

CIVIC SAN DIEGO RECORDS RETENTION SCHEDULE

Updated September 26, 2018

Destruction of any Corporation record except as expressly authorized by this Schedule must have the approval of the Corporation President, unless otherwise provided by law. (Gov. Code § 34090.)

Category of Record	Description or Example of Record	Legal Authority	Legal Retention Period	Civic SD Retention Period
Accident/Illness Reports	Not a public record Employee Medical Records & Employee --Includes Material Safety Data Sheets (MSDS) Does NOT include: health insurance claims; first aid records of one-time treatments for minor injuries; records of employees who worked less than one (1) year if records are given to employee upon termination	GC 6254(c) 8 CCR 3204(d)(1)(A)	Length of employment + 30 years	Length of employment + 30 years
	Exposure Records	8 CCR 3204(d)(1)(B)	30 years	
Accidents/Damage to Corporation Property	Risk management administration	GC 34090 CCP 337.15	10 years	10 years

Legal Authority Abbreviations

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Accounts Payable	Original Journals, Ledgers, Statements, Inventories	IRS Reg. 1.6001-1(a)	Permanent	Permanent
	Invoices, Checks, Reports, Investments, Purchase orders	IRC 6001 IRS Reg. 1.6001-1(e) CCP 337 SOSG	Until audited + 4 years	7 years
Accounts Receivable	Invoices, Checks, Reports, Investments, Receipt books	IRC 6001 IRS Reg. 1.6001-1(e) CCP 337 SOSG	Until audited + 4 years	7 years
Affidavits of Publication / Posting	Legal Notices	GC 34090	2 years	2 years

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Agenda / Agenda Packets	Corporation Board – agendas and packets should be imaged. A paper copy should be maintained for one year only. The imaged record can serve as the permanent record.	GC 34090 GC 34090.5	2 years	Permanent
Agenda reports (staff reports)	Corporation Board - Paper copies of agenda packets should be maintained for 1 year as complete packets. Originals should be imaged . The imaged record can serve as the permanent record.	GC 34090 GC 34090.5	2 years	Permanent
Agreements	Original contracts and agreements and back-up materials	CCP 337	Termination/completion + 4 years	Termination/completion + 4 years
Annexations / Reorganizations	Notices, Resolutions, Certificates of Completion	GC 34090	Permanent	Permanent

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Appraisals, Corporation Property	For Real Property Owned by Corporation– Not a public record until real estate transaction is complete	GC 34090 GC 6254(h)	2 years	7 years
Appraisals, City or Agency Property	For Real Property Owned by City or Agency– Not a public record until real estate transaction is complete	GC 34090 GC 6254(h)	2 years	7 years
Articles of Incorporation		GC 34090	Permanent	Permanent
Assessment Districts	Original Documentation	GC 34090	Permanent	Permanent
Annual Financial Report		GC 34090	Until audited + 2 years	7 years
Annual Financial Audit	Annual financial audit performed by independent certified public accountant			Permanent
Audit Reports, Other	Financial services; internal and/or external reports; independent auditor analysis	GC 34090	2 years	3 years

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Audit Hearing or Review	Documentation created and or received in connection with an audit hearing or review	GC 34090	2 years	2 years
Bank Account Reconciliations	Bank statements, canceled checks, certificates of deposit	IRC 6001 IRS Reg. 1.6001-1(e) SOSG	Until audit + 5 years	7 years
Bids, Accepted	Includes plan and specifications; notices/affidavits.	GC 34090 CCP 337, 337.1	4 years	4 years
Bids, Unaccepted	Unaccepted bid packages only	GC 34090	2 years	2 years
Bonds	Authorization/public hearing records/prospectus/proposals/certificates/notices (transcripts)/registers/statements.	GC 34090	Permanent	Permanent
Bonds, Development	Housing; Industrial Development	CCP 337.5	10 years	10 years

