

City of Garden Grove

RECORDS RETENTION SCHEDULE

2015



RECORDS MANAGEMENT INFORMATION

INTRODUCTION

A Records Retention Schedule is the City's legal authority to receive, create, retain and dispose of official public records, per the California Public Records Act (CPRA). This document serves as a guideline for records management operations and procedures by the City of Garden Grove. It includes sections designed to assist employees with records management in their respective departments/divisions. New types of records, electronic records management, changes in the laws, and policy revisions will require the retention schedule be updated accordingly.

PRIMARY GOAL OF PROGRAM

The primary goal of this program is to effectively manage City records data and to maintain a more efficient records environment while preserving permanent City records on legal archival media, eliminating the potential for lost, damaged or misplaced records and creating a functional records management system.

HOW TO USE THE CITY OF GARDEN GROVE RETENTION SCHEDULE

The retention schedule breaks down the types of documents generated or obtained by the City and provides the legal requirement for retaining those documents including time period for retention, mechanism for retention, and places for storage.

The specified retention period applies regardless of the media of the records, e.g., if a record is stored both on paper and electronically, both records should be destroyed after the specified period of time has elapsed.

Department retention schedules are organized by each division within the departments. Every department has its own individual retention schedule describing the records unique to that department, and that department serves as the Office of Record.

EMAIL RETENTION POLICY

As the City has a limited amount of storage for email, a storage limit will be enforced. When an email account has reached that limit, the account will lose functionality until it has either been purged of unnecessary email or has its limit increased by Information Technology. Storage limits will only be increased after the account has purged all unnecessary email (i.e., personal or unneeded business email). It is recommended that employees regularly evaluate the email they retain so as to minimize their storage limit.

It is also important to note that City email may consist of correspondence and other documentation that may constitute City records subject to the requirements of the CPRA and other laws and regulations that apply to public agency information. It is the City's policy that City email and email systems are intended to be a medium of communication, therefore they are not intended to be and may not be used for the electronic storage or maintenance of permanent or official City records. If an email contains information that must be retained as a City record, then the employee must print that email and retain the hard copy as a permanent record, per the City's retention schedule.

BENEFITS

The benefits of properly implemented records policies and procedures are as follows:

- Higher quality and faster customer service via efficient access to records and the specific information contained within.
- Increased executive and managerial effectiveness via improved access to complete, accurate, and up-to-date records.
- Measurable increases in staff productivity through research time reduction and well-organized record inventories.
- Substantial reductions in data and record volumes, freeing valuable electronic storage, office and filing cabinet space while avoiding expensive off-site storage solutions.
- Greater assurance of legal compliance through use of the retention schedule.
- Efficient process whereby vital data and records can be identified and protected.
- Efficient process whereby records no longer required can be identified and disposed of appropriately.
- Identification of modern technology suitable for the City's specific electronic records management needs.
- Measureable costs savings in time, resources, materials, storage, and equipment.

For questions, or if you are unable to locate a record type, please contact the City of Garden Grove City Clerk's Office at 714-741-5040.

City of Garden Grove Retention Guidelines City Manager

Record Title	Record Description	Office of Record	Media	Vital?	Retention	Code
CITY MANAGER'S OFFICE						
Administration						
Administrative Regulations	City policies and procedures	CMO	Paper Electronic	Yes	S + 5	S + 5 GC34090(d)
Agenda Reports	Copies of agenda related reports submitted to Council, may include supporting documentation	City Clerk's	Paper Electronic	No	2 Yrs	CU + 2 GC34090(d)
Agreements/Contracts	Copies of lease, equipment, service, supply, consultant, and event agreements, may include agenda report, insurance, and supporting documentation	City Clerk's	Electronic	No	2 Yrs	T + 5 CCP337.2, 343; B&P7042.5; PU7 7685; 48 CRF: 2; GC53066
Calendars	Appointment calendars for City Manager, Mayor and Council Members	CMO	Paper Electronic	No	CU + 2	CU + 2 GC34090
Complaints	Letters of complaints received from the public	CMO	Paper	No	CU + 2	CU + 2 GC34090
Correspondence	Letters, memos, miscellaneous, not attached to an agreement or project file, includes Council correspondence	CMO	Paper Electric	No	CU + 2	CU + 2 GC34090(d)
Credit Card Statements	Copies of statements	Accounting	Paper	No	CL + 2	AU + 4 GC34090

Retention Code: AC = Active AU = Audit CL = Closed CU = Current Year E = Election L = Life P = Permanent T = Termination S = Supersede

Record Title	Record Description	Office of Record	Media	Vital?	Retention	Code
Employee Files	Personnel Action Forms (PAF's) and Evaluations. File goes to Human Resources after employee is terminated.	Human Resources	Paper	No	T	T + 3 29 CFR 1627.3; CCR Sec 1174; 29 CFR 1602.30.32; GC6250 et seq.; 29 CFR; GC12946, 34090' 1607.4; 29 CFR 655.202; 29 CFR 516.6 et seq; 45 CFR 168.6(a)
Expense Reports	Copies of staff and Council Member's expenditures	Accounting	Paper Electronic	No	CU + 2	AU + 4 GC34090
Invoices/Check Requests	Copies of invoices and check requests, including supporting documentation	Accounting	Paper	No	CL + 2	AU + 5 GC34090; CCP 337
Manager's Memos	Includes: Newspaper articles, Calendar of Events, priority and council agenda issues, department items, and matters from the City Attorney's Office	CMO	Paper Electronic	No	CU + 2	CU + 2 GC34090
Central Management Meeting						
Agendas	Central Management staff meeting agenda between City Manager, Directors, Fire Chief, Police Chief and City Attorney to discuss City projects and issues	CMO	Paper Electronic	No	CU + 2	CU + 2 GC34090
Minutes	Meeting minutes	CMO	Paper Electronic	No	CU + 2	CU + 2 GC34090

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Record Title	Record Description	Office of Record	Media	Vital?	Retention	Code
Customer Service Coaches Committee						
Agendas	Internal Employee Committee – Plans special events for employees	CMO	Paper Electronic	No	CU + 2	CU + 2 GC34090
Cash Flow Log	Record of funds collected and spent for special events for employees (City/employee funded)	CMO	Paper Electronic	No	CU + 2	CU + 2 GC34090
Minutes	Internal employee Committee meeting minutes	CMO	Paper Electronic	No	CU + 2	CU + 2 GC34090
CITY CLERK'S OFFICE						
Administration						
Brochures, Publications, Newsletters, Bulletins	Recreation FOCUS Brochure, Senior Visions, Senior Focus, H. Louis Lake Scoop, City Works	City Clerk's	Paper Electronic	No	CU + 2 P Historical Value	CU + 2 GC34090(d)
Chronological Files	Community Spotlight, Proclamations, written requests to Council	City Clerk's	Paper Electronic	No	CU + 2	CU + 2 GC34090
Correspondence	Letters, memos, miscellaneous, not attached to an agreement or project file	City Clerk's	Paper Electronic	No	CU + 2	CU + 2 GC34090(d)
Historical Documents	Documentation regarding City clock, banner, flag, flower, publications, newsletters, and brochures	City Clerk's	Paper Electronic	No	P Historical Value	P GC34090
Invoices/Check Requests	Copies of invoices and check requests, including supporting documentation	Accounting	Paper	No	2 Yrs	AU + 5 GC34090; CCP 337

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Record Title	Record Description	Office of Record	Media	Vital?	Retention	Code
Managers Memo	Department reports submitted to the City Manager's Office for the City's Weekly Manager's Memo package	CMO	Paper Electronic	No	CU + 2	CU + 2 GC34090
Purchase Orders and Requisitions	Copies of purchase orders, requisitions, and invoices	Purchasing	Paper	No	CL	AU + 4 GC34090; CCP 337
VIP Book	List of all City Council, Commission, and Committee members	City Clerk's	Electronic	No	S	
City Council, Commissions, Committees						
City Council/Agency/Successor Agency/Sanitary District/Housing Authority/Oversight Board						
Agenda Packet	Includes: Agenda, agenda reports, agreements, Ordinances, Resolutions, status reports, minutes, and supporting documentation	City Clerk's	Paper Electronic	No	2 Yrs P	P GC34090(d); GC36814; GC40801; GC40806
Agenda Reports	Agenda related reports submitted to Council, may include supporting documentation	City Clerk's	Paper Electronic	No	P Historical Value	CU + 2 GC34090(d)
Agendas	Original agendas, special meeting notices, and cancelation notices, including certificates of posting	City Clerk's	Paper Electronic	No	CU + 2	CU + 2 GC34090
Council Member's Files	Council Member's Personnel Action Forms (PAF's), Oaths of Office, and biographies	City Clerk's	Paper	No	P Historical Value	T + 6 GC34090; 29 USC 113
Manuals	City Council policies, procedures, and handbook	City Clerk's	Paper Electronic	No	S + 2	S + 2 GC34090

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Record Title	Record Description	Office of Record	Media	Vital?	Retention	Code
Minutes	Official minutes and hearing proceedings of governing body	City Clerk's	Paper Electronic	No	P	P GC34090(d); GC36814; GC40801
Oral Communication Cards	Pink cards submitted to the City Clerk at Council meetings for Oral Communications	City Clerk's	Paper	No	S	
Tapes, Audio/Video Video Streaming	Used for minute preparation, may have historical value	City Clerk's	Electronic	No	CU + 2	CU + 3 mos. GC34090.7
Commissions & Committees						
Agendas	Copies of agendas, special meeting notices, and cancelation notices, including certificates of posting	Originating Department	Paper Electronic	No	CU + 2	CU + 2 GC34090
Applications - Boards, Commissions, Committees	Selected	City Clerk's	Paper	No	P Historical Value	T + 5 GC34090; GC40801
Applications- Boards, Commissions, Committees	Not selected	City Clerk's	Paper	No	CL + 2	CL + 2 GC34090
Blue Cards, Commissioners	Appointment history for City Commissions	City Clerk's	Paper	No	P Historical Value	
Commissioner and Committee Members Information	Commissioner's applications, Personnel Action Forms (PAF's), Oaths of Office, correspondence	City Clerk's	Paper	No	T + 5	T + 5 29 CFR 1627.3; CCR Sec 1174; 29 CFR 1602.30.32; GC 6250 et seq.; 29 CFR GC12946, 34090
Manual	Commission policies and procedures	City Clerk's	Paper Electronic	No	S + 2	S + 2 GC34090

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Record Title	Record Description	Office of Record	Media	Vital?	Retention	Code
Minutes	Copies of official minutes and hearing proceedings of Commission or Committee	Originating Department	Paper Electronic	No	CU + 2	P GC34090(d); GC36814; GC40801
Elections						
Ballots Prop. 218 (Assessment Districts)	Property related fees (Assessment Ballot Proceedings)	City Clerk's	Paper	No	P	P California Constitution Art. XIII
Candidate Packet	Information provided to candidates, includes Nomination Paper, Ballot Designation Worksheet, Candidate Statement Form and information sheet; Candidate Handbook, Campaign Disclosure Manual, FPPC Forms, Political Sign Ordinance, map of Agency-owned properties	City Clerk's	Paper Electronic	No	E + 2	
Election Folder (Filed by Election Year)	Includes: Candidate Statements, Certificates of Elections, maps, Nomination Papers, copies of Oaths of Office, Statements of Economic Interest, and Candidates not elected	City Clerk's	Paper	No	P Historical Value	E + 4 GC81009 (a)(d)
Fair Political Practices						
Campaign Statements – Elected or Appointed	FPPC Filings (460's)	City Clerk's Sec. of State	Paper Electronic	No	P	P GC81009 (b)(g)
Campaign Statements – Unsuccessful (All other committees)	FPPC Filings (460's) for unsuccessful Candidates, Commissioners, Committee members, and open Committees	City Clerk's Sec. of State	Paper	No	E + 7	E + 7 GC81009

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Record Title	Record Description	Office of Record	Media	Vital?	Retention	Code
Code of Ethics	Certificates	City Clerk's	Paper	No	S	
Statement of Economic Interest	FPPC Filings (700 Forms) Elected Officials, City Attorney, City Treasure, Oversight Board Members and Planning Commissioners	City Clerk's	Paper	No	T + 7	T + 7 GC81009 (e)
Statement of Economic Interest	FPPC Filings (700 Forms) Employees, Housing Authority and Main Street Commissioners, and Deputy City Attorney's.	City Clerk's	Paper	No	7 Yrs	
Legal/Legislative						
Administrative Citation Hearing Waiver	Application for waiver of advance deposit of fines	City Clerk's	Paper	No	CL + 2	CL + 2 GC34090
Agreements/Contracts – Excluding Capital Improvements	Lease, equipment, service, supplies, class instructor, Festival, Affordable Housing, may include agenda report, insurance, and supporting documentation	City Clerk's	Paper Electronic	No	T + 5	T + 5 CCP 337.2, 343; B&P7042.5; PU7685; 48 CRF:2; GC53066
Appeals	Appeal of Planning Commission or zoning Administrator decisions	City Clerk's	Paper	No	P	P GC34090a; H&S19850; 4003; 4004
Articles of Incorporation		City Clerk's	Paper	Yes	P	P GC34090; CCP 337.2
Bylaws	Agency, Successor Agency, Housing Authority, Industrial Development Authority, Public Finance Authority	City Clerk's	Paper	Yes	P	P GC34090; CCP 337.2
Claims	Copies of claims filed against the City, includes claim form and supporting documentation	Risk Mgmt	Paper	No	CU + 2	CL + 5 GC34090; GC25105.5

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Record Title	Record Description	Office of Record	Media	Vital?	Retention	Code
Class Instructor Agreements	Recreation Class Instructor's agreements, including W-9 and insurance	City Clerk's	Paper Electronic	No	T + 5	T + 5 CCP 337.2, 343; B&P7042.5; PU7685; 48 CRF:2; GC53066
Community Development Block Grants (CDBG) Subrecipient Agreements	CDBG grants, including but not limited to applications, agreements, financial folders, goal measures, activity reports, award letters, and background information	City Clerk's	Paper Electronic	No	CL + 4	CL + 4 24 CFR 570.502 (b)(3); 241 CFR 85.42 & OMB Cir. A-110, Attach. C; OMB Cir. A-102 & 128 HUD Regulations
Grants	Federal & State - Filed by department, original documents are kept by originating department, Finance, and City Clerk's Office	City Clerk's	Paper Electronic	No	CL + 5	CL + 5 GC34090
Legal Advertising Notifications/Publications	Includes public notices, legal publications, and tear sheets	City Clerk's	Paper	No	Copies - 2 Yrs Original with file	CU + 4 CCP 343, 349 et seq.; GC 911.2; GC34090
Memorandums of Understanding - Employee	Contracts	City Clerk's	Paper	Yes	P	P
Municipal Code	Supplements included	City Clerk's	Paper Electronic	Yes	P	P GC34090
Ordinances	Amendments to Municipal Code; legislative actions or decisions; amendments to specific plans	City Clerk's	Paper Electronic	Yes	P	P GC34090(d) 40806
Resolutions	Legislative actions or decisions	City Clerk's	Paper Electronic	Yes	P	P GC34090(d) 40801
Sanitary District Code of Regulations		City Clerk's	Paper	Yes	P	S + 2 GC34090(d)

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Record Title	Record Description	Office of Record	Media	Vital?	Retention	Code
Subpoenas	Records Subpoenas – City Clerk's Appearance Subpoenas – Department Secretaries	City Clerk's	Paper Electronic	No	CU + 2	CU + 2 GC34090
Summons	Copies of Summons usually related to a claim	Risk Mgmt	Paper Electronic	No	CU + 2	CL + 5 GC34090; GC25105.5
Zoning Administrator Decisions		City Clerk's	Paper Electronic	No	P	P GC34090a; H&S 19850; 4003; 4004
Property/Land						
Acquisition/Disposition	Agreement and supporting documentation regarding sale, purchase, exchange, lease or rental of property by City	City Clerk's	Paper Electronic	No	P	CL + 10 GC37090a; GC6254
Agreements/Contracts – Including Capital Improvements	Development, Disposition & Development, Land Use, Construction, and Street & Sewer Agreements, may include Deeds, Easements, Right-of-Way, Promissory Notes, agenda reports, insurance, and supporting documentation	City Clerk's	Paper Electronic	Yes	P	P 2.08.110; GC37090a; 4004; H&S 19850
Annexation Case Files	Reports, agreements, public notices	City Clerk's LAFCO	Paper Electronic	No	P	P GC34090a
Deeds & Promissory Notes	Grant, Quitclaim, Easement, Street Deeds; and Promissory Notes	City Clerk's County	Paper Electronic	No	P	P GC34090a; 24 CFR 570.502(b)(3); 24 CFR 8.42 & OMB Circ. SA-110

