

## RESOLUTION NO. 2015-30

### A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALAMITOS, CALIFORNIA, ADOPTING A RECORDS MANAGEMENT PROGRAM AND REPEALING RESOLUTION NO. 1741 IN ITS ENTIRETY

**WHEREAS**, the City wishes to establish policies and procedures under a Records Management Program to control the orderly creation, utilization, maintenance, retention, preservation, and disposition of City records, based on State and Federal statutes governing public records; and,

**WHEREAS**, the City wishes to ensure that a responsible program of records management is practiced and documented from creation to disposition in accordance with the law and in the best interest of the City and the general public; and,

**WHEREAS**, the objectives of the Records Management Program include:

- Efficient information retrieval
- Transfer of inactive records from high-cost office space to low-cost storage or an electronic media imaging system, thus reducing filing equipment and increasing valuable office space
- Orderly destruction of records no longer required by statute to be retained, and which are no longer needed for administrative, operational, legal, fiscal, or historical purposes, in accordance with the Records Retention Schedule
- Preservation of records with long-term or permanent value
- Protection of records vital to the City in the event of a disaster
- Elimination of duplicate records

**WHEREAS**, Section 34090 of the Government Code of the State of California requires permanent retention of certain records and authorizes destruction of others after stated periods of time on established terms and conditions; and,

**WHEREAS**, the City Council finds it desirable to update the City's Records Management Program.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LOS ALAMITOS DOES RESOLVE AS FOLLOWS:**

SECTION 1. The City Council of the City of Los Alamitos, California, finds that the above recitals are true and correct.

SECTION 2. Columbus Day is hereby recognized as Records Management Day. City Hall will be closed to the public to allow Staff to work on Records Management.

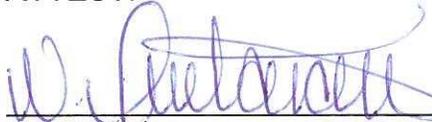
SECTION 3. Adopts the Records Management Program, Exhibit A.

SECTION 4. The City Clerk shall certify as to the adoption of this Resolution.

**PASSED, APPROVED, AND ADOPTED** this 19<sup>th</sup> day of October, 2015.

  
Richard D. Murphy, Mayor

ATTEST:

  
Windmera Quintanar, CMC, City Clerk

APPROVED AS TO FORM:

  
Cary S. Reisman, City Attorney

STATE OF CALIFORNIA )  
COUNTY OF ORANGE ) ss  
CITY OF LOS ALAMITOS )

I, Windmera Quintanar, CMC, City Clerk, of the City of Los Alamitos, do hereby certify that the foregoing Resolution was adopted at a regular meeting of the City Council held on the 19<sup>th</sup> day of October, 2015, by the following vote, to wit:

AYES:	COUNCILMEMBERS:	Edgar, Grose, Hasselbrink, Kusumoto, Murphy
NOES:	COUNCILMEMBERS:	None
ABSENT:	COUNCILMEMBERS:	None
ABSTAIN:	COUNCILMEMBERS:	None

  
Windmera Quintanar, CMC, City Clerk

City of  
**Los Alamitos**

**Records  
Management  
Program**

**Policy & Procedures**

Administered by the City Clerk's Office  
Approved by the City Council on October 19, 2015  
Resolution 2015-30 – Exhibit A

## CITY OF LOS ALAMITOS

### RECORDS MANAGEMENT POLICY & PROCEDURES

*California Public Records Act: In enacting Chapter 6250 et seq. of the Government Code, "the Legislature, mindful of the right of individuals to privacy, finds and declares that access to information concerning the conduct of the people's business is a fundamental and necessary right of every person in this State."*

#### 1. **PURPOSE:**

To establish policies and procedures under a Records Management Program to control the orderly creation, utilization, maintenance, retention, preservation, and disposition of City records, based on State and Federal statutes governing public records.

To ensure that a responsible program of records management is practiced and documented from creation to disposition in accordance with the law and in the best interest of the City and the general public.

#### 2. **REFERENCES**

Including, but not limited to: California Government Code Sections 6250 et seq. (Public Records Act), 12236, 34090, 34090.5, 34090.6, and 34090.7 (See Records Retention Schedule – Legal Citation Reference List). "Govt. Code" shall hereinafter refer to the California Government Code.

#### 3. **OBJECTIVES:** The Objectives of the Records Management Policy are:

- 3.1 Efficient information retrieval.
- 3.2 Transfer of inactive records from high-cost office space to low-cost storage or an electronic media imaging system, thus reducing filing equipment and increasing valuable office space.
- 3.3 Orderly destruction of records no longer required by statute to be retained, and which are no longer needed for administrative, operational, legal, fiscal, or historical purposes, in accordance with the Records Retention Schedule.
- 3.4 Preservation of records with long-term or permanent value.
- 3.5 Protection of records vital to the City in the event of a disaster.
- 3.6 Elimination of duplicate records.

#### 4. DEFINITIONS:

- 4.1 Records Management Program:** A system for the creation, utilization, maintenance, retention, preservation, and disposition of City records.
- 4.2 Records Management Staff:** All City Employees and City Attorney.
- 4.3 Record's Manager:** The City Clerk or his/her designee.
- 4.4 Records Management Committee:** An administrative committee consisting of designated representatives from each City department (Department Records Coordinators) and the Records Management Staff; created for the purpose of administering and coordinating the Records Management Program. Department Records Coordinators are designated by department directors to maintain and control the disposition of records in the respective departments.
- 4.5 Person:** Includes any natural person, corporation, partnership, limited liability company, firm, or association.
- 4.6 Agency:**
- 1. State Agency:** Means every state office, officer, department, division bureau, board and commission, or other state body or agency, except courts and the Legislature.
  - 2. Local Agency:** Includes a county, city, school district, or any board, commission or agency thereof, other local public agency, or entity that is a legislative body of a local agency pursuant to subdivision (c) and (d) of Govt. Code Section 54952.
- 4.7 Public Record:** Any writing 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 (Govt. Code Section 6252(e)).
- 4.8 Writing:** Means 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.
- 4.9 Vital Records:** Records containing information essential for the City to resume operation after a disaster; records containing information regarding claims to present or future income; records necessary to protect the City against fraud or overpayment; and records furnishing data on current assets, equipment, securities and real estate. Vital Records may

include, but are not limited to, current financial statements, ledgers, property deeds, leases, contracts, permits, licenses, original plans and specifications for City streets and facilities, ordinances, resolutions, and minutes of the City Council, Commission and Committee meetings.

- 4.10 Permanent Records:** Original records required to be maintained permanently according to law, regardless of whether the record is converted to an electronic media (i.e. magnetic surface, optical disk, etc.). Permanent Records may include, but are not limited to, records affecting the title of real property or liens thereon; court records; records required to be kept by statute; records less than two years old; and minutes, resolutions, or ordinances of the City Council or of its Boards and Commissions.
- 4.11 Inactive Records:** Records more than two years old, which are accessed infrequently but may continue to have administrative, operational, legal, fiscal, or historical value in carrying out City business. Inactive Records may be stored off-site, and shall be destroyed in accordance with the City Records Retention Schedule.
- 4.12 Duplicate Records:** Copies or reproductions of original records, whether or not the same physical form as the original, which are retained for personal reference or for operational requirements. *(Note: a copy is considered an "original" if the original cannot be located.)*
- 4.13 Records Exempt from Public Disclosure:** Pursuant to Govt. Code Section 6254 and 6255, may include, but are not limited to the following:
- Records and files of the City Attorney or Special Counsel, and confidential communications from the City Attorney or Special Counsel
  - Preliminary drafts, notes, or interagency or intra-agency memoranda that are not retained by the City in the ordinary course of business; provided that the public interest in withholding those records clearly outweighs the public interest in disclosure
  - Records pertaining to pending litigation or claims filed against the City, until the pending litigation or claim has been finally adjudicated or otherwise settled
  - Personnel, medical or similar files, the disclosure of which would constitute an unwarranted invasion of personal privacy
  - Certain records of complaints to the City, or investigatory or security files compiled by the City of correctional, law enforcement or licensing purposes (with exceptions)
  - The contents of real estate appraisals or engineering or feasibility estimates and evaluations relative to the acquisition of property, or bids for public supply or construction contracts, until all of the property has been acquired or all of the benefits of the contract agreement have been obtained
  - Examination data for licensing, employment or academic exams

- Certain information required from any taxpayer in connection with the collection of local taxes (See Govt. Code Section 6254.16 for exceptions)
- Records, disclosure of which is prohibited by federal or state law, including, but not limited to, provisions of the Evidence Code relating to privileges
- Voter registration information
- Information where, on the facts of the particular case, the public interest in non-disclosure clearly outweighs the public interest in disclosure
- Computer software developed by the City

**4.14 Records Retention Schedule (Exhibit A):** A schedule identifying the records maintained by each City department by class or "series", and specifying, in accordance with statutory and administrative requirements, the period of time records must be retained before they may be destroyed.

**4.15 Records Center:** 10921 Oak St. is the storage area for those City records which may, in accordance with the law, be maintained off site.

**4.16 Electronic Media Imaging System:** In accordance with Govt. Code Section 34090.5, any process or system where City records are photographed, micrographed, reproduced by electronically recorded video images on magnetic surfaces, recorded in the electronic data-processing system, recorded on optical disk, reproduced on film, optical disk, or any other medium that is a "trusted system" and that does not permit additions, deletions, or changes to the original document.

**4.16.1 "Trusted System":** Per Govt. Code Section 12168.7, 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.

**4.17 Subpoena duces tecum:** (also called a subpoena for production of business records if documents are sought before trial) requires the person or entity that is served to gather and produce certain records or documents identified in the subpoena. A subpoena may call for both personal attendance at trial/deposition and the production of records. Failure to obey a subpoena is a contempt of court and can result in sanctions imposed by the court, including a fine.

## 5. POLICY:

Policies and procedures, under the supervision and administration of the City Clerk, are hereby established for the coordination, administration and implementation of the Records Management Program, under which City records are retained for administrative, operational, legal, fiscal, historical or research purposes.

### 5.1 Responsibilities:

**5.1.1 City Clerk:** The City Clerk is responsible for developing, coordinating and administering policies and procedures for the implementation of the Records Management Program, and to provide assistance to Department Records Coordinators.

