
805	-22	Public Education	C	12	C+12	HC	--	PW	Compliance documentation 40 CFR 141.91
805	-23	Quality Parameters	C	12	C+12	HC	--	PW	Compliance documentation 40 CFR 141.91
805	-24	Sanitary Surveys	C	10	C+10	HC	--	PW	Compliance documentation 40 CFR 141.91
805	-25	Source Water	C	12	C+12	HC	--	PW	Compliance documentation 40 CFR 141.91
805	-26	State Certification	C	12	C+12	HC	--	PW	Compliance documentation 40 CFR 141.91
805	-27	Variances, Water System	C	5	C+5	HC	--	PW	Records concerning a variance or exemption granted to the system 40 CFR 141.33
805	-28	Well Level	C	2	C+2	HC	--	PW	GOV 34090
805	-29	Surveyor Field Notes	C	P	P	HC	--	PW	Notes preparatory to maps of water installation GOV 34090
805	-30	Surveys, Water Systems Sanitary	C	10	C+10	HC	--	PW	Statistics, reports, summaries or correspondence 40 CFR 141.33
805	-31	Bacteriological Analysis	C	5	C+5	HC	--	PW	Compliance records include location, date, method and results; corrections, analysis of bacterial content 40 CFR 141.33
805	-32	Chemical analysis	C	10	C+10	HC	--	PW	Compliance records include location, date, method and results; corrections, analysis of chemical content 40 CFR 141.33
805	-33	Quality	C	12	C+12	HC	--	PW	Compliance Documentation including sampling data, analysis, reports, surveys, evaluation, schedules, etc. 40 CFR 141.91
805	-34	Valve Main Records	2	P	P	HC	yes	PW	GOV 34090
805	-35	Violations, Drinking Water	C	3	C+3	E HC	--	PW	Retention applies to each violation; includes records of any action to correct violations 40 CFR 141.33

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CITY OF HUGHSON - RECORDS RETENTION/DISPOSITION SCHEDULE

Adopted , 2020 - Resolution No. XX-XX

EXHIBIT A

		RETENTION PERIODS			FORMAT	VITAL DoR	REMARKS		CITATION	
		ACTIVE	INACTIVE	TOTAL	See legend on last page			See legend on last page		
805	-36	Monitoring Plans	C	10	C+10	E HC			Copies of monitoring plans developed to address microbiological and turbidity	40 CFR 141.33
805	-37	Public Notices	C	3	C+3	E HC			Copies of public notices of drinking water violations	40 CFR 141.33
806		CAPITAL IMPROVEMENT FILES								
806	-01	General Information	2	--	2	D E HC	--	PW		GOV 34090
806	-02	Capital Improvement Projects	C	10	C+10	D E HC	--	PW	Construction / Project related documents	CCP 337.15; GOV 34090
806	-03	CIP Construction Design Plans and Specifications	C	P	P	D E HC	yes	PW		GOV 34090; HSC 19850
807		PARKS								
807	-01	General Information	C	2	C+2	E HC	--	PR		GOV 34090
807	-02	Inventory, Equipment	Au	2	Au+2	E HC	--	PR	Warranties	GOV 34090
807	-03	Maintenance/Operations	C	2	C+2	D	--	PR	Work orders, inspection, repairs, schedules	GOV 34090
807	-04	Reports & Studies	C	2	C+2	HC	--	PR	Accidents, Expansion studies, future sites	GOV 34090
807	-05	Parks Policies, Programs & Procedures	C	2	C+2	E	--	PR	Park rules and regulations and programs and any appeals to the same (e.g. RV Storage)	GOV 34090
807	-06	Pest Control	C	2	C+2	HC	yes	PR	Regulations, recommendations, MSDS sheets, monthly use reports, labels	GOV 34090(d)
807	-07	Districts, Agencies, Organizations	C	2	C+2	HC	--	PR	Correspondence, membership information	GOV 34090
807	-08	Parks, Playgrounds	C	3	C+3	E	--	PR	Site files, inspection records, repairs	GOV 34090
807	-09	Plans	C	2	C+2	HC	--	PR	Plans, new sites, expansions	GOV 34090
807	-10	Recreational Trail	C	2	C+2	HC	--	PR		GOV 34090
808		CITY-OWNED VEHICLES								
808	-01	General Information	2	--	2	HC	--	PW		GOV 34090
808	-02	Inventory, Equipment, Parts & Supplies	C	2	C+2	D E HC	yes	PW	Staff reports to purchase vehicles	GOV 34090
808	-03	Owner's Manual and Vehicle Information	C	C	C	HC	yes	PW		GOV 34090
808	-04	Licenses, Permits	C	2	C+2	HC	yes	FF	Forms, related documents regarding licenses and permits required by federal and state agencies	GOV 34090
808	-05	Maintenance Operations	C	2	C+2	D HC	--	PW	Related requests for service and work orders	GOV 34090
808	-06	Fueling	Au	3	Au+3	D HC	--	PW	Meter readings, fuel consumption reports, invoices receipts	CCP 337
808	-07	Accident Reports	3	--	3	HC	--	PW	Memos and working documents	GOV 34090
808	-08	Vehicle Assignment	C	2	C+2	HC	--	PW	Log books, request forms	GOV 34090
900		PUBLIC FACILITIES								
901		PARKING								
901	-01	General Information	2	--	2	E HC	--	PW		GOV 34090
901	-02	Lots	C	2	C+2	E HC	--	PW		GOV 34090
901	-03	Regulations	C	2	C+2	E HC	--	PW		GOV 34090
901	-04	Parking Meters	2	8	10	E HC	--	PW		GOV 34090
901	-05	Parking Permits and Programs	C	2	C+2	D E	--	PW	Residential and commercial parking permits	GOV 34090
901	-06	Parking Enforcement	C	2	C+2	D E	--	PW		GOV 34090; GOV 40215
902		FACILITIES MAINTENANCE								
902	-01	General Information	2	--	2	E HC	--	PW		GOV 34090
902	-02	Government Building & Streets Maintenance	C	2	C+2	D E	--	PW		GOV 34090
902	-03	Recreation Facilities Maintenance	C	2	C+2	D E	--	PW		GOV 34090