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Record Title	Record Description	Office of Record	Media	Vital?	Retention	Code
Franchises	Including Subdivision Agreements, Purchase and Sale Agreements, cable, and Grant of Easements involving construction or improvements	City Clerk's	Paper Electronic	N	P	P GC65864, 65869.5, 34090*
Relocation Files	e.g., Redevelopment	Real Property City Clerk's	Paper	No	CL + 7	CL + 7 GC34090
Street/Alley Abandonment/Vacation	Relinquishment of rights and fee title	City Clerk's County	Paper Electronic	No	P	CL + 2 GC34090d
Records Management						
Public Records Requests	Copies of requests and the responses provided	City Clerk's	Paper Electronic	No	CL + 2	CL + 2 GC34090
Records Management	Inventory of records stored with the Clerk's Office. Lists include records stored in the vault, rolling files in the Clerk's Office, and rolling files at the Public Works warehouse.	City Clerk's	Paper Electronic	Yes	S	
Records Management Destruction Certificates	Documentation of final disposition of records	City Clerk's	Paper	Yes	P	P GC34090
Records Retention Schedules	Retention schedule for City documents/records	City Clerk's	Paper Electronic	No	S + 4	S + 4 CCP 343
Reports/Plans						
Annual Housing Plan	Housing Annual Plan – Submitted to the Housing Authority	City Clerk's	Paper	No	P	P GC34090(d); GC36814; GC40801

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Record Title	Record Description	Office of Record	Media	Vital?	Retention	Code
Assessment Districts	Garden Grove Street Lighting District, Garden Grove Street Lighting District No. 99-1, Garden Grove Park Maintenance District, and Main Street Assessment District No. 1, including agenda reports and supporting documentation	City Clerk's	Paper Electronic	No	P	P GC34090a
Budget	Annual operating budget approved by Legislative Body	City Clerk's	Paper Electronic	Yes	P	P GC34090
Budget, Proposed	Presented to Council	City Clerk's	Paper Electronic	No	CU + 2	CU + 2 GC34090
CAPER	Consolidated Annual Performance and Evaluation Report	City Clerk's	Paper Electronic	No	CL + 5	CL + 4 Federal Guidelines
Comprehensive Annual Financial Report (CAFER)	Includes independent auditor analysis (Part of Agenda Packet)	City Clerk's	Paper	No	AU + 7	CL + 2 GC34090
Consolidated Action Plan		City Clerk's	Paper Electronic	No	4 Yrs After submission of CAPER	4 Years After submission of CAPER
General Plan Amendments	Approved and denied - Submitted to Council	City Clerk's	Paper Electronic	No	P	P GC34090(d); GC36814; GC40801
General Plan and Elements	Includes sphere of influence. Updated every 10 years. Submitted to Council.	City Clerk's	Paper	No	P	P GC34090
General Plan Annual Report	Yearly report on Housing Element compliance - Submitted to City Council	City Clerk's	Paper Electronic	No	P	P GC34090

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Record Title	Record Description	Office of Record	Media	Vital?	Retention	Code
Grants/Action Plan	Grants provided to support homeless services including but not limited to Emergency Shelter Grants (ESG), Housing Opportunities for Persons with AIDS (HOPWA), Homeless Prevention and Rapid Re-Housing Program (HPRP), Housing Trust Fund and other HUD and City programs, includes applications, contracts, financial, statistical, and supporting documentation pertinent to an award	City Clerk's	Paper Electronic	No	5 Yrs After completion of Con Plan	CL + 5 GC34090
Housing Element Plan	Updated every 5 years - Submitted to the Housing Authority/City Council as part of the General Plan	City Clerk's	Paper	No	P	P GC34090(d); GC36814; GC40801
Master Plans, Annual	Special or long range program plan for municipalities - coordination of services; strategic planning	City Clerk's	Paper	No	S + 2	S + 2 GC34090
Specific Plans	Harbor Corridor, Brookhurst Chapman, Community Center Specific Plans	City Clerk's	Paper Electronic	Yes	P	P GC34090
Street Lighting Districts	Engineer Report, authorizations, budget/financial information	City Clerk's	Paper	No	P	P GC34090a
Warrant Register	Accounts Payable and Payroll	City Clerk's	Paper	No	AU + 2	AU + 2 GC34090.7
Weed Abatement	Reports, assessments, resolutions, and supporting documentation	Fire City Clerk's	Paper Electronic	No	CL + 2	CL + 2 GC34090

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City of Garden Grove Retention Guidelines Community Development

Record Title	Record Description	Office of Record	Media	Vital?	Retention	Code
Administration						
Agenda Reports	Copies of agenda related reports submitted to Council, may include supporting documentation	City Clerk's	Paper Electronic	No	CU + 2	CU + 2 GC34090(d)
Agreements/Contracts	Copies of lease, equipment, service, supply, consultant, and event agreements, may include agenda report, insurance, and supporting documentation	City Clerk's	Paper	No	CU + 2	T + 5 CCP337.2, 343; B&P7042.5; PU7 7685; 48 CRF: 2; GC53066
Correspondence	Letters, memos, miscellaneous, not attached to an agreement or project file	Comm. Dev.	Paper Electronic	No	CU + 2	CU + 2 GC34090(d)
Credit Card Statements	Copies of statements	Accounting	Paper	No	CL + 2	AU + 4 GC34090
Employee Files	Personnel Action Forms (PAF's) and Evaluations. File goes to Human Resources after employee is terminated.	Human Resources	Paper	No	T	T + 3 29 CFR 1627.3; CCR Sec 1174; 29 CFR 1602.30.32; GC6250 et seq.; 29 CFR; GC12946, 34090' 1607.4; 29 CFR 655.202; 29 CFR 516.6 et seq; 45 CFR 168.6(a)
Expense Reports	Copies of staff expenditures	Accounting	Paper	No	CU + 2	AU + 4 GC34090

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Record Title	Record Description	Office of Record	Media	Vital?	Retention	Code
Invoices/Check Requests	Copies of invoices and check requests, including supporting documentation.	Accounting	Paper	No	CL + 2	AU + 5 GC34090; CP 337
Managers Memo	Department reports submitted to the City Manager's Office for the City's Weekly Manager's Memo package	CMO	Paper Electronic	No	CU + 2	CU + 2 GC34090
Purchase Orders and Requisitions	Copies of purchase orders, requisitions, and invoices	Purchasing	Paper	No	CL	AU + 4 GC34090 CCP 337
Commissions and Committees						
Economic Development Improvement Committee						
Agenda Reports	Agenda related reports submitted to Committee, may include supporting documentation	Comm. Dev.	Paper Electronic	No	CU + 2	CU + 2 GC34090(d)
Agendas	Original agendas, special meeting notices, and cancelation notices, including certificates of posting	Comm. Dev.	Electronic	No	CU + 2	CU + 2 GC34090
Committee Member Information	Contact information for Committee Members	Comm. Dev.	Electronic	No	T + 5	T + 5 GC34090; GC40801
Minutes	Official minutes and hearing proceedings of Committee	Comm. Dev.	Paper Electronic	No	P	P GC34090(d); GC36814; GC40801
Garden Grove Improvement Corporation						
Agenda Reports	Agenda related reports submitted to Corporation, may include supporting documentation	Comm. Dev.	Paper Electronic	No	CU + 2	CU + 2 GC34090(d)

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Record Title	Record Description	Office of Record	Media	Vital?	Retention	Code
Agendas	Original agendas, special meeting notices, and cancelation notices, including certificates of posting	Comm. Dev.	Paper Electronic	No	CU + 2	CU + 2 GC34090
Corporation Member Information	Contact information for Corporation Members	Comm. Dev.	Electronic	No	T + 5	T + 5 GC34090; GC40801
Minutes	Official minutes and hearing proceedings of Corporation	Comm. Dev.	Paper Electronic	No	P	P GC34090(d); GC36814; GC40801
Tapes	Meeting Recordings	Comm. Dev.	Tapes	No	CU + 3 mos.	CU + 3 mos. GC34090.7
Neighborhood Improvement & Conservation Commission						
Agenda Reports	Agenda related reports submitted to Commission, may include supporting documentation	Comm. Dev.	Paper Electronic	No	CU + 2	CU + 2 GC34090(d)
Agendas	Original agendas, special meeting notices, and cancelation notices, including certificates of posting	Comm. Dev.	Paper Electronic	No	CU + 2	CU + 2 GC34090
Commissioner Information	Copies of contact information for Commissioner Members	City Clerk's	Electronic	No	T + 5	T + 5 GC34090; GC40801
Minutes	Official minutes and hearing proceedings of Commission	Comm. Dev.	Paper Electronic	No	P	P GC34090(d); GC36814; GC40801
Tapes	Meeting Recordings	Comm. Dev.	Electronic	No	CU + 3 mos.	CU + 3 mos. GC34090.7

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Record Title	Record Description	Office of Record	Media	Vital?	Retention	Code
Planning Commission Agenda Reports	Agenda related reports submitted to Commission, may include supporting documentation. Included in Planning Case Files.	Planning	Paper Electronic	No	P	CU + 2 GC34090(d)
Agendas	Original agendas, special meeting notices, and cancelation notices, including certificates of posting	Planning	Paper Electronic	No	CU + 2	CU + 2 GC34090
Audio Files	Planning Commission	Planning	Cassette tapes & electronic Marantz system	No	CU + 3 mos.	CU + 3 mos. GC34090.7
Commissioner Information	Copies of contact information for Commissioner Members	City Clerk's	Electronic	No	T + 5	T + 5 GC34090; GC40801
Minutes	Official minutes and hearing proceedings of Commission	City Clerk's	Paper Electronic	No	P	P GC34090(d); GC36814; GC40801
Resolutions/Decisions	Legislative actions	City Clerk's	Paper Electronic	No	P	P GC34090(d) GC40801
Zoning Administrator Agenda Reports	Agenda related reports submitted to Zoning Administrator, may include supporting documentation. Included in Planning Case Files	Comm. Dev.	Paper Electronic	No	P	CU + 2 GC34090(d)
Agendas	Original agendas, special meeting notices, and cancelation notices, including certificates of posting.	Comm. Dev.	Paper Electronic	No	CU + 2	CU + 2 GC34090

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Record Title	Record Description	Office of Record	Media	Vital?	Retention	Code
Decisions	Zoning Administrator Decisions	City Clerk's	Paper Electronic	No	P	P GC34090a; H&S 19850; 4003; 4004
Minutes	Official minutes and hearing proceedings of Zoning Administrator meeting	City Clerk's	Paper Electronic	No	P	P GC34090(d); GC36814; GC40801
Tapes	Meeting Recordings	Comm. Dev.	Tapes	No	CU + 3 mos.	CU + 3 mos. GC34090.7
BUILDING SERVICES						
Blueprints	Major construction projects	Building	Paper Electronic	Yes	CL + 2 P	P GC34090a; H&S 1980; 4003; 4004
Blueprints	Minor projects Example - room additions	Building	Paper Electronic	Yes	CL + 2	CL + 2 GC34090d
Certificates	Certificate of Occupancy, Elevation Certificates	Building	Paper Electronic	No	2 Yrs P	L GC34090a
Code Books	Codes adopted by the City	Building	Paper	No	P	P GC34090e
General Subject Files	Internal working files including correspondence	Building	Paper	No	CU + 2	CU + 2 GC34090(d)
Inspection	Correspondence, appeal requests, reports, notes	Building	Paper	No	CL + 2	CL + 2 GC34090d
Logs	Logs, registers or similar records listing permits; may include inspection, building activity, daily, plan check, utility	Building	Paper	No	CU + 5	

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Record Title	Record Description	Office of Record	Media	Vital?	Retention	Code
Permits	Building, electrical, mechanical, plumbing, sign permits, including declarations and plot plans	Building	Paper Electronic	Yes	P	P GC34090a; H&S 1950; 4003; 4004
Building Abatement						
CDBG Investigation Documents	Includes complaints, correspondence, appeals, inspection reports, liens, photos, and legal documents	Building	Paper Electronic	Yes	CU + 4	CU + 4 Federal Guidelines
CODE ENFORCEMENT						
Case Files	Municipal Code zoning violation records, includes inspections, citations, and correspondence	Code Enf.	Paper Electronic	Yes	CL + 3	CL + 2 GC34090d
HOUSING AUTHORITY						
Administrative Plan	Administration of the Section 8 Program and the functions and responsibilities of the Housing Authority (GGHA)	Housing	Paper	Yes	T + 3	S + 2 GC34090
Annual Housing Plan	Housing Annual Plan - Submitted to the Housing Authority (Copy)	City Clerk's	Paper	No	3 Yrs	P GC34090(d); GC36814; GC40801

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Record Title	Record Description	Office of Record	Media	Vital?	Retention	Code
Current Waiting List - Happy Program	Happy program - List from 2002 - List from 7/2010 • Client waiting to get on Housing • Term files - clients ineligible for Housing (Housing Waiting list files - paper application)	Housing	Paper Electronic	Yes	CU + 2 P	CU + 2 GC34090
EIV Certification	Training and Access for the HUD earned Income Verification System	Housing	Paper	No	T + 3	T + 3 Federal Guidelines
FSS Program - Housing Authority Escrow Accounts	<ul style="list-style-type: none"> FSS graduates, FSS Grant Application or Application, Escrow Calculation sheet Escrow Deposits, Withdrawals and Balances 	Housing Accounting	Paper	Yes	T + 3	T + 3 Federal Guidelines
Garden Grove Housing Authority (GGHA) Lock-in Report	Copy of monthly report of payments from GGHA to owners on the program, including supporting documentation	Accounting	Paper	Yes	T + 3	T + 3 Federal Guidelines
Garden Grove Housing Authority (GGHA) Monthly Warrant & Direct Deposit Register	Copies of monthly report of check # and payments to owners	Accounting	Paper	Yes	T + 3	T + 3 Federal Guidelines
Housing Authority By-laws	Contracts with Orange County Community Housing Corporation	Housing	Paper	No	T + 3	T + 3 Federal Guidelines

Record Title	Record Description	Office of Record	Media	Vital?	Retention	Code
Housing Element Plan	Copy updated every 5 years - Submitted to the Housing Authority/City Council as part of the General Plan	City Clerk's	Paper	No	3 Yrs	P GC34090(d); GC36814; GC40801
Housing Files - Active and Term	<ul style="list-style-type: none"> Family reports (HUD form 50058) Supporting documentations for from 50058 (Identification, income, assets, bills etc.) Pre-application for program waiting list Inspection packets, support documentations for Annual and New lease inspections RTA (Request for Tenancy Approval, Owner property information, HAP contract, Rental Lease, HAP Contract Amendment Notice FSS - Addendum & Supporting documentation, FSS contract, Term files - Clients that have finished their goals, or dropped the FSS program, or terminate off the program 	Housing	Paper and 50058 in Happy Program	Yes for information in Happy program. All supporting documentati on in paper form cannot be restore if destroyed.	T + 3	T + 3 Federal Guidelines
HUD Annual Contribution Contracts	Funding Contract with HUD	Housing	Paper	No	T + 3	T + 3 Federal Guidelines
HUD Audit	HUD audit	Housing	Paper	No	T + 3	T + 3 Federal Guidelines
Mobility Payment From Other Agency	Invoices for inspection fees	Housing	Paper	No	T + 3	T + 3 Federal Guidelines

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Record Title	Record Description	Office of Record	Media	Vital?	Retention	Code
Monthly Status Report	Staff Monthly Status	Housing	Paper	No	CU + 2	CU + 2 GC34090
Owner Direct Deposit Authorization Form	Signed Authorized Direct Deposit for owner to participate in Direct Deposit program	Housing	Paper	Yes	T + 3	T + 3 Federal Guidelines
Public Notices	Notice by newspaper, Ads	Housing	Paper	No	CU + 4	CU + 4 CCP 343, 349 et seq.; GC 911.2 GC34090
Report	Logic Model - grants	Housing	Paper	No	T + 3	T + 3 Federal Guidelines
SEMAP	Annual internal audit required by HUD. <ul style="list-style-type: none"> • FMR (Fair market Rents) • Payment Standards • Income Limits • Utility Allowances 	Housing	Paper	Yes	T + 3	T + 3 Federal Regulations
Single Audit	Copy of City audit	Accounting	Paper	No	3 Yrs	P GC34090
VMS Submission	Monthly financial submission to HUD	Housing	Paper	No	T + 3	T + 3 Federal Guidelines
NEIGHBORHOOD IMPROVEMENT DIVISION						
Affordable Housing Agreements		City Clerk's	Paper Electronic	No	T + 5	T + 5 Federal Regulations
Applications for Loans	Rejected	Neighborhood Improvement	Paper	No	CL + 4	CL + 4 Federal Guidelines