To perform this function, the City Clerk and/or his/her designee shall, on an on-going and periodic basis:

- Create, maintain and distribute the necessary forms to implement the Records Management Program.
- Develop and maintain a retention and disposition schedule for all City records, including the preparation of any amendments as dictated by statute or administrative policy. Submit proposals for any scheduled amendments to the City Attorney and City Council for approval via a Council Resolution.
- Maintain a current inventory and index of records transferred to the Records Center for storage. Coordinate the transfer of records from department office areas to the Records Center.
- Establish guidelines and coordinate periodic reviews of City records to determine which records are eligible for destruction in accordance with the Records Retention Schedule and subject to the approval of the Department Director, City Clerk, and City Attorney.
- Coordinate with all City Departments, on a routine basis, the timely destruction of obsolete records according to the procedures herein. Certify and document that records have been destroyed. Certificates of Destruction shall be permanently kept on file with the office of the City Clerk.
- Oversee the special handling of confidential, historical, and essential records, and ensure the safety of Vital Records in the event of a disaster.
- Maintain accurate and timely electronic databases and a uniform

filing system of all legislative actions affecting the creation, utilization, maintenance, retention, preservation and disposition of City records, in order to efficiently track and retrieve City records.

- Respond to records requests by City staff in an efficient and timely manner.
- Respond to public records requests and subpoenas for public records in accordance with law.

#### **5.1.2 City Departments:**

- Each Department Director is responsible for designating a qualified Department Records Coordinator, who shall serve on the Records Management Committee.
- Each Department Director or his/her designee is responsible for maintaining a reliable and accurate filing system to ensure the efficient maintenance, retrieval and disposition of the records under his/her control.
- Each Department Director or his/her designee is responsible for ensuring that obsolete records under his/her control are destroyed in a timely manner, and authorizing the destruction, in accordance with the policies and procedures stated herein.
- Each Department Director or designee is responsible for submitting a request for any suggested revisions to its Records Retention Schedule, to the City Clerk who will review the request and submit a recommendation to the City Attorney and City Council.
- Each Department records coordinator is responsible for maintaining and controlling the disposition of records.

## **6. MAINTENANCE AND DISPOSITION OF RECORDS – PROCEDURES**

**Records Management Policy & Procedures Document:** The City Clerk or his/her designee will distribute this Records Management Policy & Procedures document to all Department Directors and each Department records coordinator. Each Department Director is responsible for ensuring that the records under his/her control are maintained and destroyed in accordance with said Policy and Procedures. The policy shall be revised as necessary to meet legal and administrative requirements.

- 6.1 REQUIRED FORMS:** The following forms are to be utilized by all City Department Directors or their designees in order to efficiently and accurately identify, inventory, transfer to storage, retrieve, and destroy records under his/her control: (Each form, including instructions, is attached hereto.)

### **6.1.1 Records Inventory & Identification Form (Exhibit B)**

This form is used to collect the inventory and appraisal information needed to develop retention periods for public records under the control of each City Department. The records inventory is a detailed review of the quantity, type, function, and organization of records by category or record "series". This information is used by the Office of the City Clerk to research and apply the retention periods to each record "series" per legal and/or administrative requirements. When more than one legal citation applies to a particular record, the longest retention period shall apply. Once completed, the inventory forms are retained by the Office of the City Clerk.

### **6.1.2 Records Retention Schedule (Exhibit A)**

This form governs the mandatory disposition of City records by indicating the minimum length of time records shall be maintained in the office and in storage, and the time period after which they may be destroyed.

The Retention Schedules are created by the Office of the City Clerk based on a detailed examination of the Records Inventory & Identification Forms, and Interviews with each department to determine the legal, vital, administrative, or historical value of the records. Applicable codes and statutes are referenced to determine the required retention period. Retention schedules and amendments thereto are approved by the City Attorney, City Clerk and Department Head, and authorized by City Council resolution.

### **6.1.3 Request for Amendment to Records Retention Schedule Form (Exhibit C)**

This form is used when any change is needed in the Records Retention Schedule. It is completed by the requesting department and reviewed by the City Clerk or his/her designee. Each "Request for Amendment to Records Retention Schedule" form is then submitted to the City Attorney and City Clerk for approval and must be authorized by City Council resolution. The City Clerk or his/her designee will initiate and coordinate a periodic review of all department Retention Schedules to ensure compliance with legal requirements.

### **6.1.4 Records Transfer List Form (Exhibit D)**

This form describes the records to be transferred to the Records Center. The department who wishes to transfer records shall complete the applicable sections(s) of the form and box the records for shipment. The Records Manager will coordinate the transfer of the records to the Records Center for off-site storage, and incorporate the information into the records inventory database.

### **6.1.5 Record Retrieval Request Form (Exhibit E)**

This form is to be used for the retrieval of any record or file stored at the Records Center. The form shall be prepared by the requesting department and submitted to the City Clerk or his/her designee. A copy of this form shall be fastened to the retrieved record or file and the Records Management Coordinator shall retain the original request. Once the record or file has been returned to the Records Manager by the requesting department, the original record or file shall be returned to the Records Center. All copies of the Record Retrieval Request form shall be destroyed.

If a record or file retrieved from the Records Center is to be relocated to the City, then the information contained in the Record Retrieval Request shall be recorded on the Record Center Inventory List as no longer located at the Records Center.

All records and files shall be retrieved and returned under the supervision of the City Clerk or his/her designee. No one shall enter the Records Center to retrieve any record or file without the express written permission of the City Clerk or his/her designee.

### **6.1.6 Authority to Destroy Obsolete Records Form (Exhibit F)**

This form is prepared by the department wishing to destroy records. The City Clerk or his/her designee reviews the form and forwards it to the City Attorney for approval. Once approved by the City Attorney, the records are destroyed. The form is then signed by the department verifying destruction and returned to the Office of the City Clerk for permanent retention.

## **6.2 DISPOSITION OF RECORDS:**

As provided by Govt. Code Section 34090, upon the request of the Department Head and with the written consent of the City Attorney and the City Clerk, the records identified in the Records Retention Schedule are authorized to be destroyed on an on-going basis in accordance with the retention periods described therein without the necessity of a specific resolution of the City Council.

### **6.2.1 Procedure:**

The Office of the City Clerk shall be responsible for scheduling and coordinating with all City Departments the destruction of records on an annual basis. The appropriate forms will be distributed to all City Departments in order to document the records to be destroyed.

It shall be required that the Department Head, City Attorney, City Clerk and Records Management Coordinator authorize and sign each "Authority to Destroy Obsolete Record" form prior to the records being destroyed.

NOTE: It is imperative that the requests for Authority to Destroy Obsolete Records be reviewed carefully by all signatory staff in order to determine whether records listed are involved in litigation, or if there is an administrative and/or operational requirement which may require a temporary extension of the retention period.

Records deemed to be confidential in nature shall be shredded. All other records shall be removed from their locations and taken off site for a secure destruction.

The Department Director in control of the records and City Clerk or his/her designee shall certify each and every destruction of records. The City Clerk or his/her designee shall maintain a permanent record of all destroyed records and destruction certifications.

#### **6.2.2 Exceptions:**

Notwithstanding the provisions of Section 6.2, in accordance with Government Code Section 34090, the City is not authorized to destroy the following City records:

- Records affecting the title of real property or liens thereon.
- Court records (unless the originals are maintained by a court of law).
- Records required to be kept by statute.
- Records less than two years old.
- The minutes, resolutions, or ordinances of the City Council or the City's Boards or Commissions.

### **7. VITAL RECORDS PROTECTION:**

Vital Records contain information necessary for the City to resume operations after a disaster. Each Department Director is responsible for identifying the Vital Records under his/her control and ensuring that the Vital Records are maintained according to the following procedures:

- All Vital Records shall be stored in a secure, safe and controlled environment, to protect the records from theft or damage (i.e. vault or Records Center).
- Vital Records that are in use but are required to be kept in a secured area, should be returned to said area at the end of each workday. Vital Records should not be allowed to accumulate on desks or in unprotected areas.
- The Information Technology Division shall back up the City's Servers, and imaged records each business day in accordance with procedures established with the Administrative Services Director. The back up copy will be stored at an off-site location to be used for recovery if necessary. The address of the off-site location is on file with the City Clerk's office.

## **EXHIBITS**

Exhibit A – Records Retention Schedule

Exhibit B – Records Inventory & Identification Form

Exhibit C – Request for Amendment to Records Retention Schedule Form

Exhibit D – Records Transfer List Form

Exhibit E – Record Retrieval Request Form

Exhibit F – Authority to Destroy Obsolete Records Form

City of Los Alamitos Records Retention Schedule  
**GENERAL RECORDS**

**Schedule A**

RECORD CATEGORY	RECORD SERIES	RECORD DESCRIPTION	RECORD START DATE	RETENTION PERIOD	AUTHORITY	CUSTODIAN
Agreements	Agency/Dept. Head-approved	Contracts entered into by the City relating to goods, services, legal settlements, and programs	Expiration date	4 years	Code of Civil Procedures Sec. 337.2; GC 34090 et seq.	City Clerk
Budget	Budget Backup Documentation	Budget forms and other support documents	Adoption date	2 years	GC 34090 et seq.	Originating Dept.
	Fees Documentation	Budget forms used to justify setting or increasing City Fees	Meeting date	2 years	GC 34090 (d); 34090.5	Originating Dept.
City Boards and Commissions	Agenda	Meeting Agendas	Meeting date	Permanent	GC 34090 (e)	City Clerk
	Minutes	Meeting Minutes	Request date	2 years	GC 34090 et seq.	Originating Dept.
Correspondence	Council Request	Forms used by the Council to request information and/or certain Staff actions	Receipt date	2 years	GC 34090 et seq.	Originating Dept.
	Incoming General Correspondences	"Loose" correspondences that cannot be legitimately attached to some major record series such as Agreement or Project	Transaction date	90 days	GC 34090 et seq.	IT
Emails	Outgoing General Correspondences	All email communication saved on server	Date prepared	3 years	GC 34090 et seq.	Payroll
	City emails saved on server	Forms to change labor expenditures to applicable Fund and Activity other than home account	Pay Period date	2 years		Payroll
Payroll	Exception Sheets		Folder year date	3 years	GC 34090 et seq.	Originating Dept.
	Leave of Absence (Except Medical Leaves; see Personnel Services Schedule)		Folder year date	3 years	GC 34090 et seq.	Originating Dept.
Projects	General Project Files	Project files including correspondence, reports, and relevant back-up documentation	Distribution date	2 years	GC 34090 et seq.	Originating Dept.
	General Logs Books or Files	Detailed log of documents	Post date	2 years	GC 34090 et seq.	Originating Dept.
Logs	Memo	City Manager's Weekly Memo, etc.	Creation date	Until Superseded	GC 34090 et seq.	Personnel
	Press Release	City wide Press-releases, Facebook posts, and website updates	Recording date	6 months	GC 34090.5 (a)	Originating Dept.
Procedure Manuals	Procedure Manuals	Position specific manuals, etc.	Date prepared	2 years	GC 34090 et seq.	Finance
	Audio Recordings	Routine daily taping and recording of telephone communications and all radio communications relating to the operations of the Departments	Recording date	1 year	GC 34090.6 (a)	Originating Dept.
Reports	Travel Request Reports, Payroll, Accounts Payable	Original Copies in Finance; Duplicate copies in respective Departments	Recording date			
	Video Recordings	Video or electronic imaging system designed to record the regular and ongoing operations of the Departments, including in-car video systems, jail observation and monitoring systems, and building security taping systems	Recording date			