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EXHIBIT A

	RETENTION PERIODS			FORMAT	VITAL DoR			REMARKS	CITATION
	ACTIVE	INACTIVE	TOTAL		See legend on last page				
902 -04	Corporation Yard	C	2	C+2	D E	--	PW		GOV 34090
902 -05	City Building Maintenance	C	2	C+2	D E	--	PW	excludes Recreation	GOV 34090
903	CITY HALL COMPLEX								
903 -01	General Information	2	--	2	E HC	--	CM		GOV 34090
903 -02	City Council Chamber	2	P	P	HC	--	IR	Systems, general information	GOV 34090
903 -03	Facility Rental	2	2	C+2	E HC	--	Various		GOV 34090

LEGEND

Citation Codes (California Law: <http://leginfo.legislature.ca.gov/faces/codes.xhtml>)

- BPC - California Business and Professions Code
- CCP - California Code of Civil Procedure
- CCR - Code of California Regulations (<http://ccr.oal.ca.gov/>)
- CEQA - California Environmental Quality Act
- CFR - Code of Federal Regulations (<https://www.govinfo.gov/app/collection/cfr>)
- DSWVP - Disaster Service Worker Volunteer Program
- ELEC - California Elections Code
- EEOC - Equal Employment Opportunity Commission
- EVID - California Evidence Code
- FIN - California Finance Code
- FMLA - Family and Medical Leave Act
- GOV - California Government Code
- HSC - California Health and Safety Code
- IRS - Internal Revenue Service
- LAB - California Labor Code
- MCH - Maternal and Child Health Services
- OES - California Office of Emergency Services
- OMB - Federal Office of Management & Budget
- OSHA - Occupational Safety and Health Administration
- PEN - Penal Code
- RTC - Revenue and Taxation Code
- UFC - Uniform Fire Code
- USC - United States Code (<http://uscode.house.gov/>)
- VEH - California Vehicle Code
- WIC - California Welfare and Institutions Code

Retention Period Codes

- A/E - After Expiration
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- Numbers in the retention period fields refer to years unless otherwise noted.

Format Codes

- D - Database
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- S - Samples

When a record may be retained in multiple formats (example: "E HC"), any listed retention format may be used with neither format considered preferable to the other(s).
 Example: When a hard copy is scanned and the scanned file is retained digitally, the hard copy may then be destroyed after 24 hours (once backup procedures are completed) to generate multiple digital copies as required by GOV 34090.5).

Department of Record (DoR) Codes

- CA - City Attorney
- CD - Community Development
- CM - City Manager
- FF - Finance
- FD - Fire
- HR - Human Resources
- IR - Information Resources
- LB - Library
- PD - Police
- PR - Parks and Recreation
- PW - Public Works