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Record Title	Record Description	Office of Record	Media	Vital?	Retention	Code
Audit Records	Records documenting HUD audits and follow-ups to HUD audits of the CDBG program.	Neighborhood Improvement	Paper	No	AU + 4	AU + 4 GC34090; OMB A-128
CAPER	Consolidated Annual Performance and Evaluation Report	City Clerk's	Paper Electronic	No	CL + 5	CL + 4 Federal Guidelines
Community Development Block Grants (CDBG) Subrecipient Agreements	Records documenting the application for approval of, and administration of CDBG grants including but not limited to applications, agreements, financial folders, goal measures, activity reports, award letters, and background information (due diligence)	City Clerk's	Paper Electronic	No	CL + 5	CL + 4 24 CFR 570.502 (b) (3); 241 CFR 85.42 & OMB Cir. A-110, Attach. C; OMB Cir. A-102 & HUD Regulations
Community Development Block Grants (CDBG), Denied Applications	Unsuccessful applications for CDBG grants and related documentation such as correspondence	Neighborhood Improvement	Paper Electronic	No	4 Yrs After Submission of CAPER	4 Yrs after submission of CAPER
Consolidated Action Plan and Evaluation Report		City Clerk's	Paper Electronic	No	4 Yrs After Submission of CAPER	4 Yrs after submission of CAPER
Construction Loans/Conditional Grants	Records related to grants used for acquisition/rehabilitation of commercial property, including public facilities and community centers, and secured by those properties	City Clerk's	Paper Electronic	No	4 Yrs After Submission of CAPER	4 Yrs after submission of CAPER
Consultant RFP (Non Accepted)		Neighborhood Improvement	Paper	No	CU + 4	CU + 2 GC34090
First Time Home Buyer	HOME, ADDI, NSP, CalHOME	Neighborhood Improvement	Paper Electronic	No	T + 5	T + 5 Federal Guidelines
Grants, unsuccessful		Neighborhood Improvement	Paper	No	5 Yrs	CL + 2 GC34090

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Record Title	Record Description	Office of Record	Media	Vital?	Retention	Code
Grants/Action Plan	Copies of grants provided to support homeless services including but not limited to Emergency Shelter Grants (ESG), Housing Opportunities for Persons with AIDS (HOPWA), Homeless Prevention and Rapid Re-Housing Program (HPRP), Housing Trust Fund and other HUD and City programs, includes applications, contracts, financial, statistical, and supporting documentation pertinent to an award	City Clerk's	Paper Electronic	No	5 Yrs After Completion of Con Plan	CL + 5 GC34090
Housing Element Plan	Copy updated every 5 years - Submitted to the Housing Authority/City Council as part of the General Plan	City Clerk's	Paper Electronic	No	CU + 5	P GC34090(d); GC36814; GC40801
Labor Reports	Section 3, WBE/MBE, Davis Bacon, and related documents	Neighborhood Improvement	Paper	No	CU + 4	CU + 4 Federal Guidelines
Rehabilitation Single Family Loans Underwriting	Home Improvement, Infill Housing, Mobilehome Repair, Rental Housing Rehab, Housing Preservation Program, Emergency Repair, other Loan Programs. Included in loan files.	Neighborhood Improvement			CL + 5	CL + 5 Federal Guidelines
Relocation Files	Tenant income certification, household status certification, replacement unit inspection report, relocation payments, and correspondence	Neighborhood Improvement	Paper	No	CL + 5	CL + 5 Federal Guidelines

Record Title	Record Description	Office of Record	Media	Vital?	Retention	Code
Rental Notifications	Records documenting the notification of renters and/or landlords of decisions and actions including but not limited to Annual Mobilehome Rent Increase Notices, Notices of Termination of Tenancies, and Annual Fee Exemptions. Included in Loan Files.	Neighborhood Improvement			CL + 5	CL + 5 Federal Guidelines
Single Family Loan Records	Records of loans and their repayment for single family homes, including but not limited to first time home buyers, second mortgages, Teacher Housing Program, and exclusionary for sale	Neighborhood Improvement	Paper Electronic	No	Payoff + 5 Yrs If no covenants T + 5 Yrs If covenants	CL + 5 Federal Guidelines
PLANNING SERVICES						
Alcoholic Beverage Control (ABC) License Noticing	Originals. Police Department has copies.	Planning	Paper	No	L + 2	L + 2 GC34090
Appeals	Appeal Planning Commission or Zoning Administrator decisions	City Clerk's	Paper Electronic	No	P	P GC34909a; H&S 19850; 4003; 4004
Applications for Dealer's Vehicle License		Planning	Paper Electronic	No	CU + 9	
Atlas Maps	Historic to present on hanging racks	Planning	Paper Vellum	No	P	P GC34090
Business License Applications	Uses approved by Planners with notations	Planning	Paper Electronic	No	P	T + 4 GC34090; CCP 337

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Record Title	Record Description	Office of Record	Media	Vital?	Retention	Code
Case Files – scanned	Three sets of scanned case files on CD's	Planning City Clerk's I.T.	CD	No	P	P GC34909a; H&S 19850; 4003; 4004
Chronological Files	Miscellaneous not related to cases. May include size maps or sketches.	Planning	Paper Electronic	No	CU + 2	CU + 2 GC34090
Code Books	Current state planning requirement books, e.g., CEQA	Planning	Paper	No	P	P GC34090e
Environmental Review	Stand alone version	Planning	Paper Electronic	No	P	CL + 2 GC34090d
Flood Maps		Planning	Paper	No	P	P GC34090
Flood Zone Verification Letters		Planning	Paper Electronic	No	P	CU + 2
General Plan Amendments	Approved and denied – Submitted to City Council	City Clerk's	Paper Electronic	No	P	P GC34090(d); GC36814; GC40801
General Plan and Elements	Includes sphere of influence. Updated every 10 years. – Submitted to City Council	City Clerk's	Paper CD	No	P	P GC34090
General Plan Annual Report	Yearly report on Housing Element compliance – Submitted to City Council	City Clerk's	Paper Electronic	No	P	P GC34090
General Subject Files	Internal working files including correspondence pertinent to future research	Planning	Paper Electronic	No	P	CU + 2 GC34090
Land Use Restrictions	Computer files backed up off-site, County	Planning	Paper Electronic	No	P	P GC34090a

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Record Title	Record Description	Office of Record	Media	Vital?	Retention	Code
Logs	Planning Case logs, approved entitlement lists	Planning	Paper Electronic	Yes	P	
Loma Fema letters	Fema Map amendments	Planning	Paper	No	P	
Maps, Plans, Drawings, Exhibits, Photos	Zoning, tentative subdivision, parcel, land use map, aerial photos, and specific plans	Planning	Paper Electronic	Yes	P	P GC34090; H&S 1950; GC34090.7
Planning Case Files	Planning-related matters brought before legislative body, includes agenda reports and supporting documentation Files include: Alley Vacations, Code Amendments/Zone Change, Conditional Use Permits, Development Agreements, Directors Review, Environmental Impact Reports, Front Yard Determination, General Plan Amendment, Interpretation of Use, Lot Line Adjustment, Home Occupation Permit, Minor Modifications, Planned Unit Development, Site Plan, Street Vacation, Tentative Tract Map, tentative Parcel Map, Variance	Planning	Paper Electronic	Yes	P	P GC34909a; H&S 19850; 4003; 4004
Projects, Not Completed or Denied	Case files submitted for land use entitlements either withdrawn or denied	Planning	Paper Electronic	No	CL + 2	CL + 2
Reference Materials	Historical reference materials	Planning	Paper	No	P Historical Value	P GC34090
Second Unit Ordinances	Notice of agreements with 2 nd Unit Ordinances. County	Planning	Paper Electronic	No	CU+4 P	Unknown

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Record Title	Record Description	Office of Record	Media	Vital?	Retention	Code
Specific Plans	Copies of Harbor Corridor, Brookhurst Chapman, Community Center Specific Plans	Planning City Clerk's	Paper Electronic	Yes	P	P GC34090
Zoning Maps	Should have computer back up to save dated maps as they change. Updated with each PUD case. Need system of keeping hard copy maps.	Planning	Paper	No	P	P GC34090; H&S 19850; GC34090.7

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City of Garden Grove Retention Guidelines Community Services

Record Title	Record Description	Office of Record	Media	Vital?	Retention	Code
Administration						
Accident and Incident Reports	Copies of reports filed for injuries or damages sustained at a City facility, event or program	Risk Mgmt	Paper	No	3 Yrs	CL + 7 29 CFR 1904.2; 29 CFR 1904.6
Agenda Reports	Copies of agenda related reports submitted to Council, may include supporting documentation	City Clerk's	Paper Electronic	No	1 Yr 2 Yrs	CU + 2 GC34090(d)
Agreements/Contracts	Copies of lease, equipment, service, supply, consultant agreements, may include agenda report, insurance, and supporting documents	City Clerk's	Electronic	No	2 Yrs	T + 5 CCP337.2, 343; B&P7042.5; PU 7685; 48 CRF: 2; GC53066
Budget Preparation	Copies of budget information	Budget	Paper	No	2 Yrs	AU + 2 GC34090
Central Stores Orders	Copies of orders	Purchasing	Paper	No	1 Yr	AU + 4 GC34090 CCP337
Correspondence	Letters, memos, miscellaneous, not attached to an agreement or project file	Comm. Serv.	Paper Electronic	No	CU + 2	CU + 2 GC34090(d)
Credit Card Slips	Merchant copy of credit card transactions	Comm. Serv.	Paper	No	AU + 4	AU + 4 GC34090
Credit Card Statements	Copies of statements	Accounting	Paper	No	1 year	AU + 4 GC34090
Daily Deposits	Report for daily cash deposits	Accounting	Electronic	No	CU + 2	AU + 4 GC34090

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Record Title	Record Description	Office of Record	Media	Vital?	Retention	Code
Employee Files	Personnel Action Forms (PAF's) and Evaluations. File goes to Human Resources after employee is terminated.	Human Resources	Paper	No	T	T + 3 29 CFR 1627.3; CCR Sec 1174; 29 CFR 1602.30.32; GC6250 et seq.; 29 CFR; GC12946, 34090' 1607.4; 29 CFR 655.202; 29 CFR 516.6 et seq; 45 CFR 168.6(a)
Grants	Copies and originals of Grant applications and files	Finance City Clerk's	Paper Electronic	No	CL + 5	CL + 5 GC34090
Invoices/Check Requests	Copies of invoices and check requests, including supporting documentation	Accounting	Paper	No	CU + 3	AU + 5 GC34090; CP 337
Manager Memos	Department reports submitted to the City Manager's Office for the City's Weekly Manager's Memo package	CMO	Paper Electronic	No	1 2 Yrs	CU + 2 GC34090
Officemax Orders	Copies of orders	Accounting	Paper	No	2 Yrs	AU + 4 GC34090 CCP337
Petty Cash Report	Copies of petty cash reconciliations	Accounting	Paper	No	1 Yr	CU + 2 GC34090
Purchase Orders and Requisitions	Copies of purchase orders, requisitions, and invoices	Purchasing	Paper	No	CU + 3	AU + 4 GC34090 CCP337
Special Event / Festival Permits	Application, any related correspondence, permit. Special events include: block parties, festivals, sidewalk sales and banners	Comm. Serv.	Paper Electronic	No	T + 5	CU + 2 GC34090

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Record Title	Record Description	Office of Record	Media	Vital?	Retention	Code
Commissions and Committees						
Parks, Rec., & Arts Commission						
Agenda Reports	Agenda related reports submitted to Commission, may include supporting documentation	Comm. Serv.	Paper Electronic	No	CU + 2	CU + 2 GC34090(d)
Agendas	Original agendas, special meeting notices, and cancelation notices, including certificates of posting	Comm. Serv.	Paper Electronic	No	CU + 2	CU + 2 GC34090
Commissioner Member Information	Copies of contact information for Commissioners	City Clerk's	Paper	No	T	T + 5 GC34090; GC40801
Minutes	Official minutes and hearing proceedings of Commission, including agenda reports	Comm. Serv.	Paper Electronic	No	P	P GC34090 (d); GC36814; GC40801
Vietnam War Museum of America Foundation						
Agenda Reports	Agenda related reports submitted to Foundation, may include supporting documentation	Comm. Serv.	Paper Electronic	No	CU + 2	CU + 2 GC34090(d)
Agendas	Original agendas, special meeting notices, and cancelation notices, including certificates of posting	Comm. Serv.	Paper Electronic	No	CU + 2	CU + 2 GC34090
Committee Member Information	Contact information for Committee Members	Comm. Serv.	Paper	No	T + 5	T + 5 GC34090; GC40801
Minutes	Official minutes and hearing proceedings of Foundation, including agenda reports	Comm. Serv.	Paper Electronic	No	P	P GC34090 (d); GC36814; GC40801

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Record Title	Record Description	Office of Record	Media	Vital?	Retention	Code
BUENA CLINTON YOUTH AND FAMILY CENTER						
Accident and Incident Reports	Ouch Report – Copies of reports filed for injuries or damages sustained at a City facility, event or program	Risk Mgmt	Paper	No	CU + 2	CL + 7 29 CFR 1904.2 29 CFR 1904.6
Agreements/Contracts	Lease, equipment, service, supply, consultant, and event agreements, may include agenda report, insurance and supporting documentation	City Clerk's	Paper	No	CU + 2	T + 5 CCP 337.2, 343; B&P7042.5; PU7685; 48 CFR: 2: GC53066
Applications for Participation in Programs	<ul style="list-style-type: none"> Youth volunteers After school program Summer program Pre applications to determine eligibility list. Kept on file until waiting list is exhausted or when program ends.	Buena Clinton FRC	Paper	No	CU + 2	CU + 2 GC 34090
Client Awards/Certificates	Copies-original with client	Buena Clinton FRC	Paper	No	CU + 2	GC 34090
Client Files	Counseling and Case Management <ul style="list-style-type: none"> Magnolia FRC currently keeps the master file for these forms Buena Clinton FRC keeps a copy of the registration, consent forms, exchange of release In certain circumstances Buena Clinton FRC may have the original at the time of initial referral 	Magnolia FRC		No	CU + 2	5 Yrs Per agreement with the County

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Record Title	Record Description	Office of Record	Media	Vital?	Retention	Code
Emergency Roster	In house tracking spreadsheet with data from emergency cards	Buena Clinton FRC	Electronic	No	CU + 2	CU + 2 GC 34090
FACT Funds Files - Old	Copies of County grants prior to 2003	Buena Clinton FRC County of Orange	Paper	No	5 Yrs	5 Yrs Per agreement with the County
Photos	Historical Value	Buena Clinton FRC	Paper Electronic	No	P Historical Value	CU + 2 GC34090
Receipts	Copies - To track expenses	Accounting	Paper Electric	No	CU + 2	AU + 4 GC 34090; CCP337
Recommendations	Copies of letters of recommendation for students - Copy on file	Buena Clinton FRC	Copy Electronic	No	CU + 2	CU + 2 GC 34090
Report Cards / Utility Bills	Copies of documentation for verification purposes	Buena Clinton FRC	Paper	No	CU + 2	CU + 2 GC 34090
Sign in Sheets	Used to sign-in participants	Buena Clinton FRC	Paper	No	CU + 2	CU + 2 GC 34090
Teen Program Packet	<ul style="list-style-type: none"> • Rules/Behavior guidelines • Registration form • Emergency card • Health Forms • Emergency Cards • Authorizations for TX of a Minor • Liability/transportation waiver Register teens when they enroll in programs or go on field trips	Buena Clinton FRC	Paper	No	CU + 2	CU + 2 GC 34090

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Record Title	Record Description	Office of Record	Media	Vital?	Retention	Code
Videos	Historical Value	Cable	Copy on CD	No	P Historical Value	CU + 2 GC 34090
Youth Registration	Packets: <ul style="list-style-type: none"> • Health Forms • Emergency Cards • Authorizations for TX of a Minor • Liability/transportation waiver • Rules/Behavior guidelines • Youth Emergency Contact Information Form • Limits of Confidentiality Use to register youth participants for after school and summer day camp programs.	Buena Clinton FRC	Paper	No	CU + 2 Historical Value	CU + 2 GC 34090
CABLE						
Media Relations	TWIGG, Annual State of the City, Mayor's Pray Breakfast, Garden Grove Pride, Strawberry Festival, includes cable, newspaper, radio, message boards, and presentations	Cable	Video	No	P Historical Value	CU + 2 GC 34090
Tapes, Audio/Video	City Council meetings	Cable	Video (1986-2008) DVD (2008 - pres)	No	P Historical Value	CU + 2 GC 34090
COMMUNITY MEETING CENTER						
Expenditure Receipts	Copies of receipts for purchases	Accounting	Paper	No	CU + 1	AU + 4 GC 34090