City of Los Alamitos Records Retention Schedule  
**City Clerk's Office**

**Schedule B**

RECORD CATEGORY	RECORD SERIES	RECORD DESCRIPTION	RECORD START DATE	RETENTION PERIOD	AUTHORITY	CUSTODIAN		
Abateents	Abatement of various undesirable conditions	Files on dangerous buildings garbage, trash and weed abatement, public nuisances and other related Council actions including correspondences and request for action	Folder year date	Hardcopy - 2 years. Laserfiche imaging - Permanent	GC 34090 et seq.; 34090.5; see Agenda	City Clerk		
Agreement	City Council Approved	Original contracts and agreements and back-up materials, includes leases, equipment, services, licenses or supplies services/maintenance, medical dental and long-term disability contracts; may contain attachments such as deeds, insurance certificates	Agreement date	T + 4 years	CCP 337.2, 343; GC 34090 et seq.	City Clerk		
	Collective Bargaining Agreements	Includes amendments, side letters, and Memorandum of Understandings (MOU)	Agreement date	T + 4 years	29 CFR 516.5			
	Development Agreements	Infrastructure contracts, franchise, maintained for seven years.	Agreement date	Permanent	CCP 337, 337.1, 337.15; GC 34090 et seq.; 48 CFR			
	Employment Agreements - At-Will Employees, Temporary Employees	Original agreements/contracts for at-will employees or temporary employees	Agreement date	T + 4 years	CCP 337.2, 343; GC 34090 et seq.			
	Insurance, Joint Powers Agreement	Accreditation, MOU, agreements and agendas	Agreement date	T + 4 years	GC 34090 et seq.			
	City Manager Approved	Up to \$10,000 - Original contracts and agreements and back-up materials, includes leases, equipment, services, licenses or supplies services/maintenance, medical, dental and long-term disability contracts; may contain attachments such as deeds, insurance certificates	Agreement date	T + 4 years	CCP 337.2, 343; GC 34090 et seq.			
	Real Property	Original contracts/agreements regarding the development of real property, design, specifications, surveying, planning, supervision, testing, or observation of construction or improvement to real property	Agreement date	T + 4 years	CCP 337.15			
	Projects	Winning bids (originals) for Council-approved contracts for construction, improvement, maintenance, rehabilitations of public facilities including change orders, contingency increases, bid bond/bond for faithful performance, insurance certificates	Project approval date	T + 4 years	CCP Sec. 337			
	Boards and Commissions	Applications for Boards and Commissions - Not selected	Applications for B&C received during a filing period and not appointed by Council	Folder year date	2 years		GC 34090 et seq.	City Clerk
		Applications for Boards and Commissions - Selected	Applications for appointed Commissioners	Appointment date	T + 5 years		GC 34090 et seq.	
Local Appointments List (Maddy Act)		List of all regular and ongoing Boards, Commissions, and Committees appointed by the City Council - pursuant to the Maddy Local Appointive List Act	GC 54970, GC 34090 et seq.	Until superseded (new list prepared each Dec. 31st)	GC 54970, GC 34090 et seq.			
By-laws		Rules and procedures	Adoption	Permanent				

City of Los Alamitos Records Retention Schedule  
**City Clerk's Office**

**Schedule B**

Administration	Appeals and Calls for Review - Los Alamitos Municipal Code (LAMC) Chapter 17.68	Hearing Officer Reports, correspondence, memorandums and other documents relating to Appeals	Appeal application date	C + 2 years	GC 34090 et seq., LAMC Chapter 17.68	City Clerk
	City Identification	Articles of Incorporation, City Emblem, City Seal, City Flag, City Logo, and other related items	Implementatio no date	Permanent	GC34090 et seq.	City Clerk
	Misc. Correspondences	Includes both ingoing and outgoing general correspondence, including letters and e-mail along with citizen feedback; various files, not related to specific cases and not otherwise specifically covered by the retention schedule.	Folder year date	2 years	GC 34090 et seq.	City Clerk
	Public Records Requests	Requests from the public for documents retained by the City and supporting documentation	Receipt date	C + 2 years	GC 34090 et seq.	City Clerk
	Clerk Logs	Logs of documents received by the Clerk	Folder year date	3 years	GC 34090 et seq.	City Clerk
	Council Meetings	Copies of complete agenda packets (Original agenda reports filed with appropriate project/subject files)	Meeting date	Hardcopy - 2 years, Laserfiche imaging - Permanent	GC 50115; GC 34090 et seq..5	
	Agenda Notices	Notices - Public Meetings including Special Meetings	Folder year date	2 years		
	Agenda Publications	Affidavits of Publication/Posting - Proof of publication or posting of legal notices. Examples: Notice of Public Hearing, Notice Lien, etc.	Folder year date	2 years		City Clerk
	Audio and Video Recordings	Recordings of Council Meetings	Meeting date	Permanent	GC 54953.5 (b)	
	Records - audio (for preparation of meeting minutes)	Includes Council/Commission and Boards	Meeting date	Until no longer needed for preparation of minutes (after minutes are approved)	GC 34090 et seq., 64 Ops. Atty. Gen 317	
	Code Books	By Subject	Adoption	Permanent-Until superseded	GC 34090 et seq.	Adopted by Council and/used as reference, stored in Building Dept.
	Deeds	By Street	Recording	Permanent	GC 34090 (a)	City Clerk
	Elections	Assessment District/Ballots, Prop. 218	Recording	Permanent	GC 34090 (a)	
	General Election/Historical Data	Statistics on population voter registration, election turnout, election results, sample ballots, copies of election results, proof of publication, certificate of election, and oaths of office	Election date	Permanent		City Clerk

City of Los Alamitos Records Retention Schedule

City Clerk's Office

Schedule B

Elections (continued)	<p>Petitions - Initiative/Recall/Referendums</p>	<p>Not a public record - documents resulting in an election - retention is from election certification. Charter amendments, initiatives, recalls, and referenda; includes intent to circulate petition, text of petitions, City Attorney approved petition titles, proof of publications, and all related documents</p>	<p>Certification of Election Results OR Clerk's final exam of petition</p>	<p>8 months</p>	<p>EC 17200, 17400, GC 6253.5; EC 17400; GC 34458-60; EC 17200 requires petition documents to be kept 9 months after Council adoption of election results or after Clerk's final exam of petition if no election</p>	<p>City Clerk</p>
Financial Documents	<p>Charter Amendments</p> <p>Nomination Documents - Successful</p> <p>Nomination Documents - Unsuccessful</p> <p>Bond Exhibits - By Bond Issue</p> <p>Bond Transcripts - By Bond Issue</p> <p>Comprehensive Annual Financial Report (CAFR)</p>	<p>Documents related to election on Charter amendments</p> <p>All nomination documents and signatures in lieu of filing petitions</p> <p>All nomination documents and signatures in lieu of filing petitions</p> <p>Bond document references in enabling resolutions or ordinances approved by City Council; Authorization/public hearing records/prospectus/proposals/certificates/notices (transcripts)/registers/statements</p> <p>Backup documents of bond issues e.g., legal options of bond counsel</p> <p>Annual Financial statements on City assets, liability, revenues and expenditures prepared by City staff and subjected to an independent audit</p>	<p>Origination date</p> <p>Election date</p> <p>Election date</p> <p>Meeting date</p> <p>Maturity date</p> <p>Year date</p>	<p>Permanent</p> <p>T + 4 years</p> <p>Election + 5 years</p> <p>Cancellation, reduction or maturity + 10 years</p> <p>2 years</p> <p>2 years</p>	<p>GC 34458-60; GC 34090</p> <p>EC 17100</p> <p>GC 81009 (b)</p> <p>CCP 336a, 337.5</p> <p>GC 34090 et seq.</p> <p>GC 34090 et seq.</p>	<p>City Clerk</p>
Fair Political Practices Commission (FPPC)	<p>Campaign Statements - City Council, elected (originals)</p> <p>Campaign Statements - City Council, not elected (originals)</p> <p>Campaign Statements for other than City Council (originals)</p> <p>Campaign Statements (copies)</p> <p>Conflict of Interest Code</p> <p>Ethics Training Records (AB 1234)</p>	<p>Original statements of elected candidates and committees supporting elected candidates of City Council</p> <p>Original statements of candidates and supporting committees for candidates not elected to City Council</p> <p>Original statements of all other persons and committees</p> <p>Copies of reports/statements</p> <p>Required under Political Reform Act; positions must be reviewed by July 1st of every even-numbered year and amended if necessary</p> <p>Records required to be kept under Gov. Code section 53235.2. Records must show dates that local officials satisfied the training requirements and the entity that provided the training. Applies to Boards, Commissions, Elected Officials, and Form 700 filers</p>	<p>Election date</p> <p>Election date</p> <p>Election date</p> <p>Election date</p> <p>Adoption Date</p> <p>Filing year</p>	<p>Permanent (Can image after 2 years)</p> <p>5 years</p> <p>7 years</p> <p>4 years</p> <p>Permanent - Adopted by Resolution</p> <p>Hard Copy - 5 years after receipt of training</p>	<p>GC 81009 (b); GC 81009 (g)</p> <p>GC 81009 (b); GC 81009 (g)</p> <p>GC 81009 (c); GC 81009 (e); GC 81009 (g)</p> <p>GC 81009 (f); GC 81009 (g)</p> <p>GC 87300</p> <p>GC 53235.2</p>	<p>City Clerk</p>