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Record Title	Record Description	Office of Record	Media	Vital?	Retention	Code
Facility Rentals/Use	Contract, invoice, payment receipt (credit card slips), informal reservation, policy packet, diagram, correspondence	CMC Accounting	Paper Electronic	Yes	CL + 2	T + 5 CCP 337.2, 343; B&P 7042.5; PU7685; 48 CRF: 2: GC53066
Staff Schedules	Staff Schedules	CMC	Paper	No	CU + 2	CU + 2 GC34090
Time Sheets, Staff	Copies of Time Sheets	Payroll	Paper	No	1 Yr	AU + 6 GC 34090; 29 CFR 516.2
COMMUNITY RELATIONS						
Administration						
Agreements/Contracts	Copies of lease, equipment, service, supply, consultant, and event agreements, may include agenda report, insurance, and supporting documentation	City Clerk's	Paper	No	3 Yrs	T + 5 CCP 337.2, 343; B&P7042.5; PU7685; 48 CFR: 2: GC53066
Community Spotlight	Invitation/Certificate Info	OCR	Paper	No	CU+2	CU + 2 GC 34090
DVD/Video Orders	Order records, invoice copies, payment records	OCR Finance	Paper	No	CU + 2	AU + 4 GC34090
GGCF Clock & Brick	Inscription Orders	OCR	Paper	No	CU + 2	CU + 2 GC 34090
Invoices/Check Requests	Copies of expense reports, franchise fee payments, invoices, checks, and statements, including supporting documentation	Accounting	Paper	No	CU + 2	AU + 5 GC34090; CP 337
Photos	Council and Central Management (approx 10 years)	OCR	Paper		P Historical Value	CU + 2 GC34090

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Record Title	Record Description	Office of Record	Media	Vital?	Retention	Code
Supply Orders	Copies of Central Stores, Officemax orders	Finance	Paper	No	CU + 2	AU + 4 GC34090; CCP337
Public Information						
Brochures, Publications, Newsletters, Bulletins	City informational Brochures Connections Cityworks	OCR	Paper Paper Paper	No	CU + 2 CU + 2 CU + 2	CU + 2 GC 34090
Press Releases	Various	OCR	Paper Electronic	No	CU + 4	CU + 4 CCP 343, 349 et seq; GX 911.2; GC34090(d)
Proclamations	Copies	City Clerk's	Paper Electronic	No	3 Yrs	P GC 34090(d)
Resolutions	Copies	City Clerk's	Paper Electronic	No	3 Yrs	P GC 34090(d) 40801
Garden Grove Community Foundation FYI - GGCF is 5013C City Established						
Action Item Consent Form	Board's approval of action items via email (not part of minutes)	OCR	Paper Electronic	No	P	P GC 34090(d); GC36814; GC40801
Agenda Packet	Includes agendas, agenda reports, supporting documentation and minutes	OCR	Paper Electronic	No	P	P GC 34090(d); GC36814; GC40801
Annual Report	Overview of budget, events, & programs for the year	OCR	Paper Electronic	No	CL + 2	S GC 34090

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Record Title	Record Description	Office of Record	Media	Vital?	Retention	Code
Brochures & Publications	Fundraising campaigns & event flyers	OCR	Paper Electronic	No	S + 2	CU + 2 GC 34090
Bylaws	Board Approved	OCR	Paper Electronic	No	P	P GC 34090; CCP 337.2
Correspondence	Communication with Board Members	OCR	Electronic	No	CU + 2	CU + 2 GC34090(d)
Press Releases	Announcement of any GGCF- related news to media	OCR	Paper Electronic	No	CU + 4	CU + 4 CCP 343, 349 et seq; GX 911.2; GC34090(d)
Resolutions	Board Approved	City Clerk's	Paper Electronic	No	P	P GC 34090(d) 40801
MAGNOLIA FAMILY RESOURCE CENTER						
Client files	Counseling, Case Management, and Health Access files which includes, referral form or intake form, registration forms, assessment tools, contact logs, all other documents related to the case	Magnolia FRC	Paper	No	5 Yrs	5 Yrs Per agreement with the County
Fiscal Files Information/Documents	Monthly Partner invoices All back up documents are kept at Magnolia FRC, original-invoices are sent to Finance	Magnolia FRC Accounting	Paper	No	5 Yrs	5 Yrs Per agreement with the County
Referrals Forms	Form that are received when an individual or agency is referring a family to the center for services	Magnolia FRC	Paper	No	5 Yrs	5 Yrs Per agreement with the County

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Record Title	Record Description	Office of Record	Media	Vital?	Retention	Code
RECREATION						
Classes, Facilities, Programs						
Atlantis Attendance Sheets	Tally of number of attendants and revenue collected	Recreation	Paper	No	CU + 2	CU + 2 GC34090
Atlantis Reservations	Reservation forms for Atlantis parties, field trips	Recreation	Paper Electronic	No	CU + 2	CU + 2 GC34090
Class Instructor Agreements	Copies of Instructor agreements, including W-9 and insurance	City Clerk's	Paper	No	T + 5	T + 5 CCP 337.2, 343; B&P7042.5; PU7685; 48 CFR: 2: GC53066
Class Surveys	Aquatic class surveys	Recreation	Paper	No	CU + 2	CU + 2 GC34090
Class/Program Refunds	Copies of refund requests for programs/classes	Accounting	Paper Electronic	No	CU + 1	CU + 2 GC34090
Community Gardens	Application form, agreements, and usage permit	Recreation	Paper	No	CU + 2	CU + 2 GC34090
Day Camp/C.I.T. Registrations	Registration form, health forms, field trip permission slip and authorization to give medicine	Recreation	Paper	No	CU + 2	CU + 2 GC34090
Facility Refunds	Copies of refund requests for facility and shelter rentals	Accounting	Paper Electronic	No	CU + 2	AU + 4 GC34090
Facility/Field Reservations	Contracts for shelter, building, and field rentals, includes receipts, policies and procedures	Recreation	Paper Electronic	Yes	T + 5	T + 5 CCP 337.2, 343; B&P7042.5; PU7685; 48 CRF:2; GC53066

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Record Title	Record Description	Office of Record	Media	Vital?	Retention	Code
Insurance Certificates	Insurance certificates for jumper companies	Recreation	Paper	No	T + 2	P GC34090
Outdoor Recreation Form	Registration form, permission slip and authorization to give medicine	Recreation	Paper	No	CU + 2	CU + 2 GC34090
Program Brochure	Quarterly Focus Brochure	Recreation	Paper Electronic	No	P Historical Value	CU + 2 GC34090
Program Flyers	Flyers for Recreation programs	Recreation	Paper	No	CU + 2	CU + 2 GC34090
Registration Forms	Aquatics, Recreation Classes, Youth and Adult Sports	Recreation	Paper Electronic	Yes	CU + 2	CU + 2 GC34090
Softball Score sheets	Scores	Recreation	Paper	No	CU + 2	CU + 2 GC34090
Volunteer Applications	Volunteers' identification and contact information	Recreation	Paper	No	CU + 2	CU + 2 GC34090
SENIOR CENTER						
Administration						
Brochures, Publications, Newsletters, Bulletins	Senior Visions, Senior Focus, and H. Louis Lake Scoop	Senior Center	Paper	No	4 Yrs	CU + 2 GC34090
Class Sign-in sheets	Classes/Activities - original	Senior Center	Paper	No	4 Yrs	CU + 2 GC34090
Emergency Cards	Address, phone number, prescriptions, emergency contact information	Senior Center	Paper	Yes	Inactive + 2	

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Record Title	Record Description	Office of Record	Media	Vital?	Retention	Code
Invoices/Check Requests	Copies of invoices and check requests, including supporting documentation	Accounting	Paper	No	CU + 2	AU + 5 GC34090; CP 337
Surplus Forms	Surplus of equipment	Purchasing	Paper	No	CU + 2	AU + 4 GC34090; CCP 337
Meals Program - Community SeniorServ						
HDM Site Daily Communication Form	Home delivery information updates - original	Senior Center	Paper	No	4 Yrs	4 Yrs Per Comm. Senior Serv.
Lunch Sign-in Sheets	Daily lunch log	Senior Center	Paper	No	4 Yrs	4 Yrs Per Comm. Senior Serv.
Meals Order Form	Original	Senior Center	Paper	No	4 Yrs	4 Yrs Per Comm. Senior Serv.
Volunteer Applications	Volunteers' identification and contact information	Senior Center	Paper	No	T + 2	T + 2 GC34090
Volunteer Drivers Log	Original	Senior Center	Paper	No	CU + 2	CU + 2 GC34090
Weekly Meals Served Report	Copy - Original to Community SeniorServ	Senior Center	Paper	No	4 Yrs	4 Yrs Per Comm. Senior Serv.

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City of Garden Grove Retention Guidelines Finance Department

Record Title	Record Description	Office of Record	Media	Vital?	Retention	Code
Administration						
Agenda Reports	Copies of agenda related reports submitted to Council, may include supporting documentation	City Clerk's	Paper Electronic	No	2 Yrs	CU + 2 GC34090(d)
Agreements/Contracts	Copies of lease, equipment, service, supply, consultant, and event agreements, may include agenda report, insurance, and supporting documentation	City Clerk's	Paper Electronic	No	2 Yrs	T + 5 CCP 337.2, 343; B&P7042.5; PU7685; 48 CFR: 2: GC53066
Correspondence	Letters, memos, miscellaneous, not attached to an agreement or project file	Finance	Paper Electronic	No	CU + 2	CU + 2 GC34090(d)
Employee Files	Personnel Action Forms (PAF's) and Evaluations. File goes to Human Resources after employee is terminated.	Human Resources	Paper	No	T	T + 3 29 CFR 1627.3; CCR Sec 1174; 29 CFR 1602.30.32; GC6250 et seq.; 29 CFR; GC12946, 34090' 1607.4; 29 CFR 655.202; 29 CFR 516.6 et seq; 45 CFR 168.6(a)
Goals & Objectives	Departmental goals & objectives	Finance	Electronic	No	CU + 2	CU + 2 GC 34090
Management Reports		Finance	Paper	No	2 Yrs	CU + 2 GC 34090

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Record Title	Record Description	Office of Record	Media	Vital?	Retention	Code
Manager's Memos	Department reports submitted to the City Manager's Office for the City's Weekly Manager's Memo package	CMO	Paper Electronic	No	CU + 2	CU + 2 GC34090
Policies & Procedures, Departmental		Finance	Paper Electronic	No	S + 5	S + 5 GC 34090 (d)
CO-OP Committee						
Agenda Reports	Agenda related reports submitted to Committee, may include supporting documentation	Finance	Paper Electronic	No	CU + 2	CU + 2 GC34090(d)
Agendas	Internal Committee - Department Projects reviewed before final approval by Central Management	Finance	Paper Electronic	No	CU + 2	CU + 2 GC34090
Minutes	Official minutes of Committee	Finance	Paper Electronic	No	CU + 2	CU + 2 GC34090
ACCOUNTING						
Account Statements	Monthly statement of transactions	Accounting	Electronic	Yes	CL + 10	CL + 10 GC34090; CCP 337.5
Accounts Payable	Invoices, check copies, and supporting documents	Accounting	Paper	No	AU + 4	AU + 4 GC34090
Assessment Districts	Accounting Documents	Accounting	Paper	No	AU + 5	
Assessment Districts	County Collection & Assessment	Accounting	Paper	No	P	P GC34090

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Record Title	Record Description	Office of Record	Media	Vital?	Retention	Code
Assessment Districts	Original documentation files with Municipal Clerk	City Clerk's	Paper	No	P	P GC34090
Audits	AUPs, Audit Reports	Accounting	Electronic	Yes	P	P GC34090
Bank Reconciliations	Statements, summaries for receipts, disbursements & reconciliations	Accounting	Paper Electronic	Yes	AU + 5	AU + 5 GC34090; 26 CFR 16001-1
Bank Statements		Accounting	Paper	No	AU + 2	AU + 2 FX3368, 30210; GC43900 et seq.
Capital Asset Records / Fixed Assets		Accounting	Paper Electronic	No	P	P CCP 337.2; 343
Checks	Includes payroll, cancelled & voided checks	Accounting	Electronic	No	AU + 5	AU + 5 GC34090; CCP 337
Comprehensive Annual Financial Report (CAFR)	Includes independent auditor analysis (Part of Agenda Packet)	City Clerk's	Paper Electronic	Yes	AU + 7	CL + 2 GC34090
Garden Grove Housing Authority (GGHA) Lock-in Report	Monthly report of payments from GGHA to owners on the program, including supporting documentation	Accounting	Paper	No	T + 3	T + 3 Federal Guidelines
Garden Grove Housing Authority (GGHA) Monthly Warrant & Direct Deposit Register	Monthly report of check # and payments to owners, includes supporting documentation	Accounting	Paper	No	AU + 2	AU + 2 GC34090.7
Journals		Accounting	Paper Electronic	No	AU + 4	AU + 4 GC34090; CCP 337
Ledger, General		Accounting	Electronic	No	P	P GC34090; CCP 337
Petty Cash Reports	Vouchers, submitted by departments	Accounting	Paper	No	AU + 4	AU + 4

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Record Title	Record Description	Office of Record	Media	Vital?	Retention	Code
State Controller Reports	Financial Report required by the State Controller's Office. Additional Original is filed with the State Controller's Office.	Accounting	Paper Electronic	Yes	P	P GC34090
Vehicle Mileage Reimbursement Rates	Annual mileage reimbursement rates	Accounting	Paper	No	S + 2	S + 2
Warrant Register	Accounts Payable and Payroll	City Clerk's	Paper	No	AU + 2	AU + 2 GC34090.7
BUDGET						
Budget	Annual operating budget approved by Legislative Body	City Clerk's	Paper Electronic	Yes	P	P GC34090
Budget Operating	Departmental reference (copies)	Budget	Paper	No	5 Yrs	S GC34090
Budget, Proposed	Presented to Council	City Clerk's	Paper	No	P	CU + 2 GC34090
BUSINESS TAX						
Applications / Registrations						
Business License Applications	Original business license application with signature, attachments from Planning and Police may be included (Planning keeps these permanently)	Business Tax	Paper Electronic	Yes	5 Yrs	T + 4 GC34090; CCP 337
Business License Renewal	Annual renewal form sent to existing business	Business Tax	Paper Electronic	Yes	5 Yrs	T + 4 GC34090; CCP 337
Firework Stand Applications	Application and affidavit needed to sell fireworks - Annual renewal	Business Tax	Paper Electronic	Yes	5 Yrs	T + 4 GC34090; CCP 337

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Record Title	Record Description	Office of Record	Media	Vital?	Retention	Code
Peep Show Application Packets	Application to be approved by PD to show adult movies and sell adult items	Business Tax	Paper Electronic	Yes	T + 4	T + 4 GC34090; CCP 337
Registration of Vacant and Abandoned Property	Annual registration of vacant or abandoned property per Ordinance No. 2737 (Application Only) (Spreadsheet kept electronically includes original vacant/abandoned registration)	Business Tax	Paper Electronic	No	CU + 2	
Special Event / Festival Permit Applications	Copies of applications used to establish conditions and approve or deny permits	Comm. Serv.	Paper	Yes	5 Yrs	T + 4 GC34090; CCP 337
Permits						
Charitable Solicitation Permit Applications	Application required by charities before they can solicit for donations	Business Tax	Paper	Yes	T + 4	T + 4 GC34090; CCP 337
Gun Permits	Application/Permit to sell retail firearms Approved by PD. Original Federal Gun Permit maintained by DOJ.	Business Tax DOJ	Paper	No	5 Yrs	CU + 6mos GC34090.7
Reports						
Business License Records	Various reports from other governmental agencies and in-house, used to get business license leads	Business Tax	Electronic	No	2 Yrs	

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Record Title	Record Description	Office of Record	Media	Vital?	Retention	Code
Closed Business Tax Records	Closed payment and sales tax histories received from the Board of Equalization	Business Tax	CD's Electronic	No	2 Yrs	
Historical Printouts of Business Tax Records	List of business licenses (1981 and older paper)(1981 to present electronic) Note: Planning uses the information to approve grand fathering in zoning and land use decisions	Business Tax	Paper Electronic	No	P	
Sales Tax Reports	Board of Equalization reports of Garden Grove business tax reporting (Updated monthly)	Business Tax	Electronic	No	P	AU + 3 CCP338
Transient Occupancy Tax Reporting Statements	Signed tax calculations	Business Tax	Paper Electronic	Yes	CU + 5	AU + 3 CCP338
ECONOMIC DEVELOPMENT/REAL PROPERTY						
Development and Real Property						
Acquisition/Disposition	Agreements and supporting documents regarding sale, purchase, exchange, lease or rental of property by the City	City Clerk's	Paper	Yes	P	CL + 10 GC34090a; GC6254
Affordable Housing Program	Summary list of Affordable Housing Agreements	Real Property	Electronic	No	P	