City of Los Alamitos Records Retention Schedule

City Clerk's Office

Schedule B

Fair Political Practices Commission (FPPC) (continued)	Statements of Economic Interest - Form 700 (copies) (elected officials)	Copies of original statements of elected officials forwarded to FPPC	Termination	GC 81009 (f), (g)	City Clerk
Statements of Economic Interest - Form 700 (originals) (non-elected)	Originals of statements of designated employees	Termination	7 years	GC 81009 (f), (g)	
Gift to Agency Receipt - Form 801 (elected officials)	As required by FPPC	Filing year	4 years	GC 81009 (f), (g)	
Agency Report of Ceremonial Role Events and Ticket/Pass Distribution - Form 805 (elected officials)					
Beheshted Payment Report - Form 803					
Agency Report of New Positions - Form 804					
Agency Report of Consultants - Form 805					
Public Official Appointments - Form 806					
Insurance (INS)	Contractors/Service Providers	Certificates of Insurance or surety bonds required for individuals and companies on contract with the City.	Date of Agreement/Project	GC 34090 et seq.	City Clerk - Original certificate with appropriate agreement of project
	Insurance Certificates, City	Liability, performance bonds, employee bonds, property; insurance certificates filed separately from contracts	Expiration date	GC 34090 et seq.; also under bonds	
	Insurance, Liability/Property	May include liability, property, Certificates of Participation, deferred, use of facilities	Expiration date	GC 34090 et seq.	
Land Use	Land Annexation/Reorganizations	California Secretary of State Certification, City Certificate with Affidavit of Completion of annexation, and Annexation Map; Notices, Resolutions, Certificates of Completion	Secretary of State Filing Acceptance	GC 34090 et seq.	City Clerk
Special Agencies	By-laws Minutes Resolutions	Records retained by the Clerk acting as Secretary for Special Agencies. As of March 2015, includes Public Facilities Corporation.	Approval date	GC 34090 et seq.	City Clerk
Special Districts	Assessment District - By Number	Established by the City to provide certain services financed by assessments levied on district properties enacted by resolution, ordinance	Approval date	GC 34090 et seq.	City Clerk
	Underground Utility District (UUD) - By Number	Documents on Council actions to install new or move existing utility lines underground as enacted by resolution	Meeting date	GC 34090 et seq.	City Clerk
Vital Records	City Charter	Establishing the City of Los Alamitos as a municipal corporation and chartered City.	Date of Voter Approval		
	Minutes	Official record of actions taken during Council meetings	Meeting date		
	Council Committee Minutes	Standing Committees. As of March 2015, Budget Standing Committee and Los Alamitos Unified School District/City Working Group	Meeting date	GC 34090 (e)	City Clerk
	Ordinances	Laws or orders adopted by the City Council	Adoption date		
	Resolutions	Legislative actions	Adoption date		

City of Los Alamitos Records Retention Schedule  
**City Attorney's Office**

**Schedule C**

RECORD CATEGORY	RECORD SERIES	RECORD DESCRIPTION	RECORD START DATE	RETENTION PERIOD	AUTHORITY	CUSTODIAN
Federal Court Cases	By Case	Case file for Federal Court Cases	Closing Date	5 years		
Criminal Cases	By Case	Case file for Criminal Court Cases	Closing date	5 years	Code of Civil	
Judgment and Settlements	By Case	Concluding Case documents	Closing date	10 years	Procedures Sec.	
Personnel Board of Appeals	By Appellant	Personnel	Closing date	5 years	337, GC 34090 et	
Superior Court Cases	By Case	Case File for Superior Court Case	Closing date	5 years	seq.	
Eminent Domain Cases	By Property	Case File for Eminent Domain Case	Closing date	5 years		
General Files	By Subject	Subject matter files	Closing date	2 years		City Attorney

City of Los Alamitos Records Retention Schedule  
**Community Development**

**Schedule D**

RECORD CATEGORY	RECORD SERIES	RECORD DESCRIPTION	RECORD START DATE	RETENTION PERIOD	AUTHORITY	CUSTODIAN
Abandonment	Alley/Street	City agrees to relinquish all rights and real title to underlying property	Approval date	Permanent	GC 34090 (a)	City Clerk
	Street Name	Any change to description of the street name	Approval date	Permanent	GC 34090 (a)	Community Development
	Street Number	Change in numerical identification due to expansion or decrease in numbers	Expiration date	4 years		City Clerk
Administrative Services	Agreements	Contracts entered into by the City relation to goods, services, legal settlements and program responsibilities; includes Joint Powers Agreements.	Expiration date	End FY +4 years		Community Development
	Community Development Block Grant (CDBG)	Grant documents and all supporting documents; applications, reports, contracts, project files, proposals, statements, sub-recipient dockets, environmental review, inventory, consolidated plans, CAPERS, etc.	End of grant year	End FY + 5 years	CCP 337, GC 34090 et seq.	City Clerk
	Community Development Block Grant (CDBG)	Application, agreement, backups to payment requests, correspondences, etc.	Project completion date	End FY + 5 years		
	Community Development Block Grant (CDBG)	City project files paid with CDBG funds	Project completion date	End FY + 5 years		
	Action Items	Staff reports to commissions and other legal bodies (excluding City Council)	Date of action	2 years		
	Bonds	Authorization/public hearing records/proposals/proposals/certificates/notices (transcripts)/registers/statements	Cancellation, redemption, or maturity	10 years		Community Development
	Grants - Unsuccessful	Applications not entitled	Date of action	2 years		
	Procedure Manual	Administrative	Until superseded	S + 2 years		
	Development	Contract between City and developer in which the City agrees to guarantee specific entitlement in exchange for conditions or approval	Expiration date	Permanent	CCP 337, 337.1(a), 3.37.15; GC 34090 et seq.; 48 CFR 4.703	City Clerk
	Applications	Alternate Methods and Materials of Construction Appeals	Concepts and materials not covered by current building code	Approval date	Permanent	GC 34090 et seq.
Appeals to Code		Appealing decisions or requirements of Planning Commission or Community Development Director made by interested party, individual or group	Approval date	Permanent	GC 34090 et seq.	
Appeals Board		To appeal a decision or interpretation of the Building Official to Planning Commission	Approval date	Permanent	GC 34090 et seq.	Planning
Conditional Use Permit (CUP)		Specific use of land or buildings in a land use district wherein such use may be so conditionally	Approval date	Permanent	CG 34090 (a); H&S 19850; 4003; 4004	
Development Review		Members of a Committee representing all City agencies to coordinate site plan review comments	Approval date	3 years	GC 34090 et seq.	

City of Los Alamitos Records Retention Schedule

Community Development

Schedule D

Applications (continued)	Documentation of Unreasonable Hardship Extension	Exception from the requirement of the Title 24 Energy Standards	Approval date	Permanent	GC 34090 et seq.
	Request for additional time to implement conditions of approval for discretionary applications	Request for additional time to complete repairs and/or corrections	Approval date	3 years	GC 34090 et seq.
	Request for additional time to complete repairs and/or corrections	Request showing sufficient cause to deviate from the Floodplain Management regulation	Permit issuance	2 years	GC 34090 et seq.
	Alteration or re-designation of land use or policy contained in the General Plan	Adopted date	Permit issuance	Permanent	GC 34090 et seq.
	Legalizing unpermitted additions or conversions to structures	Adopted date	Adopted date	Until superseded + 2 years	GC 34090 et seq.
	Minor modifications of existing lot lines	Recorded date	Adopted date	Life of structure + 2 years	GC 34090 et seq.
	Waiver of modification of those zoning provisions which pertain to minimum requirements	Approval date	Recorded date	Permanent	GC 34090 et seq.
	Any relocation of a residential structure from one parcel to another	Permit issuance	Approval date	2 years	GC 34090 et seq.
	Mechanism to insure the coordination of signage within a development site	Permit issuance	Permit issuance	2 years	GC 34090 et seq.
	Project plans requiring approval of Planning Commission	Adopted date	Approval date	2 years	GC 34090 et seq.
	used to create project or area specific standards of property through an amendment application	Adopted date	Until superseded or building is demolished	Permanent	CG 34090 (a); H&S 19850; 4003;4004
	Used to create special zoning districts through an amendment application	Adopted date	Adopted date	Permanent	CG 34090 (a); H&S 19850; 4003;4004
	Consolidation or division of four or fewer parcels	Recorded date	Recorded date	Permanent	GC 34090
	Division of five or more parcels	Approval date	Approval date	Permanent	CG 34090 (a)
	Amendment, supplement or change of district boundaries	Adopted date	Adopted date	Permanent	CG 34090 (a); H&S 19850; 4003;4004
	Change to the Zoning Ordinance	Adopted date	Adopted date	Permanent	CG 34090 (a); H&S 19850; 4003;4004
	Ensures compliance with the current code	Approval date	Approval date	Life of structure + 2 years	
	Type of permitted use for minor uses such as temporary activities			Current + 2 years	CG 34090 (a); H&S 19850; 4003; 4004
	Public documentation of legal exterior pay telephones			Permanent	CG 34090 (a); H&S 19850; 4003; 4004
	Satellite Dishes			Life of structure	
	Allows occupancy before final permits is issued	Permit issuance	Permit issuance	Permanent	GC 34090 et seq.
Certificates					
					Planning
					Building