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Record Title	Record Description	Office of Record	Media	Vital?	Retention	Code
Agreements/Contracts – Including Capital Improvements	Development, Disposition and Development, Land Use, and Construction Agreements, may include deeds, easements, Right of Way, promissory notes, agenda reports, insurance, and supporting documentation	City Clerk's	Paper Electronic	No	P	2-08.110; GC37090a; 4004; H&S 19850 P
Appraisals	Exempt until final acquisition or contract agreement obtained	Real Property	Paper	No	CL + 2	CL + 2 GC34090; GC6254(h)
Deeds & Promissory Notes	Copies of recorded deeds and promissory notes	City Clerk's	Paper	Yes	P	P GC34090a; 24 CFR 570.502(b)(3) 24 CFR 8342 & OMB Circ. SA-110
Development Agreements	Infrastructure contract, franchises. Original maintained for 7 years.	City Clerk's	Paper	Yes	P	P CCP337, 337.1(a), 337.15; GC34090; 4 8 CFR 4.703
Franchises	Including Subdivision Agreements, Purchase and Sale Agreements, cable, Grant of Easements involving construction or improvements	City Clerk's	Paper	Yes	P	P GC65864, 65869.5, 34090*
Property Inventory Program	Data of City, Agency and Sanitary District owned properties	Real Property	Electronic	Yes	S	
Relocation Files	e.g., Redevelopment	Real Property City Clerk's	Paper	No	CL + 7	CL + 7 GC34090
Rental Properties Program	Data of City, Agency and Sanitary District owned properties	Real Property	Electronic	Yes	S	

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Record Title	Record Description	Office of Record	Media	Vital?	Retention	Code
Legal						
Legal Documents	Copies of Attorney invoices and litigation files	Real Property	Paper	No	P Per City Attorney	
PAYROLL						
Deferred Compensation	Records of employee contributions	Payroll	Paper	No	T + 5	T + 5 GC34090; 26 CFR 16001-1*
Employee Time Sheets	Signed by employee for audit & FEMA Reports	Payroll	Paper Electronic	No	AU + 6	AU + 6 GC34090; 29 CFR 516.2*
Federal and State Tax - Reports	Forms 1096, 1099, W-4's and W-2's	Payroll	Paper Electronic	No	AU + 4	AU + 4 GC34090; 29USC 436*
Labor Distribution Reports	Labor costs by employee & program	Payroll	Paper Electronic	No	AU + 2	AU + 2 GC34090
Payroll Adjustments	Audit purposes	Payroll	Electronic		AU + 4	AU + 4 GC34090; 29 CFR 516.5-516.6
PERS Employee Deduction Reports	Records of deductions (PERS Public Employee Retirement System)	Payroll Human Resources	Paper Electronic	No	T + 4	T + 4 GC34090; CAC 22 - 1085-2
PURCHASING						
Bids RFQ's, RFP's	Successful *File with related contract Unsuccessful/Rejected Requests for Qualifications; Requests for Proposals regarding goods and services	Purchasing	Paper	Yes	8 Yrs	AU + 5 GC34090; CCP 337*

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Record Title	Record Description	Office of Record	Media	Vital?	Retention	Code
Bids/RFP's are posted on Planet Bids		Purchasing	Paper Planet Bids (Electronic)	Yes	8 Yrs	AU + 5 GC34090; CCP 337*
Central Stores Annual Physical Inventory		Central Stores	Paper Electronic	No	3 Yrs	CU + 2 GC34090
Central Stores Month End Report		Central Stores	Paper Electronic	No	3 Yrs	CU + 2 GC34090
Price Lists	Non-City	Purchasing	Paper	No	S	
Proposal for Services	Successful, originals Unsuccessful	Purchasing	Paper	No	AU + 5	AU + 5 Gc34090 CU + 2 CCP337; GC25105-1; GC34090
Purchase Orders		Purchasing	Paper Electronic	No	5 Yrs	AU + 4 GC 34090; CCP 337
Purchase Requisitions		Purchasing	Paper	No	5 Yrs	AU + 4 GC 34090; CCP 337
Supplies Requisitions		Purchasing	Paper	No	5 Yrs	AU + 4 GC34090; CCP 337
Surplus Equipment Disposal Records		Central Stores	Paper	No	5 Yrs	AU + 4 GC34090; CCP 337
Vendor Catalogs-Brochures-Lists		Purchasing	Paper	No	S	
Vendor Register	Alpha vendor listing of purchase orders, invoices, account numbers and check date (Under Requisitions)	Electronic & Planet Bid System	Electronic	Yes	P	P GC34090

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Record Title	Record Description	Office of Record	Media	Vital?	Retention	Code
Warehouse Inventory Records	Golden Rod, Rec. Report, and Packing Slip is filed with P.O.	Central Stores	Paper	No	5 Yrs Filed with PO	AU + 4 GC34090; CCP 337
REVENUE						
Water Division						
Application For Service	Connection, disconnection, registers, other services	Water	Paper Electronic	No	CU + 2	CL + 2 GC 34090
Billing Records	Customer name, service address, meter reading, usage, payments, applications/cancellations	Water	Electronic	No	AU + 4	AU + 2 GC 34090
Daily Cash Receipts Reports		Water	Paper	No	AU + 4	AU + 4 GC 34090; CCP 337
Deposits, Receipts	Checks, coins, currency	Water	Paper	No	AU + 4	AU + 4 GC 34090; CCP 337
Journals/Utility Bills		Water	Paper Electronic	No	CU + 2	CU + 2 GC 34090
Meter Reading	Billings	Water	Electronic	No	AU + 2	AU + 2 GC 34090
Utility Billings	Billing including monthly activity	Water	Electronic	No	CU + 2	CU + 2 GC 34090
Cash Management						
Investment Transactions	Confirmations, trade tickets, and bank correspondence (Retain 6 years after maturity)	Cash Mgmt	Paper	No	T + 6	
Investments	Monthly Reports	Cash Mgmt	Paper Electronic	No	P	P GC 34090; CCP 337; GC53607

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Record Title	Record Description	Office of Record	Media	Vital?	Retention	Code
RISK MANAGEMENT						
Accident and Incident Reports	Property and physical damage – potential claims – injuries or damages sustained at a City facility, event or program	Risk Mgmt	Paper	No	CL + 7	CL + 7 29 CFR 1904.2; 29 CFR 1904.6
Accident Reports – City Vehicles	Reports and related records for accidents involving a City vehicle	Risk Mgmt	Paper	No	CL + 7	CL + 7 29 CFR 1904.2; 29 CFR 1904.6
Bonds, Insurance	Bonds and insurance policies insuring City property and other assets	Risk Mgmt	Paper	Yes	P	P CCP 337.2; 343
Claims	Paid/Denied – Claims filed against the City, includes claim form and supporting documentation	Risk Mgmt	Paper Electronic	No	CL + 7	CL + 5 GC34090; GC25105.5
Claims Filed Against Police Department	Claims filed against Police Department, including supporting documentation	Risk Mgmt	Paper Electronic	No	P	CL + 6
Insurance	Insurance certificates filed separately from contracts, includes insurance filed by licensees, Authority California Cities Excess Liability Insurance, Liability and Property Insurance	Risk Mgmt	Paper	No	P	P GC34090
Risk Management Reports	Actuarial Studies/Audits issued by independent sources/auditors	Risk Mgmt	Paper	No	P	P GC34090

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City of Garden Grove Retention Guidelines Fire Department

Record Title	Record Description	Office of Record	Media	Vital?	Retention	Code
Administration						
Agenda Reports	Copies of agenda related reports submitted to Council, may include supporting documentation	City Clerk's	Paper Electronic	No	2 Yrs	CU + 2 GC34090(d)
Agreements/Contracts	Copies of lease, equipment, service, supply, consultant, and event agreements, may include agenda report, insurance, and supporting documentation	City Clerk's	Paper Electronic	No	CU + 2	T + 5 CCP 337.2, 343; B&P7042.5; PU7685; 48 CFR: 2: GC53066
Correspondence	Letters, memos, miscellaneous, not attached to an agreement or project file	Fire	Paper Electronic	No	CU + 2	CU + 2 GC34090
Employee Files (Non-Safety)	Personnel Action Forms (PAF's) and Evaluations. File goes to Human Resources after employee is terminated.	Human Resources	Paper	No	T	T + 3 29 CFR 1627.3; CCR Sec 1174; 29 CFR 1602.30.32; GC6250 et seq.; 29 CFR; GC12946, 34090' 1607.4; 29 CFR 655.202; 29 CFR 516.6 et seq; 45 CFR 168.6(a)

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Record Title	Record Description	Office of Record	Media	Vital?	Retention	Code
Employee Files (Safety)	Personnel Action Forms (PAF's) and Evaluations. File goes to Human Resources after employee is terminated.	Human Resources	Paper	No	T	T + 5 29 CFR 16273; CCR Sec 1174; 29 CFR 1607.4; 29 CFR 1602.30.32; 29 CFR 655.202; 29 CFR 516.6 et seq; 45 CFR 1068.6(a)
General Orders	General orders issued by the Fire Chief	Fire	Paper Electronic	No Yes	S + 2	S + 2
Grants, successful	Federal and State	Fire City Clerk's	Paper Electronic	No	CL + 5	CL + 5 GC34090
Grants, unsuccessful	Federal and State	Fire	Paper	No	CL + 2	CL + 2 GC34090
Invoices/Check Requests	Copies of invoices and check requests, including supporting documentation	Accounting	Paper	No	CU + 3	AU + 5 GC34090; CP 337
Manager's Memos	Department reports submitted to the City Manager's Office for the City's Weekly Manager's Memo package	CMO	Paper Electronic	No	CU + 2	CU + 2 GC34090
Public Records Requests	Copies of requests and the responses provided	Fire City Clerk's	Paper	No	CU + 2	CU + 2 GC34090
Purchase Orders and Requisitions	Copies of purchase orders, requisitions, and invoices	Purchasing	Paper	No	CU + 2	AU + 4 GC34090
Subpoenas	Subpoenas for appearances and records	Fire City Clerk's	Paper Electronic	No	CU + 2	CU + 2 GC34090
Volunteer Applications	Volunteers' identification and contact information	Fire	Paper	No	T + 2	T + 2 GC34090

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Record Title	Record Description	Office of Record	Media	Vital?	Retention	Code
INVESTIGATIONS						
Fatal Fire Investigation Case Files	These case files document all investigations into fires causing fatalities. They may include various report forms, interviews, photographs, newspaper clippings, and other information as necessary to undertake a complete investigation.	Fire	Paper	Yes	P	P PC799
Investigations, Evidence Arson	Great bodily harm, inhabited structure or property	Fire	Paper	Yes	P	CL + 6 PC800
Investigations, Evidence Arson	Support prosecution resulting in homicide	Fire	Paper	Yes	P	P PC799
Investigative Records, Arson	Records compiled during investigation of fires, may include copies of fire reports, run reports, correspondence, photographs, newspaper clippings, notes, and other information pertinent to the investigation	Fire	Paper Electronic	Yes	7 Yrs	CL + 3 PC801; UFC 104.32
OPERATIONS						
Dispatch Log	Printouts or manual logs maintained by the dispatch unit that contains information regarding time, location, and units dispatched in an accident, and other general information.	Fire	Paper Electronic	Yes	P	CL + 3 GC34090 CCP338; CCP340.5

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Record Title	Record Description	Office of Record	Media	Vital?	Retention	Code
EMS Run Reports	Pre-hospital care report, which summarizes information contained on the EMS Encounter Form (GSM-17-20). These may be generated for informational purposes to fire administrative personnel.	Fire	Paper Electronic	No	P	
Equipment Inspection Records	Asserted reports related to the inspection and/or inventory of fire equipment. May include monthly or weekly supply inventory, daily maintenance reports, truck inspection reports, driver's daily checklist, repair requests, and other forms completed on a routine basis to insure proper functioning or availability of all supplies and equipment. (Public Works gets a copy)	Fire	Paper Electronic	Yes	CU + 2	CU + 2 GC34090
Equipment Maintenance Records	Documentation of work performed in routine maintenance or for repair of fire equipment (excluding hydrants and hoses)	Fire	Paper Electronic	Yes	CU + 2	CU + 2 GC34090
Equipment Run Logs	Log maintained containing summary information regarding each dispatch of equipment within a fire station. The log is generally maintained at the station level.	Fire	Paper	No	P	CU + 2 GC34090

Record Title	Record Description	Office of Record	Media	Vital?	Retention	Code
Exposure Reports	Completed when a fire fighter is exposed to toxic fumes, smoke, or chemicals during the course of fire fighting.	Fire	Paper	Yes	CL	
Fire Incident Reports	Report completed on all incidents involving responses of the fire department personnel. Includes detailed information regarding circumstances of the incident including location, damages, injuries, and possible cause of incident	Fire	Electronic	Yes	P	CL + 3 GC34090, CCP338, CCP 340.5
Hose Test Reports	Routine tests to determine if hoses are in good working condition.	Fire	Paper	Yes	CU + 2	CU + 2 GC34090
Mutual Aid Files	State required assistance to statewide fire agencies in response to a major emergency incident or disaster that exceeds the capacity of the local fire agency	Fire	Paper	Yes	CL + 2	
Training Records	Records of training activities provided to fire personnel. Information includes description of training activities, sign-in sheet, and general information regarding the training provided.	Fire	Electronic	Yes	P	T + 2 GC34090
Vehicle Records	Copies of records relating to each vehicle owned and serviced by the municipality, may include title, registration, inspection, maintenance, checklist, repair, and incident reports	Public Works	Paper	No	CU + 1	L + 2

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Record Title	Record Description	Office of Record	Media	Vital?	Retention	Code
PREVENTION						
5 Year Certification Information	Copy of certification report. 5 Year and Annual	Sprinkler Co.	Paper Electronic	No Yes	CU + 4 Until Updated	
Building Plans (Blue Prints)	Copies of building plans/blue prints for commercial buildings used for inspection and approval process. Details fire detection specifications or other fire safety code compliance requirements.	Building	Paper	No	S	
Engine Company Inspections	Bi-annual inspections of all businesses	Fire	Electronic	Yes	P	
Fire Department Complaint/Violation File	Notification record of violations and complaints relating to the Fire Safety Code	Fire	Paper Electronic	Yes	CU + 3	
Fire Prevention Bureau (FPB) Invoices, Permits	Monthly permit invoices generated - paid/not paid information	Fire	Electronic	Yes	P	
Fire Prevention Bureau Inspections	Inspection information including business name, addresses, occupancy, hazardous materials, violations (annual)	Fire	Paper Electronic	No Yes	CU + 6 P	L GC34090a
Fire Prevention Permits	Permits issued. The original permit goes to the business. Fire keeps an electronic copy.	Fire	Paper Electronic	Yes	CL + 5	
Fire Safety Inspections	Inspections of buildings/systems for proper fire protection measures and procedures.	Fire	Electronic	Yes	P	

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Record Title	Record Description	Office of Record	Media	Vital?	Retention	Code
Fireworks	Booth records, name of group, address, and Engine Company inspection.	Fire	Paper Electronic	No	CU + 6	
Hazardous Materials Business Plans	Includes emergency plan and a list of chemicals contained.	Fire	Paper	Yes	S	
Hazardous Materials Incident Files	Record of hazardous material incidents, may include hazardous incident reports, copy of fire and rescue reports, narratives, and memos	Fire	Paper	Yes	P	
Hydrant Maintenance Inventory	Inventories regularly updated and reprinted to document the maintenance, location, and inspection of fire hydrants	Fire	Electronic	Yes	L	
Key/Knox Box Records	Order form or on-line notification	Fire	Paper Electronic	No Yes	CU + 3 P	
Occupancy Records	Occupancy records for residential care facilities	Fire	Paper	No	L	L GC34090a
Permits, Licenses Issued	Permits for businesses	Fire	Electronic	Yes	CL + 5	
Permits, Uniform Fire Codes		Fire	Paper Electronic	Yes	S	
Storage Tank Applications and Permit Records	These files contain applications received by the fire department and permits issued to individuals desiring to store flammable liquid or liquid petroleum. Permits are only issued after inspection and approval of tanks.	Fire	Paper		L + 6	

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Record Title	Record Description	Office of Record	Media	Vital?	Retention	Code
Weed Abatement	Copies of reports, assessments, resolutions, noticing, and supporting documentation	Fire City Clerk's	Paper Electronic	No	CL + 2	CL + 2 GC34090

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City of Garden Grove Retention Guidelines Human Resources

Record Title	Record Description	Office of Record	Media	Vital?	Retention	Code
Administration						
Agenda Reports	Agenda related report submitted to Council, may include supporting documentation	City Clerk's	Paper Electronic	No	2 Yrs	CU + 2 GC34090(d)
Agreements/Contracts	Copies of lease, equipment, service, supply, consultant, and event agreements, may include agenda report, insurance, and supporting documentation	City Clerk's	Paper	No	CU + 2	T + 5 CCP 337.2, 343; B&P 7042.5; PU 7685; 48 CFR:2; GC53066
Correspondence	Letters, memos, miscellaneous, not attached to an agreement or project file	Human Resources	Paper Electronic	No	CU + 2	CU + 2 GC34090(d)
Employee Files (Non-Safety)	Employment Applications, Oaths of Office, Pinks, Personnel Action Forms (PAF's), Performance Evaluations, Release Authorizations, VOE's, Certifications, Reassignments, Commendations, Disciplinary Actions, CalPERS Enrollments, Deferred Comp Forms, Identification Cards	Human Resources	Paper Electronic	No	T + 5 P	T + 3 29 CFR 1627.3; CCR Sec 1174; 29 CFR 1602.30.32; GC6250 et seq.; 29 CFR; GC12946, 34090' 1607.4; 29 CFR 655.202; 29 CFR 516.6 et seq; 45 CFR 168.6(a)