City of Los Alamitos Records Retention Schedule  
**Community Development**

**Schedule D**

California Environmental Quality Act (CEQA)	Categorical Exemption	Brief statement that a project is exempt from CEQA	Approval date	Permanent	GC 34090 (a); CEQA Guidelines	Planning
Environmental Impact Report (EIR)	Environmental Review	Document disclosing impacts of project development; may include detailed technical studies		Permanent		
Mitigation Monitoring Program	Mitigation Monitoring Program	Correspondence, consultants, issues, conservation have been incorporated in the environmental document		Completion + 2 years		
Negative Declaration	Negative Declaration	Included Environmental checklist to discuss areas of potential project impact; mitigation measures may be included		Permanent		
Notice of Completion	Notice of Completion	Informs agencies and general public that a lead agency has prepared a Draft EIR for public review				
Notice of Determination	Notice of Determination	Prepared by lead agency after an EIR has been certified or Negative Declaration has been approved; beings a 30-day statue of limits to challenge project				
Responses to Comments (Final EIR)	Responses to Comments (Final EIR)	After lead agency receives public comments on the Draft EIR, each comment raised is given response				
Statement of Overriding Consideration	Statement of Overriding Consideration	When an EIR is prepared for a project that has unavoidable adverse impacts, this document is prepared to provide decision makers with an explanation of why the project benefits outweigh any adverse environmental effects				
Facts and Findings	Facts and Findings	Findings are made for each significant effect identified in the EIR				
Liens and Releases	Liens and Releases	Utilities, abatement, licenses	Inspection date	2 years; permanent if document is recorded	GC 34090 et seq.	
Reports, Federal and State	Reports, Federal and State	Statistics, may contain records affecting title to real property or liens	Inspection date	2 years; permanent if records affect title or lien	GC 34090 et seq.	Code Enforcement
Citations and Case Files	Citations and Case Files	Notice of Violation, Infractions. For vehicle only in front yard parking vehicle for sale	Issuance date	2 years; permanent if records affect title or lien	GC 34090 et seq.	
Criminal	Criminal	Referral to City Attorney for action	Issuance date	2 years	GC 34090 et seq.	Code Enforcement
Covenants and Agreements	Access and Parking	Common access/parking between two or more properties	Approval date	T + 10 years	CCP 337.15	Community Development
Determination of Nonconforming Status	Covenants and termination of Covenants	Legal description of parcel land	Approval date	Permanent		Planning
Development	By Property	A legal determination of a use or building on a site which does not conform to current standards	Approval date	Permanent	GC 34090 et seq.	Community Development
	Photographs	Aerial photographs	Approval date	2 years	GC 34090 et seq.	
	Projects not completed or approved	Building, engineering, planning	Issuance date	2 years	GC 34090 et seq.	
	Reports	Periodic activity				

City of Los Alamitos Records Retention Schedule

**Community Development**

**Schedule D**

Finding of Fact	Written finding which shall specify all facts relied upon by City Council, Planning Commission, or Zoning Administrator in rendering its decision and in attaching conditions and safeguards	Approval date	Permanent	GC 34090 (e)	Planning
General	Correspondence	Received date	2 years	GC 34090 et seq.	Community Development
	Project Files	Completion Date	3 years	CCP 337; GC 34090 et seq.	
	Planning/Engineering	Approval date	Permanent	GC 34090 et seq.	
	General Plan Document	Council Approval Date	Permanent	GC 34090 et seq.	Planning
Inspection	Business License Certificate of Occupancy	Issuance date	Permanent		Building
	Notice of Violation	Corrections and/or violation to be resolved prior to final approval	2 years	GC 34090 et seq.	
	Reinsertion	For additional inspections above the normal requirement			
Investigation Notice	Report: fire damage	Issuance date	2 years	GC 34090 et seq.	Building
	Special investigation and/or complaint	Request by Fire Department	Settled date + 2 years	GC 34090 et seq.	
	Notice and order of substandard	Repairs or demolitions to buildings or structures	Settled date + 2 years	GC 34090 et seq.	
	Violations	Noncompliance with City Codes	2 years		
Permits	Special investigations	Inspection date	2 years		Building
	By property	Issuance date	Permanent	GC 34090 (a); H&S 19850; 4003; 4004	
	Home Occupancy	Approval Date	Permanent	GC 34090 et seq.	
Receipts	Off Premise Sign	Approval date	Permanent	GC 34090 et seq.	Planning
	Off Premise Sign, Home Occupation	Approval date	2 years	GC 34090 et seq.	
	Application	Validation date	AU + 5 years	26 CFR 31.6001-1(e)(2)	
Report	Asbestos	Issuance date	Permanent	GC 34090 et seq.	Community Development
	Federal/State Soils Report	Statistics to various government agencies			Community Development
Plans	By Property	Engineered plans pertinent to commercial structures	Permanent		Building
Vital Records	Register of Historic Properties	Applications, photographs or property designated by Council action as historic property as enacted by resolution	Permanent	GC 34090 (a)	City Clerk

City of Los Alamitos Records Retention Schedule  
**Administrative Services and Finance (ASF)**

**Schedule E**

RECORD CATEGORY	RECORD SERIES	RECORD DESCRIPTION	RECORD START DATE	RETENTION PERIOD	AUTHORITY	CUSTODIAN
Accounting and Budget	Projects	Contains project documents for grants, agreements, billing reimbursement	Date completed	5 years		
Accounts Payable	Year-end Accrual	End of year accounts payable accruals, annual emission fee report	Date prepared	3 years		
	Distribution Register	List of paid invoices by fund and activity	Run date	10 years		ASF
	Vendor payment documents for grants or capital projects	Supporting documentation for disbursements for City expenditures for grants or capital projects	Beginning grant period date	10 years		
	Vendor Claim Check Register	Lists payments to vendor	Date prepared	10 years		
	Unpaid billing	Lists unpaid billings	Date prepared	4 years		ASF
	Transaction History Report	Accounts receivable historical data	Run date	5 years		
Americans with Disabilities Act (ADA) Title II	ADA Transition Plan	Tracking of structural changes required to bring organization into compliance with Title II of the ADA	2015	Permanent	ADA Title II; Section 504, Rehabilitation Act	ASF
Appropriation/Adjustments		Changes to City budgets as approved by Council and/or City Manager	Date prepared	3 years		ASF
Audit	Working Papers	Audit documents, year-end financial work papers	Date prepared	3 years		ASF
Banks	Statements and Account Reconciliation	List all bank-cleared City checks; filed by name and by fiscal year	Date prepared	3 years		ASF
Bonds	Bond Documents and Schedules	Revenue, refunding and financing of City Projects	Date prepared	Audit + 4		ASF
Community Development Block Grant (CDBG)	CDBG Report	List CDBG project expenditures, encumbrances, and available balances	Date prepared	5 years		ASF
Comprehensive Annual General Ledger	Audited Expenditure and Revenue Reports	General Purpose Financial Statements Monthly and Fiscal year Expenditure and Revenue Reports	Publication date	15 years		ASF
	Form 1099	Self-explanatory; filed by calendar year	Period end	10 years		ASF
Internal Revenue Service (IRS)	Journal Vouchers	Documents used to manually post entries to general ledger/cost ledger	Date prepared	5 years		ASF
	PGIS Internal Service Fund	List labor charged for PWA Project Management employees by account number	Run date	8 years		ASF
	PGIS Labor Distribution Report	List labor charges	Run date	10 years		ASF
	Posting Errors	List labor charges "Unable to post"	Completion date	1 year		ASF
Overhead Distribution	Indirect Cost	List indirect costs and overhead charges	Date prepared	8 years		ASF
Preventative Maintenance	Repairs, Inspection and Preventative Maintenance	Repairs, inspection and preventative; heating ventilation and air conditions chiller repair, air condition system refrigerant		Life of Asset +2	State of CA, US EPA, SCAQMD	
	Inspection Reports	Annual Fire inspection, 5 year systems inspection, annual fire extinguishers		Life of Asset +2	State of CA	Building Maintenance
	Underground Storage Monthly Test and 3 year inspections	Maintenance of diesel gasoline tanks on City property		Life of Asset +2	State of CA, US EPA, SCAQMD	
	Emergency Generators, Internal Combustion Pressure Pups Emission and Maintenance	Reports related to emergency power sources and building fire pump operations		Life of Asset +2	State of CA, SCAQMD	

City of Los Alamitos Records Retention Schedule  
**Administrative Services and Finance (ASF)**

**Schedule E**

Light and Heavy Vehicles, Equipment	Fleet Maintenance	Work order, requisitions, accident reports, logs	Generation date	Active + 5 years Active + 3 months Active + 6 months Life + 1 year 1 year	Fleet
City Yard	CHP BIT Records Program	Driver Inspections	Generation date	Active 1 year 1 year	Fleet
	Operating Permits	Driver Time Sheets			
Payroll Documentation	Inspection and Reports	Driver Proficiency BIT EQU Inspections	Generation date	Active 1 year 1 year	Fleet
	Accrual Reports	AQMD UST Permits, hazardous Waste Permits			
	Attendance Reports	AQMD UST Annual Renewal			
	Retirement Reports	AQMD UST Monthly Inspection, KPDS Monthly Inspection, Haz-mat Generator Fee report			
	Employee Earnings W-2	Reports to indicated year to date balances, prior year, owning, current year, entitlements, time taken, etc.			
	Earnings Check Registers	Daily attendance postings			
	State Quarterly Reports	Employee reportable earnings/contribution reports			
	Leave of Absence (except Med. Leave, see Personnel)	YTD W2 earnings (ER copies of W2)			
	Time Exception Sheets	Pay period employee earnings			
		Quarter employee earnings			
Purchasing Documentation	Bids/Proposals	Authorizing absences forms	Date prepared	3 years 10 years 10 years 4 years 10 years 10 years 2 years 3 years	Payroll  Generating Department
	Travel Request and Expense Reports	Labor Expenditure charges to applicable fund/activity other than home account.			
	Daily Bank Balance Report	Original bid, bids received, bid list, advertising record			
	Deposit Slips	Self-explanatory			
	Return Checks	Reports of daily banking activity			
	Statements	Treasury's copy of all City deposit slips set to bank			
	Transfer Activity Records	Copies of customers checks returned by bank, letters sent to customers, etc.			
	Monthly Register Reports	Statements relating to investment banking			
	Deleted Records	Documents pertaining to the wiring of funds to/from bank accounts			
	Gross Receipts and Variable Assessments statements	Miscellaneous Business License Account summary information reports			
Miscellaneous Receipts	Deleted and/or canceled accounts	CU + 3	GC 34090 et seq.; GC 53607	Treasury	
Original applications	Business License Tax statements filed by business operators				
Payment records	receipts for miscellaneous payments	CU + 3	GC 34090 et seq.; GC 53607	Treasury	
renewal registration records	Original business license tax applications				
Payments/Daily Cash Receipts	Statements Relating to calculation and payment of business license tax	CU + 3	GC 34090 et seq.	Treasury	
Voided/Canceled Checks and Related Reports	Statements relating to business owner information Business License Tax payments received and process via treasury cashiers				
Checks	Checks voided/canceled; issued by the City; includes Workers Compensation, Payroll and vendor; includes checks voided as a result of printer misalignment	Date prepared	CU + 3	GC 34090 et seq.; CCP 337	Treasury

**City of Los Alamitos Records Retention Schedule**  
**Administrative Services and Finance (ASF)**

**Schedule E**

Checks (continued)	Paid Checks	Date issued	AU + 5	GC 34090 et seq.; CCP 337 GC 34090.7	Treasury
Transmission of all checks issued by City to Bank	List of all City check issued to allow bank to clear check through account for positive pay		CU + 2		
Transient Occupancy Tax (TOT)	Original registration	Registration date	T + 3	GC34090 et seq.	Treasury
Parking Citations	Payment Records	Date received	CU + 3		Treasury
	Collections	Date received			
	Register	Date received			
Refund Requests	Amounts Written-off report	Date received	CU + 3		Treasury
	Citations Referred to DMV	Date prepared			
Treasury	DMV Collections	Date prepared			
	Business Tax office; Utility Users Tax and Misc. Refunds	Date processed	CU +3	GC 34090 et seq.	Treasury
	Daily Treasurer's Reports	Date prepared	CU + 3	GC 34090 et seq.	Treasury
Utility Users Tax (UUT)	Treasury Investment Activity Records	Date prepared	CU + 3	GC 34090.6	Treasury
	Exemption Applications	Approve/Disapprove date	CU + 3		
Payment Records	Filing Records	Date received	T + 3		
	Maximum Tax filings	Date received	CU + 3	GC 34090 et seq.	Treasury
	Annual registration and maximum tax payment records	Date received			
	Monthly filings and remittance	Date received	CU + 3		

City of Los Alamitos Records Retention Schedule  
**Personnel**

**Schedule F**

RECORD CATEGORY	RECORD SERIES	RECORD DESCRIPTION	RECORD START DATE	RETENTION PERIOD	AUTHORITY	CUSTODIAN		
Billings	Medical/Dental/Vision/Life/LTD/Flexible Spending Account and any other Insurance Carrier	Billings from insurance carriers	Date received	5 years	Department Defined	Personnel		
	Unemployment Insurance	UI quarterly bills from State of California Employment Development Department and summaries of payments made by the City						
	Contract Files	Complaints/Requests for Accommodations	Dental insurance contract files	Expiration Date	Permanent	Department Defined	City Clerk	
		Life	Life Insurance contract files					
		Long Term Disability (LTD) Insurance	Long-term Disability (LTD) contract files					
		Medical/Dental/Vision/Life/LTD/Flexible Spending Account and any other Insurance Carrier	Medical Insurance contract files					
		Flexible Spending Account	Flexible Spending Account contract files					
	Employee Assistance Program (EAP)	Employee Assistance Program contract files						
	Department of Transportation (DOT)	Retiree Health Savings Plan	Supplementary Retirement Plan contract files	Record Date	5 years	Procedures for Transportation Workplace Drug and Alcohol Testing Programs, Part 40, Section 40.333	Personnel	
			Records of positive alcohol test results (0.02 or greater) and positive drug test results		5 years			
Random DOT Drug and Alcohol Testing			Documentation of refusals to take required alcohol and/or drug tests; documentation of follow-up tests and test schedules	Record Date	3 years	Procedures for Transportation Workplace Drug and Alcohol Testing Programs, Part 40, Section 40.333 and 40.25	Personnel	
			Information obtained from previous employers re: drug and alcohol test results of employees					
			Records pertaining to the inspection maintenance and calibration of EBTs		2 years			
			Records of negative and canceled drug tests results and alcohol test results w/ concentration of less than 0.02		1 year			
			U.S. Dept of Justice Immigration and Naturalization forms completed and signed by EE and reviewed and verified (with necessary documentation) by employer representative		3 years after the date of employment or 1 year after employment is terminated whichever is later.			Immigration Reform and Control Act of 1986, Pub. L. 99-503 (* USC 1324a) & WCL, Section 3212
Employment Eligibility Verification (Form I-9)		Full/Part-Time Employees	Date of Employment				Personnel	

City of Los Alamitos Records Retention Schedule  
**Personnel**

**Schedule F**

Employment Forms (Official)	Enrollment Forms	EE Separation/Termination Date	6 years	29 CFR 1620.30-.32 & WCLC, Section 3212	Personnel
Dental Insurance Flexible Spending, Section 125 Life Insurance Long-Term Disability Insurance Retire Health Savings Plan COBRA Medical Insurance	Enrollment Forms	EE Separation/Termination Date	6 years	29 CFR 1620.30-.32 & WCLC, Section 3212	Personnel
Equal Employment Opportunity Commission (EEOC)	Personnel and employment records, including application forms, records pertaining to promotions, layoffs, terminations, salaries and training Personnel records of terminated employees Copy of EEO-4 Report Employment records regarding race, color, national origin or sex	Record Date Termination Date Report completion date	2 years 3 years	EEOC 29 CFR Sect. 1602.31 EEOC, 29 CFR, Sect. 1602.32 EEOC, 29 CFR, Sect. 1602.30	Personnel
Equal Employment Opportunity Commission (EEOC); Title VII - Civil Rights Act	Personnel and/or employment records relating to the charge, including application forms, records pertaining to promotions, layoffs, terminations, salaries and training	Date of record or personnel action	Until final disposition of complaint + 2 years	EEOC, 29 CFR, Sect. 1602.14 and Section 1602.31	Personnel
Fair Employment and Housing Act (FEHA)	Personnel and employment records, memorandums, letters or other records of complaints or requests received and responses/action taken	Date of record or documentation received by Personnel	2 years after the date of employment or other action taken	FEHA, title II, DIV 3, Part 2.5; Sect 12956; EEOC, 29 CFR Sec 1602.14	Personnel
Historical Records	Forms completed by personnel analysts as a record of disciplinary actions taken on employees in their assigned department(s) Copies of letters sent to employees regarding need for fitness for duty exam. Psychiatrist's evaluations/results of fitness for duty exams. Notes/background documentation of layoff actions	Date of record Letter date Layoff date	3 years	Department Defined	Personnel
Job Specifications	Basis for salary rates, job descriptions Background material and final job descriptions for all full-time positions Background material and final job descriptions for all part-time and seasonal positions	Date study completed Date approved by Council Date approved by Council	10 years Permanent until superseded Permanent until superseded	Department Defined	Personnel Original Resolution with City Clerk; background information in Personnel
Loss Control	Audio logical test results	Employee separation/termination date	30 years	CAL OSHA Title 8	Personnel
Official Personnel Files	Request for Certification and/or reassignment forms which document and authorize hiring, reassignment, or other employee actions Certificates issued to employee which show completion date of training class(es) Letters of commendation and/or other congratulatory documents received by and/or issued to employee Memorandums, letters, or other records of proposed and/or implemented disciplinary action (s)	Separation/termination date	5 years	29 CFR 1602.30-.32 & WCLC Section 3212	Personnel

City of Los Alamitos Records Retention Schedule

Schedule F

Personnel

Official Personnel Files (continued)	Employee Medical and Exposure Records	Notes/medical release forms, etc., submitted regarding employee's medical condition	Separation/termination date	30 years	US OSHA 29 CFR 1910.20; CAL Oshawa Title 8
Drug Screen Test	Pre-placement and drug screening authorization and acknowledgement form(s) and results of drug screening		Separation/termination date	30 years	US OSHA 29 CFR 1910.20
Family Medical Leave (FML)	Basic employee data (name, address, class title, pay rate, hours worked per pay period, additions to or deductions from wages) dates (or hours) FML reinstated/late; FML notices given to employer by employee; documents from employer describing FML policies; records of premium payments or employee benefits; records of any disputed confidential files; records/documents relation to medical certifications		Date FML requested/granted	3 years	Federal Family and Medical leave Act of 1993; 29 CFR 825.500; GC 12946
Grievances (Closed)	Files containing employee's, group of employees', or the Union's timely completion as defined in the MOU			5 years	29 CFR 1602.30-.32 & WCLC Section 3212
ID Form	Form completed by new employees providing identifying information used to process records check			5 years	
Job Application	Applications for employment and resumes (if any) for hired employees			5 years	
Medical Leave of Absence	Leave of Absence forms used in documentation of medical leave (including pregnancy leave and family and medical leave)			3 years	29 CFR 825.500
Miscellaneous Documents	Documents not specifically mentioned but kept in official personnel file			If medical-related, 30 years; non-medical, 5 years	Medical related - US OSHA 29 CFR 1910.20; non-medical related - 29 CFR 1602.30-.32 & SCLC, Section 3212
Notice of Separation	Form completed by employee and/or department indicating effective date of separation, last day on the job, reason for separation, etc.		Separation/termination date	5 years	29 CFR 1602.30-.32 & WCLC Section 3212
Oath of Office	Form Completed and signed by employee affirming allegiance to the Constitution of the United States and the Constitution of the State of California			5 years	
Outside Employment	Form submitted by employee for approval for employee to be engaged in outside employment.			5 years	29 CFR 1602.30-.32 & WCLC Section 3212
Performance Evaluations	Employee performance evaluation forms completed by supervisory personnel re employees' accomplishments of their assigned duties and responsibilities, etc.			5 years	
Pre-Employment Medical	Forms completed by employee and medical clinic to assess physical capability of employee prior to hiring			30 years	US OSHA; 29 CFR 1910.20
Security Check Form	Form completed by Personnel to request Police Department to conduct security check on employee prior to hiring			5 years	29 CFR 1602.30-.32 & WCLC Section 3212

City of Los Alamitos Records Retention Schedule  
**Personnel**

**Schedule F**

Official Personnel Files (continued)	Special Licenses	Special licenses issued to employees from DMV, accredited schools, etc., verifying employee meets certain job-related requirements	5 years			29 CFR 1602.30-.32 & WCLC Section 3212	Personnel
	Tuition Reimbursement Requests	Copies of applications for training and educational assistance which show employee request, department head approval, and final disposition of request	5 years	Separation/termination date			
	W-4 Form	Employee's withholding allowance certificate completed by employee authorizing employer to withhold Federal income tax from employees pay and/or for indicating exemption	5 years				
Payroll	Salary Schedules	Adopted by Resolution of the City Council	Permanent	Adoption date			Original Resolution with the City Clerk
	Personnel Appeals Commission Files	Employee Personnel Board of Hearing Files	5 years	Separation/termination date		29 CFR 1602.30-.32 & WCLC Section 3212	Personnel
Recruitments	Background Materials	Materials used in the preparation/implementation of recruitments	2 years	Date recruitment is initiated		Department Defined	
	Bilingual Certification Forms	Forms certifying bilingual capabilities for employees receiving bilingual pay and applicants for recruitments which require bilingual capability	Employee - 5 years; Applicants - 3 years	Separation/termination date; Applicants - eligibility list expiration date		Department Defined	
	Examination Answer Sheets	Examination answer sheets completed by applicants during testing process and other testing materials	3 years	Earlier of date eligible list established or date recruitment canceled		29 CFR 1620.30-.32	Personnel
	Examination Files	Recruitment examination file folders		Date signed		Department Defined	
	Official Eligible Lists	Eligible lists signed by City Manager. Lists of individuals placed on an eligible list for hiring purposes.					
	Testing Materials	Contains historical data, used for testing candidates		Date eligible list established			
Risk Management/Loss Control	Accident/Damage to City Property Report	Police reports and Departmental accident reports					Personnel
	Actuarial Studies and Audits	Actuarial Audit					
	Insurance Policies	City's Liability Coverage	Permanent, until superseded	Permanent		Department Defined	City Clerk
		City's Property Coverage	2 years	Expiration date			
		Workers Compensation Insurance Policies	25 years	Issue date			
		Liability Claims Against the City	2 years; minors 18th birthday + 1 year	Final resolution date		Department Defined	
		Special Events Insurance	5 years	Issue date		Department Defined	Personnel
	State of California Annual Report	2 years	State filing date		Department Defined		