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Record Title	Record Description	Office of Record	Media	Vital?	Retention	Code
Employee Files (Safety)	Employment Applications, Oaths of Office, Pinks, Personnel Action Forms, Performance Evaluations, Release Authorizations, VOE's, Certifications, Reassignments, Commendations, Disciplinary Actions, CalPERS Enrollments, Deferred Comp Forms, Identification Cards	Human Resources	Paper Electronic	No	T + 5 P	T + 5 29 CFR 16273; CCR Sec 1174; 29 CFR 1607.4; 29 CFR 1602.30.32; 29 CFR 655.202; 29 CFR 516.6 et seq; 45 CFR 1068.6(a)
Invoices/Check Requests	Copies of invoices and check requests, including supporting documentation	Accounting	Paper	No	CU + 3	AU + 5 GC34090; CP 337
Manager's Memos	Department reports submitted to the City Manager's Office for the City's Weekly Manager's Memo package	CMO	Paper Electronic	No	CU + 2	CU + 2 GC34090
Purchase Orders and Requisitions	Copies of purchase orders, requisitions, and invoices	Purchasing	Paper	No	CU + 2	AU + 4 GC34090
BENEFITS						
AQMD Plan	Annual Plan Mandated by the Air Resource Board.	Human Resources	Paper	No	CU + 7	CU + 7 CCP 338(K); GC34090
AQMD/AB2766	Participation Tracking and Incentive Program Redemption Plan funded by the Air Resource Board	Human Resources	Paper Electronic	No	CU + 7	CU + 7 CCP 338(K); GC34090
Benefit and Insurance Claims	May include dental, disability, education, health, life and vision including dependent care	Human Resources	Paper Electronic	No	P	P GC6250 et seq.; OMB A-129 29 CFR 1602.30; 32; Lab Rel sec 1174

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Record Title	Record Description	Office of Record	Media	Vital?	Retention	Code
Bilingual Incentive Pay	Tests and certificates, authorization of pay	Human Resources	Paper	No	CL + 5	CL + 2 GC4090; GC2946
CalPERS	CalPERS Records; EEOC, ADEA	Human Resources	Paper Electronic	No	P	P 29 CFR 1627.3(2); GC12946, 34090
COBRA	Correspondence to employee and dependents (insurance)	Human Resources	Paper	No	CL + 5	CL + 2 GC4090; GC2946
Deferred Comp Plan	Original	Human Resources	Paper	No	P	T + 5 GC34090; 26 CFR 16001-1
Disability Records	Employee Worker's Comp Records	Human Resources	Paper	No	P	P GC6250 et seq.; OMB A-129 29 CFR 1602.30; 32; Lab Rel sec 1174
Employee Assistance Program	Contract provides employee counseling, legal assistance, substance abuse and recovery, emotional well-being, money management	Human Resources	Paper	No	S + 2	CL + 2 GC4090; GC2946
Employee Service Awards	Full-time and Part-time Service Recognition	Human Resources	Paper	No	CL + 3	CL + 2 GC4090; GC2946
Flex Benefit Program	Tracking and Disbursement	Human Resources	Paper	No	CL + 2	CL + 2 GC4090; GC2946
FunExpress Consignment Program and Movie Tickets	Employee Discount Attraction and Movie Tickets reconciliation logs	Human Resources	Paper	No	CL + 2	CL + 2 GC4090; GC2946
Health Plans	Contracts	Human Resources	Paper	No	T + 5	T + 5 GC34090

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Record Title	Record Description	Office of Record	Media	Vital?	Retention	Code
I-9's	Proof of Employment Eligibility Verification Forms	Human Resources	Paper	No	T + 3	T + 3 INS Requirements
Insurance Policies	Contracts for Life Insurance and Disability Insurance Policies	Human Resources	Paper	No	T + 5	T + 5 GC34090
Reports	Employee statistics, benefits activity; liability loss; EE04 report	Human Resources	Paper Electronic	No	CU + 7	CU + 2 GC34090
Vacation Loss Report	Monthly report of employee losing vacation and notification to department	Human Resources	Paper	No	CU + 2	CU + 2 GC34090
Worker's Compensation Insurance Payments	AdminSure claims and records	Human Resources	Electronic	No	P	P GC6410; 29 CFR 1910.20
Employee Relations/Labor Relations/Employee Development						
Classification Specifications	Classification descriptions with history of changes	Human Resources	Paper Electronic	No	P	P GC34090; GC 12946; 29 CFR 516.6(2); 29 CFR 1602.4
Classification Studies and Salary Surveys	Includes classification studies, questionnaires, wage rates surveys, and reorganizations	Human Resources	Paper Electronic	No	CU + 2	CU + 2 GC12946, 34090; 29 CFR 516.6(2); 29 CFR 1602.14
Employee Relations Files	Discipline notes, Grievances, Sexual Harassment and Civil Rights Complaints, may include arbitrations	Human Resources	Paper	No	P	T + 5 GC12946; 29 CFR 1602; 29 USC 211(e); 203(m); 207(g)
Labor Relations By-Laws	Unions and Associations, City	Human Resources	Paper	No	P	P GC34090; CCP 337.2

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Record Title	Record Description	Office of Record	Media	Vital?	Retention	Code
Labor Union Contracts and Negotiation Records	Notes, correspondence, contracts, and Memorandums of Agreements	Human Resources	Paper	No	P	P 29 USC Sections 211(c), 203(m), 207(g)
Medical Files	Employee pre-employment medical records, may include family leave; DOT Certifications and tests, and benefits waivers	Human Resources	Paper	No	CL + 30	CL + 30 FMLA 1993 US OSHA; 29 CRT; 1910.20
Salary Schedules	Full-time and Part-time Wage Schedules	Human Resources	Paper	No	CU + 7	CU + 2 GC12946, 34090; 29 CFR 516.6(2); 29 CFR 1602.14
Training Records	Training and Development Programs	Human Resources	Paper Electronic	No	CU + 7	CU + 7 GC6250 et seq.
RECRUITMENT & SELECTION						
Recruitment Files	Applications, Resumes, Ethnicity Disclosures; Examination Materials, Scantrons, Exam Answers, Job Bulletins, Eligibility Lists, Confidentiality Forms	Human Resources	Paper Electronic	No	CL + 3	CL + 3 GC12946; GC6250 et seq; 29 CFR 1602 et seq; 29 CFR 1607; 29 CFR 16273
Volunteer Applications	Volunteers' identification and contact information	Human Resources	Paper	No	2 Yrs	CU + 2 GC34090

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City of Garden Grove Retention Guidelines Information Technology

Record Title	Record Description	Office of Record	Media	Vital?	Retention	Code
Administration						
Agenda Reports	Copies of agenda related reports submitted to Council, may include supporting documentation	City Clerk's	Paper Electronic	No	CU + 2	CU + 2 GC34090(d)
Agreements/Contracts	Copies of lease, equipment, service, supply, consultant, and event agreements, may include agenda report, insurance, and supporting documentation	City Clerk's	Paper	No	CU + 2	T + 5 CCP 337.2, 343; B&P 7042.5; PU 7685; 48 CFR:2; GC53066
Correspondence	Letters, memos, miscellaneous, not attached to an agreement or project file	I.T.	Paper Electronic	No	CU + 2	CU + 2 GC34090(d)
Credit Card Statements	Copies of statements	Accounting	Paper	No	CL + 2	AU + 4 GC34090
Employee Files	Personnel Action Forms (PAF's) and Evaluations. File goes to Human Resources after employee is terminated.	Human Resources	Paper	No	T	T + 3 29 CFR 1627.3; CCR Sec 1174; 29 CFR 1602.30.32; GC6250 et seq.; 29 CFR; GC12946, 34090' 1607.4; 29 CFR 655.202; 29 CFR 516.6 et seq; 45 CFR 168.6(a)
Expense Reports	Copies of staff expenditures	Accounting	Paper Electronic	No	CU + 2	AU + 4 GC34090

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Record Title	Record Description	Office of Record	Media	Vital?	Retention	Code
Invoices/Check Requests	Copies of invoices and check requests, including supporting documentation	Accounting	Paper	No	CL + 2	AU + 5 GC34090; CP 337
Managers Memo	Department reports submitted to the City Manager's Office for the City's Weekly Manager's Memo package	CMO	Paper Electronic	No	CU + 2	CU + 2 GC34090
Purchase Orders and Requisitions	Copies of purchase orders, requisitions, and invoices	Purchasing	Paper	No	2 Yrs	AU + 4 GC34090 CCP 337
Information Services						
Access Authorization	Security access authorization information	I.T.	Electronic	Yes	CU + 2	CU + 2 GC34090
Backups - Annual	Annual backup of records for all files on networks	I.T.	Electronic	Yes	CU + 2	CU + 2 GC34090(d); 34090.7
Backups - Daily	Daily backup of records for all files on networks	I.T.	Electronic	Yes	CU + 2 mos.	CU + 2 mos. GC34090(d); 34090.7
Backups - Monthly	Monthly backup of records for all files on networks	I.T.	Electronic	Yes	CU + 1	CU + 1 GC34090(d); 34090.7
Backups - Weekly	Weekly backup of records for all files on networks	I.T.	Electronic	Yes	CU + .5	CU + .5 GC34090(d); 34090.7
Configuration Maps and Plans	Maps and plans used to implement networks and computer systems	I.T.	Electronic	Yes	4 Yrs	GC34090
Internet & World Wide Web	Administrative and policy records	I.T.	Electronic	No	2 Yrs	GC34090

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Record Title	Record Description	Office of Record	Media	Vital?	Retention	Code
Policies	Manuals of procedures, policies for Internet/Intranet access, security of systems, etc.	I.T.	Paper Electronic	No	S + 2	GC34090
Software Licenses	Licenses for software	I.T.	Paper Electronic	No	S	GC34090
System Information	Software application information	I.T.	Paper Electronic	No	S	GC34090

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City of Garden Grove Retention Guidelines Police Department

Record Title	Record Description	Office of Record	Media	Vital?	Retention	Code
ADMINISTRATION						
Agenda Reports	Copies of agenda related reports submitted to Council, may include supporting documentation	City Clerk's	Paper Electronic	No	2 Yrs	CU + 2 GC34090(d)
Agreements/Contracts	Copies of lease, equipment, service, supply, consultant, and event agreements, may include agenda report, insurance, and supporting documentation	City Clerk's	Paper Electronic	No	CU + 2	T + 5 CCP 337.2, 343; B&P7042.5; PU7685; 48 CFR: 2; GC53066
Correspondence	Letters, memos, miscellaneous, not attached to an agreement or project file	Police	Paper Electronic	No	CU + 2	CU + 2 GC34090
Employee Files (Non-Safety)	Personnel Action Forms (PAF's) and Evaluations. File goes to Human Resources after employee is terminated.	Human Resources	Paper	No	T	T + 3 29 CFR 1627.3; CCR Sec 1174; 29 CFR 1602.30.32; GC6250 et seq.;; 29 CFR; GC12946, 34090' 1607.4; 29 CFR 655.202; 29 CFR 516.6 et seq; 45 CFR 168.6(a)

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Record Title	Record Description	Office of Record	Media	Vital?	Retention	Code
Employee Files (Safety)	Personnel Action Forms (PAF's) and Evaluations. File goes to Human Resources after employee is terminated.	Human Resources	Paper	No	T	T + 5 29 CFR 16273; CCR Sec 1174; 29 CFR 1607.4; 29 CFR 1602.30.32; 29 CFR 655.202; 29 CFR 516.6 et seq; 45 CFR 1068.6(a)
Invoices/Check Requests	Copies of invoices and check requests, including supporting documentation	Accounting	Paper	No	CU + 3	AU + 5 GC34090; CP 337
Manager's Memos	Department reports submitted to the City Manager's Office for the City's Weekly Manager's Memo package	CMO	Paper Electronic	No	CU + 2	CU + 2 GC34090
Purchase Orders and Requisitions	Copies of purchase orders, requisition's, and invoices	Purchasing	Paper	No	CU + 2	AU + 4 GC34090
Subpoenas	Subpoenas for appearances and records	Records	Paper	No	CU + 7	CU + 2
Volunteer Applications	Volunteers' identification and contact information	Police	Paper	No	CU + 2	T + 2 GC34090
ADMINISTRATIVE SERVICES BUREAU						
Administration						
Claims Filed Against Police Department	Claim copy, correspondence, photographs, supporting documents relative to incidents involving the Police Department filed by citizens	Risk Mgmt	Paper Electronic	Yes	P	CL + 6
Daily	Schedules of Officers on duty	Admin Svcs	Electronic	Yes	CU + 2	CU + 2

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Record Title	Record Description	Office of Record	Media	Vital?	Retention	Code
Daily Activity		Admin Svcs	Electronic	Yes	CU + 2	CU + 2
Daily Officer	Daily activity of incidents not reported by use of official report	Admin Svcs	Electronic	Yes	CU + 7	CU + 2
Daily Report Summary	Report numbers, type, names, dates retained for research value	Admin Svcs	Electronic	Yes	CU + 7	CU + 2
Department Manual	Changes to manual are recorded in the General Orders (permanent)	Admin Svcs	Electronic	Yes	P	S
Motor Manual	Manual on police motorcycle operation	Admin Svcs	Electronic	Yes	S	S
OTS Grant Quarterly Performance Reports	Quarterly performance reports required by OTS on grant performance figures	Admin Svcs	Electronic	Yes	CU + 2	CU + 2
Community Liaison Division						
Community Liaison Division Reports, Activity	Weekly, monthly, quarterly, annual activity; statistical reports by division. Retain only 1 form for retention period	CLD	Paper Electronic	Yes	CU + 5	CU + 2
Speaker Requests	Community and business requests for public appearances, speakers	CLD	Paper Electronic	Yes	CU + 5	T + 2
Profession Standards Division						
Applicant Files	Paperwork authorizing fingerprinting and background checks for City employment applicants	PSD	Paper	No	T + 2	T + 2

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Record Title	Record Description	Office of Record	Media	Vital?	Retention	Code
Background	Non Hired	PSD	Paper	No	CL + 2	CL + 2
Background Hired	Include original reports re: PC 832.5 Investigations	PSD	Paper	No	T + 5	P
Bulletins		PSD	Electronic	Yes	P	P
Concealed Weapons	CCW Permits	PSD DOJ	Paper Electronic	Yes	CL + 2	CL + 2
Event Files	Correspondence, brochures, promotional materials, info on speakers, quests, supporting documents	PSD	Paper Electronic	No Yes	CU + 2	CU + 2
General Orders	General orders issued by the Police Chief	PSD	Electronic	Yes	P	P
Grievance Files	Grievance filed by employees, supporting documentation	PSD I.A.	Paper Electronic	Yes	CL + 2	CL + 2
Internal Affairs Investigations	Initiated by citizens' complaints or internally initiated; includes complaint, reports, and findings	PSD I.A.	Paper Electronic	No Yes	CL + 5	CL + 5
Lesson Plans, Range	Scope, content, time period of courses	PSD	Electronic	Yes	P	CL + 15
Officer Invoiced Shootings	Documentation relating to officer involved shootings	PSD I.A.	Paper Electronic	No Yes	CL + 25	CL + 25
Personnel		PSD	Paper	No	P	S + 2
Personnel (by name)	Paperwork documenting officers' internal and external training	PSD	Paper Electronic	No	CU + 5	T + 7

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Record Title	Record Description	Office of Record	Media	Vital?	Retention	Code
Press Releases		PSD	Electronic	Yes	P	CU + 2
Press, Video Programs	Collection of videos of programs and events; outside press coverage of department	PSD	Paper Electronic	Yes	P	CU + 2
Range Inventory	Quarterly reports of inventories of weapons held by Department Range	PSD	Electronic	Yes	CU + 10	S + 2
Schedules, Range	Daily, weekly, monthly schedules of training events at range	PSD IA	Paper Electronic	No Yes	CU + 2	CU + 2
Use of Force Supervisory Review Files	Includes review forms, arrest report copies, log	PSD	Paper	No	CU + 2	CU + 2
COMMUNITY POLICING BUREAU						
Administrative Operations						
Alcoholic Beverage Control (ABC) License	Approval process Planning has the original	Planning	Paper Electronic	Yes	L + 5	L + 2
Assignment Reports	Record of assignments	Admin Op	Paper Electronic	No Yes	1 Yr 2 Yrs	CU + 1
Crime Analysis Unit						
Field Interview		Crime Analysis Unit	Paper Electronic	No Yes	CL + 2	CL + 2
Parades & Special Events File	Reports, memos, correspondence, scripts, supplier information, assignments, and deployments, including supporting documentation	Admin Op	Paper	No	CL + 2	CL + 2