City of Los Alamitos Records Retention Schedule

Schedule F

Personnel

Risk Management/Loss Control (continued)	DMV Drivers' Records Reports	DMV Pull Notice Program	Employment date	5 years	GC 34090 et seq.; GC 6254 (c) VC 1808.0(G) CAL OSHA	Personnel
	Inspection Reports	Loss Control inspection reports which show date, time and location of safety inspections, also identifies hazards	Date inspection conducted	5 years	CAL OSHA	
	OSHA	OSHA Log, Supplementary Record and Annual Summary (Federal & State Call/OSHA)	Incident date	5 years	LC 6410; 8 CCR 14300.33; 29 CFR 1904.2-1904.6	
	Accident/illness Reports	For Employee medical records and employee exposure records regarding exposure to toxic substances or harmful physical agents. Includes Safety Data Sheets (SDS). Does NOT include: health insurance claims; first aid records of one-time treatments for minor injuries; records of employees who worked less than one (1) year if records are given to employee upon termination.	Incident date	5 years	CAL OSHA	
Training	AB 1825 Sexual Harassment Prevention	Sign in sheets and associated training materials	Class date	5 years	Department Defined	Personnel
	Attendance Sign-In Sheets	Management and Leadership training programs forms	Sign in date	2 years		
Workers' Compensation	Class Training records	Training records of all classes	Class date	2 years	LC 5405; 8 CCR 14311 8 CCR 15400.2	Personnel
	First Aid/Report Only Incident	Notifies that an injury happened - no medical records	Final Action date on Claim	5 years		
	Indemnity Claims Files	Open/active and closed/inactive temporary and permanent disability claims files involving exposure to lost time. Permanent disability to be compensated. Contains medical files and payment history.	Final Action date on Claim	5 years except lifetime medical award cases destroyed upon death of individual		
	"Medical Only" Claims Files	Open/active and closed/inactive claims files. Contain claim forms, billings medical records, check copies, etc. Employee injury - no loss of work greater than 3 days	Final action date on Claim	5 years		
	PERS (Sworn) Industrial Disability Retirement Files (Official)	Claims filed by employees (sworn) for PERS disability retirement	Application date	5 years		

City of Los Alamitos Records Retention Schedule  
**Police Department**

**Schedule G**

RECORD CATEGORY	RECORD SERIES	RECORD DESCRIPTION	RECORD START DATE	RETENTION PERIOD	AUTHORITY	CUSTODIAN
ABC Files	Name of Premises	History of ABC locations. Applications for ABC licenses to sell and/or serve alcoholic beverages.	Application date	Permanent	GC 34090 et seq.	Department Secretary
	Employee Accidents	Investigations of accidents involving on-duty Departmental Personnel				
Administrative Investigations (Internal Affairs Incidents by Type)	In-Custody Death Reports	Investigations of in-custody deaths	Date investigations completed	5 years	GC 34090 et seq.	Police Chief's Office
	In-Custody Injury/Use of Force	Investigations of in-custody injuries and use of force				
Applicant Files	K-9 Reports	Investigations of K-9 bite incidents	Creation date	3 years	GC 34090 et seq.	Department Secretary
	Officer Involved Shootings	Investigations of officer involved shootings				
Application Permits	By Name	Record of applicants not selected				
	Food/ice Cream Vendors	Application forms, letters of approval or denial and miscellaneous correspondences	Acceptance or denial date	2 years	GC 34090 et seq.	Department Secretary
	Push Cart Vendors					
	Taxi Cab					
Citations	Tow Truck					
	By Citation Number	Parking/Traffic Citations	Issuance date	2 years	GC 34090 et seq.	Records Division
Citizen Complaints	By Employee Name	Investigations of alleged Employee misconduct	Complaint completed date	5 years	PC 832.5, 801.5; 803c EVC 1045, GC 12946; GC 34090 et seq.	Internal Affairs (IA)
Dispositions (Search and Seizures)	By Name	Search and seizure documents received from Court without case numbers	Date probation ends	2 years	GC 34090 et seq.	Police Chief's Office
	Background File	Record of background investigation		5 years	GC 34090 et seq.	
Employee Records	Medical File	Medical information for each Employee	Termination	30 years	US OSHA 29 CFR 191020	Personnel Division
	Personnel File	Employment records, i.e. evaluations, pay changes, commendations, etc.		2 years	GC 34090 et seq.	
	Latent by Case Number	Latent prints obtained from crime scenes	Date obtained	5 years	GC 34090 et seq.	ID Lab
	Log Books by Case Number	Log books for beginning and final disposition of all booked evidence items	Permanent	Permanent	GC 34090 et seq.	Evidence Section
Evidence	Negatives by Case Number	Negatives of photos taken from crime scenes	Date obtained	5 years	GC 34090 et seq.	ID Lab
	By Name	Documentation of a filed contact by an Officer	Date Written	2 years	GC 34090 et seq.	Records Division
Field Interview Cards		Expense vouchers and reimbursement requests	Reimbursement date	2 years	GC 34090 et seq.	Special Investigations
Finance	Petty Cash Receipts - by Fiscal Year	Confidential financial disclosure form completed by Employees working designated assignments	Separation date from designated assignment	2 years	GC 34090 et seq.	Personnel Division
Financial Disclosure Form	By Name	Correspondence, records or interdepartmental actions concerning Task Force issues	Incident date	3 years	GC 34090 et seq.	District Investigations
		City employment requests for record checks of new Employees and supporting documents	Request date	2 years	GC 34090 et seq.	Records Division
Graffiti Task Force	By Name	Explorer Post applications and performance records of explorers	Termination	2 years	GC 34090 et seq.	Department Secretary
		Court orders requiring the sealing of records (no case numbers)	Order date	2 years	GC 34090 et seq.	Records Division

City of Los Alamitos Records Retention Schedule  
**Police Department**

**Schedule G**

Police Reports	Crime, Traffic, Information	Incidents wherein a case number is issued	Report date	Permanent	GC 34090 et seq.	Records Division
	Homicide	Incidents wherein a murder is committed	Report date	Permanent	PC 799	Records Division
	Marijuana (under 1 oz.)	Incidents involving less than 1 oz. of marijuana	Date occurred	2 years	H&S Code 113615	Records Division
	Polygraph Files	Pre-employment polygraph examinations	Creation date	3 years	GC 34090 et seq.	Police Chief's Office
	Psychological Files	Pre-employment psychological examinations results	Creation date	5 years	GC 34090 et seq.	Personnel Division
	Roll Call Briefing Files	Information disseminated at roll call briefings	Briefing date	2 years	GC 34090 et seq.	Field Operations
	Sexual Harassment Investigations	Investigations of sexual harassment complaints	Investigation completion date	5 years	GC 34090 et seq.	Department Secretary
	Statistical Reports	State reports of statistics on crimes and supporting documentation	Date of report	10 years	GC 34090 et seq.	Operation Captain's Office
	Supervisor Logs	Forms used to collect crime data	Date of Crime	2 years	GC 34090 et seq.	Records Division
	Training Records	Daily logs written by supervisors documenting shift activities	Date Written	2 years	GC 34090 et seq.	Department Secretary
		Self explanatory	Permanent	Permanent	GC 34090 et seq.	Training Division
	Employee Training Records by Employee Name	Schools and classes attended by police employees	Termination Date	5 years	GC 34090 et seq.	Training Division
	Jail Training Records by Employee Name	Jail Employee training records	Termination Date	5 years	GC 34090 et seq.	Jail Facility
	K-9 Training Records	Training records of K-9 Officers	Termination Date	5 Years	GC 34090 et seq.	K-9 Unit
	Law Summary	Summaries issued by City Attorney and legal advisor	Date of Issue	5 years	GC 34090 et seq.	Training Division
	Range Records	Employees' scores and documentation	Date Created	5 years	GC 34090 et seq.	Training Division
	Standards and Training for Corrections (STC)	Mandated quarter and annual report submitted to STC	Date of Report	2 years	GC 34090 et seq.	Jail Facility
	Training Bulletins	Self explanatory	Permanent	Permanent	GC 34090 et seq.	Training Division
	Trespass Forms	Permission form signed by property owner	Date of Initial Report	2 years	GC 34090 et seq.	Filed Operations
	Vehicle Logs	Record of private party impounds	Date of Log	2 years	GC 34090 et seq.	Records Division
		Record of vehicle impounds	Date of Log	2 years	GC 34090 et seq.	Records Division
	Weekend Logs	Record of weekend activities	Date of Log	2 years	GC 34090 et seq.	Records Division
	Warrant Investigative Worksheets	Served warrant working papers with no case number	Date of Service	2 years	GC 34090 et seq.	Records Division