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Record Title	Record Description	Office of Record	Media	Vital?	Retention	Code
Patrol Requests	From citizens for patrol presence	Admin Op	Paper	No	CU + 2	CU + 2
Statistical (Crime Analysis)	Internally generated information using activity logs, citizen calls, current and past crime statistic reports, finance dept. expenditure and budget records; citations, crime reports, accident reports, permits, receipts. Reports created for variety of purposes including increases/decreases in criminal activity; officer workload, deployment, time usage	Crime Analysis Unit	Paper Electronic	Yes	CU + 2	CU + 2
Watch Assignment/Timekeeping Records		ILJOC (ISE)	Electronic	Yes	CU + 2	CU + 2
Jail						
Daily Logs Jail	Daily report of staffing, booking, releases, transfers, and transportation	Jail	Paper	No	P	CU + 6
Inspection Files Jail	Inspections by various agencies	Jail	Paper	No	P	CL + 6
Juvenile Detention	Logs documenting juvenile processing per CYA	Jail	Paper	No	CU + 2	CU + 2
Surveillance/Security Video		Jail	Electronic	Yes	CU + 13 Mos.	CU + 13 mos.
Surveys Jail	Prepared quarterly and forwarded to State Board of Corrections	Jail	Paper	No	CL + 2	CL + 2

Record Title	Record Description	Office of Record	Media	Vital?	Retention	Code
Traffic						
Down Reports	Printouts reporting which vehicles are down for repair, maintenance, etc.	Traffic	Paper	No	CU + 1	CU + 1
Information Discovery Requests	Traffic citations, Red Light cameras	Traffic	Paper	No	CU + 2	CU + 2 GC34090
Parking	Recommended by the California Law Enforcement Warrant Officer's Association	Public Works	Paper	No	CU + 3	CU + 2 GC34090.7
Radar Calibrations Records	Documentation of radar instruments retained during use/ownership	Traffic	Paper	No	L	T + 2
Sobriety Checkpoint Manual	Manual on conducting checkpoints	Traffic	Electronic	Yes	S	S
Speed Survey	Survey conducted by vendor to establish speed limit basis in the city of Garden Grove	Traffic & Eng	Paper	No	S (5 to 8 Years, until superseded)	CU + 2
Traffic	Recommended by the California Law Enforcement Warrant Officer's Association	Traffic	Paper Electronic	Yes	CU + 2	Recall after 5 years
Traffic Citations	Copies of citations – Originals are forwarded to court after agency processing; includes citation electronically created	Records	Paper	No	CU + 2	CU + 2 GC34090

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Record Title	Record Description	Office of Record	Media	Vital?	Retention	Code
Special Services Division						
Confidential Informant File	Informational cards maintained indicating identifying name and information for any confidential informant used in a police report including informant's cases and the result thereof.	SIU	Paper	No	P	CL + 2
Controlled Buy Cases	Controlled Buy Cases involving confidential informants	SIU	Paper	No	Retained until no longer useful for investigative purposes	CL + 2
Field Interview		GSU	Paper Electronic	No Yes	CU + 5	CL + 2
Forfeiture - Asset Forfeiture Log	A log of every asset forfeiture proceeding initiated since 6/98	SIU	Electronic	Yes	P	CL + 2
Forfeiture - Federal Asset Forfeiture Notebook	Notebook holding pertinent documents to all asset forfeiture cases in the Federal court system	SIU	Paper	No	P	CL + 2
Forfeiture - Notifications	To legal property owner prior to case filing that property is subject to asset forfeiture proceedings. If case is filed, notification becomes part of forfeiture case file.	SIU	Paper	No	P	CU + 2
Forfeiture - State Asset Forfeiture Notebook	Notebook holding pertinent documents to all asset forfeiture cases in the state court system	SIU	Paper	No	P	CL + 2

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Record Title	Record Description	Office of Record	Media	Vital?	Retention	Code
Informant Files	Legal notifications, identification information, payment information, actives information	SIU	Paper	No	P	T + 10
SUPPORT SERVICES BUREAU						
Daily Court Schedule	Printout of daily court scheduling	Sup. Servs	Electronic	Yes	CU + 1	CU + 1
Rosters (Divisional)	Personnel assigned to division	Sup. Servs	Electronic	Yes	S + 2	S + 2
Sign-In Logs	Logs officers' names, time in/out for court appearances	Sup. Servs	Paper	No	CU + 2	CU + 2
Communications/Dispatch Division						
Alarm Permits	Residential/Commercial Alarm Permits	CDD	Paper Electronic	Yes	CU + 2	CU + 2
Alarm Records	Dispatch	CDD	Paper Electronic	Yes	CU + 2	CU + 2
Audio, Telephone and Radio Communications	Exception: Recordings used as evidence in a criminal prosecution or claim filed or litigation or potential claims and litigation shall be preserved for 100 days after conclusion of the court action	CDD	24 Tape Recorder	Yes	CU + 180 Days	CU + 180 days
Dispatch		CDD	Electronic	No	3 Yrs	CU + 2
Equipment, Communication	Retained until termination of equipment use; Manuals, instructions, procedures	CDD	Paper	No	L	T + 2
False Alarm Violations	Alarm misuse	CDD	Paper Electronic	Yes	P	

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Record Title	Record Description	Office of Record	Media	Vital?	Retention	Code
Investigations Division						
Bingo	Bingo game licenses	Investigations	Paper	No	P	CU + 2
Case Assignment	Database of assignment of cases to Investigators	Investigations	Electronic	Yes	CU + 7	CU + 1
Case Books	Investigative, retained by division until a case is suspended or closed	Investigations	Paper Electronic	Yes	CL + 2	CL + 2
Homicide Investigator's Report	Retained by Crimes Against Persons until arrest, conviction, appeals, and sentence carried out. (Death or time served is complete, including parole)	Investigations	Paper Electronic	Yes	P	P
Inmates	Negatives by Prisoner number	Investigations	Film	No	CU + 20	CU + 20
Inventory/Sign-out Cards-Digital Cameras/Memory Cards	Digital cameras/memory cards	Investigations	Electronic	Yes	T	T
Operations Files	Digital cameras/memory cards manuals, instructions, and procedures; retained until equipment no longer owned/used by department	Investigations	Electronic	Yes	L	T
Pawn Slips/Tickets		Investigations	Paper Electronic	Yes	CU + 3 P	CU + 3

Record Title	Record Description	Office of Record	Media	Vital?	Retention	Code
Suspect, Adult/Juvenile	Adults/juveniles suspected of a crime, taken for comparison. Destroy after original purpose achieved.	Investigations	Paper	No	Until statue runs out or per GGPD Master File Index	CL
Tracking System Records	Database records subpoena number, officer name, case number, defendant name, district attorney name, court information disposition	Investigations	Paper Electronic	Yes	Unk; determined by Couty of Orange ILJ system	CU + 2
Property & Evidence Disposition Forms	Attach to duplicate Property Report, file w/DR in Records Division	P&E	Paper Electronic	Yes	CU P	T + 2
Guns	Upon receiving court order and/or case is closed with no further proceeding possible	P&E	Paper Electronic	No Yes	P	P
Inventory	Listing of equipment assigned to division and to whom it is assigned	P&E	Paper Electronic	Yes	L of equipment assignment	S + 2
Narcotics	Written court order	P&E	Paper	No	P	P
Property Control	Logs of items coming into and going out of property room	P&E	Electronic	Yes	P	CU + 2
Uniform Vouchers (by name)	Authorize purchase	P&E	Electronic	Yes	CU + 2	CU + 2
Vests, Bulletproof Letters	Authorization to purchase	P&E			CU + 2	CU + 2

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Record Title	Record Description	Office of Record	Media	Vital?	Retention	Code
Weapons, Database	Departmentally-owned weapons, personal weapons, alternate weapons, secondary handguns; produces inventory reports	P&E	Paper Electronic	No	P	P
Records Division						
11357(e), Juvenile		Records	Paper	No	CL + 2	CL + 2
11357bm H&S, 11357c H&S, 11360b H&S Violations	*CA Admin Code, Chapter 1, Title II, Sec 708	Records	Paper	No	CL + 2	CL + 2
Accident	Non-Injury	Records	Paper	No	CL + 2	CL + 2
Adult Found Factually Innocent	General Provision: Upon petition, records of agency must be sealed and destroyed in accordance with the provisions set by court record; exceptions.	Records	Paper	No	Mandatory Destruction Upon and Pursuant to Court Order	Mandatory Destruction Upon and Pursuant to Court Order
Arrest/Conviction H&S Section 11357 (b), (c), (d), (e) or H&S Section 11360 (b) violations (Occurring after January 1, 1996)	Applicable to convictions occurring after January 1, 1996 or arrests not followed by a conviction occurring after January 1, 1996; Exception: H&S 11357(e), the record shall be retained until a juvenile offender attains the age of 18 years, then destroyed pursuant to 11361.5	Records	Paper	No	2 (Mandatory destruction from date of conviction or date of arrest with no conviction)	2 (Mandatory destruction from date of conviction or date of arrest with no conviction)
Arrest/Conviction H&S Section 11357 (b), (c), (d), (e) or H&S Section 11360 (b) Violations (Occurring before January 1, 1996)	Applicable to convictions occurring after January 1, 1996 or arrests not followed by a conviction occurring prior to January 1, 1996 for violations of H&S Code 11357, 11364, 11365 and 11550	Records	Paper	No	Mandatory Destruction (Upon notice from Department of Justice)	Mandatory Destruction (Upon notice from Department of Justice)

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Record Title	Record Description	Office of Record	Media	Vital?	Retention	Code
BCS Report, containing all UCR-related reports and monthly Administrative Report	Includes Arrest & Citation Register; arson offenses, crimes against senior citizens, death in custody; domestic violence; FBI include Return A/Supp; hate crime incidents; homicide reports; Supp., Officers killed or assaulted; original to FBI – DOJ; Uniform Crime Reports	Records	Paper Electronic	No Yes	CU + 4	CU + 2
California Vehicle Code Infractions (Duplicates)	Original is forwarded to court	Records	Paper	No	CU + 90 days	CU + 90 days
Cite and Release	Original forwarded to court	Records	Paper	No	CL + 2	CL + 2
Duplicate (Pink) Secondhand Dealer, Pawn Brokers	Original licensee, duplicate to DOJ; copy retained by agency; renewals issued annually by local agency	Records	Paper	No	T + 3	CU + 2
Felony	Recommended by the California Law Enforcement Warrant Officer's Association	Central Warrant Repository Records	Paper Electronic	Yes	Until Served	Recall after 10 years. Exception: Murder/Escape
Felony Crimes With or Without Arrests	Prosecution for an offense punishable by imprisonment in state prison for eight years or more must commence within 6 years after offense commission. Commencement of prosecution defined in PC 804. Exception: See PC 803- Tolling/Extension of time periods; Appeals process and "Three Strikes" also considerations in assigning retention.	Records	Paper Electronic	No Yes	See descriptor	See descriptor

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Record Title	Record Description	Office of Record	Media	Vital?	Retention	Code
Investigative, Pre-Arrest	Retained by division until cases are suspended and closed	Records	Paper Electronic	Yes	CU + 7	CL + 10
Juvenile	Upon petition, local law enforcement records within WIC826(b) may be destroyed as ordered by the court, if related to probation officer has destroyed probation and juvenile court records. Records involving arrests, detention and/or petitioning Mandatory Destruction Upon and Pursuant to Court Order Juvenile before juvenile court.	Records	Paper	No	Mandatory Destruction Upon and Pursuant to Court Order	Mandatory Destruction Upon and Pursuant to Court Order
Misdemeanor Criminal	Recommended by the California Law Enforcement Warrant Officer's Association	Central Warrant Repository Records	Paper Electronic	Yes	Until Served	Recall after 5 years
Misdemeanor/Infractions	No arrests, identifiable property or missing persons (See: Note 1)	Records	Paper	No	CU + 7	CL + 2
Non-Criminal Occurrences	Injured or sick persons; missing persons where person has been returned; traffic collision reports not used as the basis for criminal charges	Records	Paper	N	CU + 7	CU + 2
Parking/Traffic, Duplicates	Originals are forwarded to court after agency processing; includes citation electronically created	Records	Paper	No	CU + 2	CU + 2

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Record Title	Record Description	Office of Record	Media	Vital?	Retention	Code
Photographs	Crime scene, registrant/applicant, photo file, accident; retained according to practical and functional associations	Records	Electronic	Yes	L	L
Property Files	Original reports and supplemental documentation (Lost, Found, Safekeeping)	Records	Paper	No	CU+8, unless related to outstanding warrant or saved felony case file	CU + 2
Property Original	Copy retained in records case file; Refer to Managing Property in Law Enforcement Agencies (by post)	Records	Paper Electronic	No Yes	Until case is adjudicated/d isposition determined	Until case is adjudicated/d isposition determined
Property, Pawn Broker/Secondhand	Property, Pawn Broker/Secondhand Licenses	Records	Paper Electronic	Yes	CU + 4	CU + 2
Public Records Requests	Copies of requests and the responses provided	Police	Paper	No	CU + 2	CU + 2 GC34090
Rap Sheet	Criminal history	Records	Paper	No	CU + 7	CL + 2
Registration Files	Arson, Sex and Narcotics, including fingerprint card, and photo. Information forwarded to DOJ	Records	Paper	No	L	Life of registrant within jurisdiction
Repossession/Private Impounds	Repo/PPI Logs	Records I.T.	Paper Electronic	No Yes	3 mos P	CU + 2

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Record Title	Record Description	Office of Record	Media	Vital?	Retention	Code
Restraining Orders, Emergency Protective Orders, Temporary Restraining Orders, Legal Stipulations, Order After Hearing	Destroy after law enforcement actions described in PC 273.5, 273.6, 646.9, 12028.5, 13700 and Family Code Sections 6380-6383 are fulfilled and effective date of restraining order has expired	Records	Paper Electronic	Yes No	CU (See Descriptor)	CU See Descriptor
Served	Includes Warrant Service Information Card, alpha index card	Central Warrant Repository Records	Paper Electronic	Yes	CU + 7 (until DR destroyed)	CU
Supplemental, Felony Capital Crimes, Crimes Punishable by Death, Life Imprisonment	No statutory limitation for prosecution. Includes murder, kidnapping for ransom, treason, procuring execution by perjury, train wrecking, assault with a deadly weapon by a life-term prisoner, bombing resulting in death or bodily injury, making defective war materials that cause death	Records	Paper	No	P	P
Traffic Collision Fatalities	Fatal Collision Reports	Records	Paper Electronic	Yes	CU + 7	P
Un-served (Local)		Central Warrant Repository Records	Paper Electronic	Yes	Until served – recall – purge	Until served, recalled or purged

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Record Title	Record Description	Office of Record	Media	Vital?	Retention	Code
Finger Printing Applicant Files	Paperwork authorizing fingerprinting and background checks for City employment applications	PSD	Paper	No	T + 2	T + 2
Inked/Palm Cards	Persons booked into detention facility; copies distributed to county, state, federal agencies	County of Orange	Electronic Biometric database	Server backup by DOY	AC + 20	AC + 20

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City of Garden Grove Retention Guidelines Public Works

Record Title	Record Description	Office of Record	Media	Vital?	Retention	Code
Administration						
Agenda Reports	Copies of agenda related reports submitted to Council, may include supporting documentation	City Clerk's	Paper Electronic	No	2 Yrs	CU + 2 GC34090(d)
Agreements/Contracts	Copies of lease, equipment, service, supply, consultant, and event agreements, may include agenda report, insurance, and supporting documentation	City Clerk's	Paper	No	CU + 2	T + 5 CCP 337.2, 343; B&P 7042.5; PU 7685; 48 CFR:2; GC53066
Claims	Copies of claims filed against the City, includes claim form and supporting documentation	Risk Mgmt	Paper	No	CU + 1	CL + 5 GC34090; GC25105.5
Correspondence	Letters, memos, miscellaneous, not attached to an agreement or project file	Public Works	Paper Electronic	No	CU + 2	CU + 2 GC34090(d)
Employee Files	Personnel Action Forms (PAF's) and Evaluations. File goes to Human Resources after employee is terminated.	Human Resources	Paper	No	T	T + 3 29 CFR 1627.3; CCR Sec 1174; 29 CFR 1602.30.32; GC6250 et seq.; 29 CFR; GC12946, 34090' 1607.4; 29 CFR 655.202; 29 CFR 516.6 et seq; 45 CFR 168.6(a)

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Record Title	Record Description	Office of Record	Media	Vital?	Retention	Code
Grants, successful	Federal and State – Originals kept for CL + 5 Copies kept CU + 3	Public Works City Clerks	Paper	No	CL + 5	CL + 5 GC34090
Grants, unsuccessful	Federal and State	Public Works	Paper	No	CL + 2	CL + 2 GC34090
Invoices/Check Requests	Copies of invoices and check requests, including supporting documentation	Accounting	Paper	No	CU + 3	AU + 5 GC34090; CP 337
Manager's Memos	Department reports submitted to the City Manager's Office for the City's Weekly Manager's Memo package	CMO	Paper Electronic	No	CU + 2	CU + 2 GC34090
Petty Cash Report	Copies of petty cash reconciliation	Accounting	Paper	No	CU + 1	AU + 4 GC34090
Purchase Orders and Requisitions	Copies of purchase orders, reconciliations, and checks	Purchasing	Paper	No	CU + 2	AU + 4 GC34090
Reports, Departmental	Special or final summary, review or evaluation	Public Works	Paper	No	CU + 2	CU + 2 GC34090
Reports, Staff	Non-agenda related, includes supporting documentation	Public Works	Paper	No	CU + 2	CU + 2 GC34090
Volunteer Applications	Volunteers' identification, contact information, and release forms (Parks/Graffiti)	Public Works	Paper	No	T + 2	T + 2 GC34090
Work Orders	Service Requests System – <ul style="list-style-type: none"> o Service requests, invoices, supporting documentation; o Buildings, equipment, field engineering, public facilities including work orders and graffiti removal 	Public Works	Electronic	Yes	CL + 10	CU + 2 GC34090d

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Record Title	Record Description	Office of Record	Media	Vital?	Retention	Code
FACILITIES						
Parks						
Landscape	Drawings, contracts, complaints, specifications, photos, reports	Public Works	Paper	No	P	P GC34090a
Maintenance and Operations	Equipment - includes work orders, inspection, repairs, cleaning, reports, and complaints	Public Works	Paper Electronic	No	L	CU + 2 GC34090
Maps	Irrigation, plot plans	Public Works	Paper	No	P	P GC34090
Photographs	Damage to parks, graffiti	Public Works	Electronic	No	CL + 7	CU + 2 GC34090
Projects, Proposed & Actual	Future plans, new sites, expansions	Public Works	Paper	No	CL + 4	CU + 2 GC34090
Reports, Others	Pesticide, asbestos assessments (Documents abatement projects, public buildings)	Public Works	Paper	No	P	P GC34090a
Building Maintenance						
Building Improvements	Building Improvements Includes: roofing, remodels, additions, and maintenance	Public Works	Paper	No	P	P GC34090a
Reference Materials	Warranties (Retain for Life of Structure)	Public Works	Paper	No	L	L GC34090
Reports, Studies	Future sites, expansions, upgrades	Public Works	Paper	No	CL + 4	CL + 2 GC34090
Vehicle Maintenance						
Accident Reports - City Vehicles	Copies of reports and related records for accidents involving a City vehicle	Risk Mgmt	Paper	No	CL + 7	CL + 7 29 CFR 1904.2; 29 CFR 1904.6

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Record Title	Record Description	Office of Record	Media	Vital?	Retention	Code
AQMD	County/AQMD logs, PERP Inventory	Public Works	Paper	No	CU + 7	CU + 7 CCP 338(k); GC34090
California Highway Patrol	BIT Inspection (Vehicle Maintenance)	Public Works	Paper	No	CU + 5	CU + 2 GC34090 CCP340.5 8 Cal Code Reg. 3203 (b)(1)
Equipment	Vehicle Repair Records	Public Works	Paper Electronic	Yes	L + 2	L + 2
Equipment Inventory (autos, trailers, large equipment, generators)	Warranties, pink slips/registration (Retained until no longer owned by the City)	Public Works	Paper	No	L + 2	L + 2
OSHA	Aerial inspections and crane inspections	Public Works	Paper	No	S + 2	S + 2 GC34090d
Underground Storage Tank Compliance Maintenance & Operation	Tank repair documents RE: storage, location, installation, removal, and remediation	Public Works	Paper	No	P	P GC34090 GC4003, GC4004; H&S 19850
Underground Storage Tank Compliance Maintenance & Operation	Maintenance Records; Monitoring Data; Release detection, calibration & maintenance; cathodic protection (Compliance, maintenance & operation)	Public Works	Paper	No	CU + 5	CU + 2 GC34090
Vehicle Records	Records relating to each vehicle owned and serviced by the municipality, may include title, registration, inspection, maintenance, checklist, repair, and incident reports	Public Works	Paper Electronic	No	L + 2	L + 2

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Record Title	Record Description	Office of Record	Media	Vital?	Retention	Code
STREETS						
Asphalt/Concrete						
Maps		Public Works	Paper	No	P	GC34090a P
Project Files	Current and potential Asphalt and concrete paving projects	Public Works	Paper Electronic	No	CU + 7	CU + 2 GC34090
Environmental (Sanitation Solid Waste Wastewater)						
Household Hazardous Waste; Recycling	Report information (Documentation re: the handling and disposal of hazardous waste)	Public Works	Paper Electronic	No	CU + 10	CU + 10 CAL OSHA; 40 CFR 122.21
Landfill	Compliance Monitoring Program Ref: 14CCR 188.4	Public Works	Paper	No	CU + 2	CU + 2 GC34090
NPDES Businesses/Facilities	Annual report, inspection data, WQMP's, and violation letters IAW40CFR 216.29(7): 5 yrs	Public Works	Paper Electronic	No	P	P 40 CFR 122.28
Flood Control						
Reports, Storm Drains	Maintenance reports Work order system	Public Works	Paper Electronic	No	CL + 9	CL + 2 GC34090
Hazardous Materials						
Disposal	Documentation re-handling and disposal of hazardous waste; manifests	Public Works	Paper	Yes	P	CU + 10 CAL OSHA; 40 CFR 122.21
Spill Team	Cost Recovery (copies)	Accounting	Paper	No	CU + 2	AU + 4 GC34090

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Record Title	Record Description	Office of Record	Media	Vital?	Retention	Code
Row/Graffiti/SS						
Legal Correspondence	Legal correspondence from the City Attorney – Public Works has the original	Public Works	Paper	No	P	P GC6254
Parking Citations	Administrative Reviews, hearing records, parking cites, payment records (highly confidential –NOT FOR PUBLIC VIEWING) Original documents are only forwarded to the court to settle a civil action	Public Works	Paper Electronic	No	CU + 4	CU + 2 GC34090.7
Property Release Forms	Only related to graffiti – Property owner relieves City of liability when removal is on private property	Public Works	Paper	No	P	P GC34090
Signs/Striping	Maintenance Records Only – Copies	Public Works	Paper	No	CU + 2	CU + 2 GC34090
Trees						
Inventory	Trees, plants, maintenance schedules, and violation notifications	Public Works	Electronic	No	P	P GC34090a
Reports	Daily, monthly maintenance reports	Public Works	Paper Electronic	No	Life of Tree/Plant	CU + 2 GC34090
TRAFFIC AND ENGINEERING						
Administration						
Agenda Reports	Copies of agenda related reports submitted to Council, may include supporting documentation	City Clerk's	Paper Electronic	No	CU + 2	CU + 2 GC34090(d)

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Record Title	Record Description	Office of Record	Media	Vital?	Retention	Code
Agreements/Contracts	Copies of lease, equipment, service, supply, consultant, and event agreements, may include agenda reports, insurance and supporting documentation	City Clerk's Record	Paper Electronic	No	CL + 1	T + 5 CCP337.2, 343; B&P7042.5; PU7 7685; 48 CRF: 2; GC53066
Correspondence	Letters, memos, miscellaneous, not attached to an agreement or project file	Traffic & Eng	Paper Electric	No	CU + 2	CU + 2 GC34090(d)
Employee Files	Personnel Action Forms (PAF's) and Evaluations. File goes to Human Resources after employee is terminated.	Human Resources	Paper	No	T	T + 3 29 CFR 1627.3; CCR Sec 1174; 29 CFR 1602.30.32; GC6250 et seq; 29 CFR; GC12946, 34090
Invoices/Check Requests	Copies of invoices and check requests, including supporting documentation	Finance Accounting	Paper	No	CU + 3	AU + 5 GC34090; CP 337
Purchase Orders and Requisitions	Copies of purchase orders, reconciliations, and invoices	Purchasing	Paper	No	CU + 2	AU + 4 GC34090 CCP 337
Commissions						
Main Street Commission						
Agenda Reports	Agenda related reports submitted to Commission, may include supporting documentation	Traffic & Eng	Paper Electronic	No	CU + 2	CU + 2 GC34090(d)
Agendas	Original agendas, special meeting notices, and cancelation notices, including certificates of posting	Traffic & Eng	Paper Electronic	No	CU + 2	CU + 2 GC34090

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Record Title	Record Description	Office of Record	Media	Vital?	Retention	Code
Commissioner Member Information	Copies of contact information for Commissioners	City Clerk's Record	Paper	No	T	T + 5 GC34090; GC40801
Minutes	Official minutes and hearing proceedings of Commission, including agenda reports	Traffic & Eng	Paper Electronic	No	P	P GC34090 (d); GC36814; GC40801
Sanitary District Commission						
Agenda Reports	Agenda related reports submitted to Commission, may include supporting documentation	Traffic & Eng	Paper Electronic	No	CU + 2	CU + 2 GC34090(d)
Agendas	Original agendas, special meeting notices, and cancelation notices, including certificates of posting	Traffic & Eng	Paper Electronic	No	CU + 2	CU + 2 GC34090
Commissioner Member Information	Copies of contact information for Commissioners	City Clerk's	Paper	No	T	T + 5 GC34090; GC40801
Minutes	Official minutes and hearing proceedings of Commission, including agenda reports	Traffic & Eng	Paper Electronic	No	P	P GC34090 (d); GC36814; GC40801
Traffic Commission						
Agenda Reports	Agenda related reports submitted to Commission, may include supporting documentation	Traffic & Eng	Paper Electronic	No	CU + 2	CU + 2 GC34090(d)
Agendas	Original agendas, special meeting notices, and cancelation notices, including certificates of posting	Traffic & Eng	Paper Electronic	No	CU + 2	CU + 2 GC34090

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Record Title	Record Description	Office of Record	Media	Vital?	Retention	Code
Commissioner Member Information	Copies of contact information for Commissioners	City Clerk's	Paper	No	T	T + 5 GC34090; GC40801
Minutes	Official minutes and hearing proceedings of Commission, including agenda reports	Traffic & Eng	Paper Electronic	No	P	P GC34090 (d); GC36814; GC40801
Capital Improvements						
Agreements/Contracts - Including Capital Improvements	Copies of development, construction, and street agreements, may include agenda report, insurance, and supporting documentation	City Clerk's	Paper Electronic	Yes	P	P 2.08.110; GC37090a; 4004; H&S 19850
A-T-L-C Drawings Mylars & Microfishe	Intersection Improvements and street widening	Traffic & Eng	Paper Electronic	Yes	P	P GC34090
Capital Improvement Plans	5-YR & 7-YR - Included In City General Plan	City Clerk's	Paper Electronic	Yes	CU	P GC34090
Grants, successful	Copies - Federal and State	Finance City Clerk's	Paper Electronic	No	CU + 3	CL + 5 GC34090
Grants, unsuccessful	Copies - Federal and State	Traffic & Eng	Paper	No	CU + 3	CL + 2 GC34090
Policies & Procedures, Departmental	Retain while current	Traffic & Eng	Paper Electronic	Yes	S + 5	S + 5 GC34090 (d)
Project Files, Capital Improvements	Supporting Project File documents Includes: bidders list, specifications, reports, plans, work orders, schedules, payment memos, certified payrolls, and inspection documentation	Traffic & Eng	Paper	Yes	CL + 10	CL + 10 CC 337.15

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Record Title	Record Description	Office of Record	Media	Vital?	Retention	Code
Specifications & Plans	Project specifications and plans	Traffic & Eng	Paper	Yes	P	P GC34090
Land Development						
Easements, Dedications, Right-of-Way		City Clerk's	Paper	Yes	P	P GC34090
Field Books	Center line ties, Benchmarks	Traffic & Eng	Paper	Yes	P	P GC34090a
Maps	Tract, parcel, APN, and records of surveys	Traffic & Eng County	Paper	Yes	P	P GC34090a
Permits	Sewer, Encroachment, Transportation	Traffic & Eng	Paper Electronic	Yes	P	P GC34090
Project Files	Plans, conditions of approval, financial information, water meter information, and permits	Traffic & Eng	Paper	No	CL + 2	CL + 2 GC34090d
Sewer Connections	Sewer Annexations	Engineering Sanitary Dist	Paper	Yes	P	P GC34090a
Street/Alley (Abandonment/Vacation)	Relinquishment of rights and fee title	Traffic & Eng	Paper	Yes	P	P GC34090
Traffic						
Inventory	Traffic signal and street light inventories	Traffic & Eng	Paper	Yes	S + 5	S + 2 GC34090
Master Plans	Copies of plans submitted to City Council	City Clerk's	Paper	Yes	CU + 2	P GC34090
Speed Survey	Survey conducted by vendor to establish speed limit basis in the city of Garden Grove	Traffic & Eng	Paper	No	S	CU + 2

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Record Title	Record Description	Office of Record	Media	Vital?	Retention	Code
Street Closures – Deadends/Culdesac		Traffic & Eng	Paper	Yes	P	P GC34090
Street Lighting Districts	Engineer Report, repairs, work orders, authorizations, budget/financial information	Traffic & Eng	Paper	Yes	P	P GC34090a
Street/Alley Abandonment/Vacation	Relinquishment of rights and fee title	Traffic & Eng	Paper	Yes	P	P GC34090
Studies	Traffic counts, accident data, statistics	Traffic & Eng	Paper	Yes	CU + 10	CL +2 GC34090
Traffic Signals, Report	Logs, drawings, wiring diagrams, codes, circuit numbers, installation records, testing and maintenance. Includes work orders, inspection, repairs, cleaning, reports, complaints, signals, striping, signage	Traffic & Eng	Paper Electronic	Yes	P	L
WATER						
AWWA Standards	Standards adopted into CDPH Title 17 and Title 22 for operation & maintenance of public drinking water system	Water Quality	Paper	Yes	P	
Connection Records	Maps, water line connections	Engineering	Electronic	Yes	P	P GC34090
Cross Connection Control	Tests, surveys, correspondence, and violations	Water Quality	Paper Electronic	No Yes	CU + 10	CU + 3
Locations	Mains, valves, hydrants, and wells	Engineering	Electronic	Yes	P	P GC34090

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Record Title	Record Description	Office of Record	Media	Vital?	Retention	Code
Maintenance and Operations	Includes work orders, inspection, repairs, cleaning, reports, and complaints	Water Office	Electronic	Yes	CL + 10	CU + 2 GC34090
Maps	Line location and easements	Engineering	Electronic	Yes	P	P GC34090
Meter Operations	Reader reports, orders, tests, and maintenance reports	Water Office	Electronic	Yes	CU + 2	CU + 2 GC34090
Permits, National Pollutant Discharge Elimination System (NPDES)	Municipalities of 100,000/more. Compliance with Clean Water Act Re: pollutants	Public Works	Paper Electronic	No	P	P 40 CFR 122.28
Permits: Other	<ul style="list-style-type: none"> • Permit to Operate Water System • Approved Variances per CDPH • Encroachment Permit May depend on terms of state or federal agency <ul style="list-style-type: none"> • CA Dept of Public Health • CA Dept of Public Health • Orange County Public Works • 	Water Quality	Paper	No	P	CU + 2 GC34090
Rates		Water Office	Paper Electronic	No	S + 2	S + 2 GC34090
Reports, Conservation		Water Office	Paper Electronic	No	CU + 2	CU + 2 GC34090
Reports, Consumption		Water Office	Paper Electronic	No	CU + 2	CU + 2 GC34090
Reports, Public Education	Compliance documentation	Water Office	Paper Electronic	No	CU + 12	CU + 12 40 CFR 141.91

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Record Title	Record Description	Office of Record	Media	Vital?	Retention	Code
Reports, Quality Parameters	Compliance documentation	Water Quality	Paper Electronic	No	CU + 12	CU + 12 40 CFR 141.91
Reports, Sanitary Surveys	Statistics, reports, correspondence	Water Quality	Paper Electronic	No	CU + 10	CU + 10 40 CFR 141.33
Reports, Source Water	Compliance documentation, e.g. lead & copper	Water Quality	Paper Electronic	No	CU + 15	CU + 12 40 CFR 141.91
Surveys, Water System Sanitary	Statistics, reports, correspondence	Water Quality	Paper Electronic	No	CU + 10	CU + 10 40 CFR 141.33
Tests, Quality	Compliance documentation including sampling data, analysis, reports, surveys, documents, evaluation, schedules, valves, etc.	Water Quality	Paper Electronic	No	P	CU + 12 40 CFR 141.91
Value Main Records		Engineering	Electronic	Yes	P	P GC34090
Violations, Drinking Water	Retention applies to each violation <ul style="list-style-type: none"> Retention Period is extended due to possible future lawsuits in regards to health concerns raised by any violations 	Water Quality	Paper	No	P	CU + 3 40 CFR 141.33

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