City of Los Alamitos Records Retention Schedule  
Public Works Department

Schedule H

RECORD CATEGORY	RECORD SERIES	RECORD DESCRIPTION	RECORD START DATE	RETENTION PERIOD	AUTHORITY	CUSTODIAN
Administrative Services	Correspondences	Misc. correspondences not related to projects	Creation date	2 years	GC 30490 et seq.	Public Works
	Permits	Bus shelters, news racks	Approval date	Expiration + 2 years	GC 34090 et seq.	Public Works
Construction/Engineering	Post Construction Critiques	Project/Contractor reviews	Completion date	Permanent		Engineering
	Project Files	Construction project related files	Completion date	Permanent		Engineering
	Bench Marks	Vertical survey data	Survey date	Permanent		Engineering
	Centerline Ties	Horizontal survey data	Survey date	Permanent		Engineering
	Project Data	Project survey data	Survey date	Permanent		Engineering
	Structures	Demolitions	Completion date	Permanent		Engineering
	Soil Reports	Detailed soil analysis/construction recommendations	Report date	Permanent		Engineering
	Material Specifications	Specifications of materials used in construction projects	Date approved	Permanent		Engineering
	Contractor's Bid List	Contractors bidding on City projects	Until superseded	5 years		City Clerk
	Acquisition File	Agent's diary, offer letter and other correspondence, escrow documents	Close of escrow	10 years	GC 34090 et seq.	Engineering
Design Engineering	Relocation File	Informational documents, claim forms, verification of payment, etc.	Receipt of final relocation payment	10 years	GC 34090 et seq.	Engineering
	Appraisals	Assesses value of property	Close of escrow	2 years	GC 34090 et seq.	Engineering
	Residential Real Estate	Included deeds, parcel maps, tract maps, right of way maps.	Creation date	Permanent	GC 34090 et seq.	Engineering
	Right-of-Way	Property Acquisition	Completion date	10 years	GC 34090 et seq.	Engineering
	Industrial Discharge Permits	National Pollution Eliminations System	Expiration date	Permanent	GC 34090 et seq.	Engineering
	Street Work and Utility Permits	Encroachment Permits	Completion date	5 years	GC 34090 et seq.	Engineering
	Transportation/Wide Load Permits	Overized Vehicles	Completion date	3 years	GC 34090 et seq.	Engineering
	Studies	Runoff/Drainage	Approval date	5 years	GC 34090 et seq.	Engineering
	NPDES	Correspondences and related documents	Date issued	5 years	GC 34090 et seq.	Engineering
	Water Quality Management Plan	WQMP	Approval date	Until super seceded	GC 34090 et seq.	Engineering
	Industrial Commercial Inspection	Records required by permit	Inspection date	5 years	GC 34090 et seq.	Engineering
	Records	Annual NPDES Report	Submittal date	permanent	GC 34090 et seq.	Engineering
	City Program Effectiveness Assessment	SWPPP	Certificate of Occupancy	1 year	GC 34090 et seq.	Engineering
	Storm Water Pollution Prevention Plan	Contains specific notes	Date issued	3 years	GC 34090 et seq.	Engineering
	Miscellaneous Cash Transaction Certificate of Insurance	Proof of Liability insurance and endorsement	Date received	Completion +10 years	GC 34090 et seq.	Engineering
Development Engineering	Development Project Folder	Public Works requirements of approval for private development projects and site plans. Includes copy of bond release letter	Completion of project or expiration of development agreement, whichever is later	5 years	GC 34090 et seq.	Engineering
	Development Conditions	Public Works conditions of approval for private development projects	Date issued	Permanent	GC 34090 et seq.	Engineering
	Special Studies	Joint powers authorities, etc.	Date completed	Permanent	GC 34090 et seq.	Engineering
	Certificates of Compliances	City Engineer approval of existing subdivision	Date recorded	Permanent	GC 34090 et seq.	Engineering
	Transportation	Alignment and environmental studies	Project date	Permanent	GC 34090 et seq.	Engineering

City of Los Alamitos Records Retention Schedule  
**Public Works Department**

**Schedule H**

Development Engineering (continued)	Reports	Measure M. Congestion Management Plan, Arterial Highway Program	Report date	10 years	GC 34090 et seq.	Engineering
Over the Counter	Public Works requirements of approval for over the counter Projects: site plans		Final sign-off of permit	2 years	GC 34090 et seq.	Engineering
	Conditions of Approval - Private Development	Correspondences regarding Conditions of Approval	Date created and signed	Permanent	GC 34090 et seq.	Engineering
Drawings	Plans/Drawings including channelization, signal and interconnect plans, City-owned buildings, structures, wells, reservoirs, widening, overpasses, traffic management studies, counts, phasing, city yard construction drawings, civic center facilities, park structures, streets, alleys, medians, curbs and gutters, sidewalks, transportation center, sewer and water mains, booster stations, lift stations, pump stations, MWD connections		Date signed	Permanent	GC 30490 et seq.	Engineering
	Drawings	Traffic control plans	Date signed	Permanent	GC 30490 et seq.	Engineering
	Drawings	Bike lane and bike trails	Completion date	Permanent	GC 30490 et seq.	Engineering
	Drawings	Park improvements	Completion date	Permanent	GC 30490 et seq.	Engineering
	Service Requests	Requests for maintenance services	Request date	2 years	GC 30490 et seq.	City Yard
	Street Work Reports	Monthly street work summary	Report date	2 years	GC 30490 et seq.	City Yard
	Weed Abatement Violations	Notices issued and action taken	Notice date	Completion + 5 years	GC 30490 et seq.	City Yard
	Maintenances	Street maintenance, slurry seal, resurface, weed, rubbish, graffiti	Completion date	5 years	GC 30490 et seq.	City Yard
	Trees	Planting, removal, trimming	Completion date	5 years	GC 30490 et seq.	City Yard
	Driver Equipment Certification	Motor carrier safety requirements	Date issued	10 years	GC 30490 et seq.	Personnel
Traffic	Field Work Records	Supervisor's Crew work records	Date of work	2 years	GC 30490 et seq.	City Yard
	Graffiti Removal	Locations/sq. ft. of graffiti removed	Date of work	2 years	GC 30490 et seq.	City Yard
	Traffic Signals	Traffic control computer, maintenance	Completion date	Until Super seceded	GC 30490 et seq.	Engineering
	Accident Data/Collision Diagrams	Location/accident/type/collision diagrams	Diagram/Collision date	10 years	GC 30490 et seq.	Engineering
	Average Daily Traffic/Turning Counts	Count data	Collection date	10 years	GC 30490 et seq.	Engineering
	Traffic Orders	Various parking and traffic controls	Install date	Permanent	GC 30490 et seq.	Engineering
	Permit Parking	Applications, etc.	Expiration date	1 year	GC 30490 et seq.	Engineering
	School Crossing Study	Study to justify crossing guard	Completion date	10 years	GC 30490 et seq.	Engineering
	Signal Cabinet Prints	Signal wiring diagram	Install date	Until Super seceded	GC 30490 et seq.	Engineering
	Signal/LT Phase Warrant	Studies to justify left turn installation	Install date	10 years	GC 30490 et seq.	Engineering
Signal Maintenance	Operation maintenances	Maintenance date	5 years	GC 30490 et seq.	Engineering	
Signal Timing	Operation timing	Maintenance date	5 years	GC 30490 et seq.	Engineering	
Speed Limit Study	Restudied every 5 years	Approval date	10 years	GC 30490 et seq.	Engineering	
Traffic Control Devices Inventory	Installation and maintenance data	Work date	Life of Structure + 5 years	GC 30490 et seq.	Engineering	
Traffic/Parking Studies	Neighborhoods, schools, parks, special	Study date	10 years	GC 30490 et seq.	Engineering	
Requests for Service	Citizen-requests, studies	Request date	10 years	GC 30490 et seq.	Engineering	

City of Los Alamitos Records Retention Schedule  
**Recreation and Community Services (RCS)**

**Schedule I**

RECORD CATEGORY	RECORD SERIES	RECORD DESCRIPTION	RECORD START DATE	RETENTION PERIOD	AUTHORITY	CUSTODIAN
Administration	Applications		Application date	2 years	GC 34090 et seq.	RCS
	Correspondences		Date created	2 years	GC 34090 et seq.	RCS
	Permits	Misc. correspondences	Permit date	2 years	GC 34090 et seq.	RCS
Projects	General Project Files	Project files including correspondence, reports, and relevant back-up documentation	Folder year date	3 years	GC 34090 et seq.	Originating Dept.
Reservations	Reservation Form	Facility reservations	Event date	2 years	GC 34090 et seq.	RCS

# Records Inventory Identification Form

Box Number: \_\_\_\_\_ (if applicable)  
 Department: \_\_\_\_\_ Date: \_\_\_\_\_  
 Division/Office: \_\_\_\_\_  
 Inventoried By: \_\_\_\_\_ Ext: \_\_\_\_\_

Record Series Title: \_\_\_\_\_ Record Category: \_\_\_\_\_

Alternate Title(s): \_\_\_\_\_

Inclusive Dates from: \_\_\_\_\_ to: \_\_\_\_\_

Record Series Description: (content & purpose-be detailed)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Record is:**

- Vital
- Non-record
- Confidential
- Exempt from Public Disclosure
- Original
- Duplicate

If duplicate, location of original: \_\_\_\_\_

**Value:**

- Administrative
- Fiscal
- Historical
- Legal

**Record Container:**

Type: \_\_\_\_\_  
 Quantity: \_\_\_\_\_

**Filing Method:**

- Chronological
- Alphabetical
- Subject
- Numerical
- Geographic
- Other: \_\_\_\_\_

**File Location:**

- City Hall-Vault
- Room/Office
- Records Center (inactive)

Department Head's Suggested Retention: \_\_\_\_\_ Total Years

<b>DESTRUCTION YEAR:</b> _____	
<b>Method and basis for Filing/Retention:</b>	
File at Dept. Level then destroy <input type="checkbox"/>	_____ Total Years
File at Dept. Level then transfer to Record Center <input type="checkbox"/>	_____ Total Years
Safeguard at Records Center then Destroy <input type="checkbox"/>	_____ Total Years
Retain at Records Center Permanently <input type="checkbox"/>	
Retain at City Hall (vault) Permanently <input type="checkbox"/>	

City of Los Alamitos  
 Records Management Program  
**Request for Amendment to Records Retention Schedule**

**Requested By:**

**Department:**

Series Title and Description	Add Change or Delete	Reason for Requested Amendment	Legal Retention	Current Retention	Proposed Retention

**Approved**

Department Head:

City Clerk/Records Mgr.:

City Attorney:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Date: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Date: \_\_\_\_\_



City of Los Alamitos  
City Clerk's Office  
**RECORD RETRIEVAL REQUEST**

1. Date:

CC RESO 2015-30  
Exhibit E

2. Name:

3. Department/Division

4. Phone:

5  Retrieval     Return     Reactivate

Importance:

High

Normal

6. Record Title and Description:

7. Location/Box No.

Please keep this form attached to record

Distribution: Copy-Attach to File    Original - Records Manager/City Clerk's Office

----- CUT HERE -----