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Bonds, Employee	Personnel fidelity bonds	GC 34090	Length of employment + 2 years	Length of employment + 2 years
Bonds - Final	Final bond documentation; monthly statement of transactions; supporting documents	GC 34090 CCP 337.5	10 years	Until fully paid
Bonds - Paid	Paid Bonds; warrant certificates; interest coupons	GC 34090 GC 53921	2 years	2 years
Bonds, Surety	Documentation created and/or received in connection with the performance of work/services for the Corporation, or for parcel maps and subdivision work	CCP 337	4 years	4 years
Bonds - Unsold	Unsold Bonds	GC 34090 GC 43900 et seq.	2 years	2 years
Brochures / Publications	Retain selected documents only for historic value.	GC 34090	2 years	2 years
Budget, Annual	Adjustments, journal entries, account transfers	GC 34090	Current + 2 years	Current + 2 years

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Building, Blueprints / Specifications	Submitted by contractors with application for building permit or Certificate of Occupancy	GC 34090	2 years	2 years
Building, Inspections	Correspondence, fees, appeal requests, reports, relating to new construction, tenant improvements, room additions, spas, signs, block wall, remodel including security bonds	GC 34090	2 years	2 years
Building related Permits	Building, signs (permanent), grading, encroachment permits	GC 34090 H&S 19850 SOSG	Permanent	Permanent
Building Plans	Not to be reproduced until authority is obtained from architect of record.	GC 34090 H&S 19850, 19851	For the life of the building	For the life of the building
Building, Signs (temporary)	Home occupation, off-premise signs	GC 34090	2 years	2 years
Business License Annual Reports	Finance	GC 34090	2 years	2 years

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Business Licenses / Permits	Corporation-issued	GC 34090 CCP 337 SOSG	While current + 4 years	While current +4 years
Cal-OSHA	Personnel Logs, Supplementary Record, Annual Summary (Federal & State-Cal OSHA)	LC 6410; 8 CCR 14300.33	Current + 5 years	Current + 5 years
California State Tax Records	Forms filed annually; quarterly and year-end reports	R&TC 19530 R&TC 19704	6 years	7 years
Certificates of Compliance	Building department documents	GC 34090	2 years	2 years
Checks	Includes payroll, canceled and voided checks	GC 34090 CCP 337 SOSG	Until audited +5 years	7 years
Citizen Feedback	General correspondence.	SOSG	3 years	3 years

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Claims Against the Corporation	Paid/Denied	GC 34090 GC 25105.5 SOSG	Until settled + 5years Until settled + 3 years if imaged	Until settled + 5 years Until settled + 3 years if imaged
Code Enforcement, Case files (see Nuisance Abatement)	Building, housing and mobile home code violation records including inspections; public nuisance rubbish and weed abatement, citations [records on vehicle abatement/abandoned vehicles - generally Police Records]	GC 34090	Until closed + 2 years	Until closed + 2 years
Code Enforcement, Liens & Releases	Utilities, abatement, licenses	GC 34090 SOSG	2 years Permanent if document is recorded	2 years Permanent if document is recorded
Code Enforcement - Logs	Lien recovery	GC 34090 SOSG	Current + 2 years	Current + 2 years
Code Enforcement Regulations	Includes rules	GC 34090 SOSG	Until superseded + 2 years	Until superseded + 2 years

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Code Enforcement Reports, Federal and State	Code enforcement statistics; may contain records affecting title to real property or liens thereon	GC 34090(a)	Permanent	Permanent
Collective Bargaining Agreements		29 CFR 516.5	3 years	3 years
Community Surveys	Review final survey reports for historic significance	GC 34090	2 years	2 years
Complaints / Requests	Various files, non-code enforcement, not related to specific lawsuits involving the Corporation and not otherwise specifically covered by the Retention Schedule.	GC 34090 SOSG	3 years	3 years
Comprehensive Annual Financial Reports (CAFR)	Finance	GC 34090	2 years	Permanent

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Contracts, Corporation	Original contracts and agreements and back-up materials.	CCP 337	Termination/completion + 4 years	Termination/completion + 4 years
	Original contracts/agreements regarding the development of real property, design, specifications, surveying, planning, supervision, testing, or observation of construction or improvement to real property	CCP 337.15	Termination/completion + 10 years	Termination/completion + 10 years
Correspondence	General correspondence, including letters and e-mail; Various files, not related to specific cases and not otherwise specifically covered by the Retention schedule.	GC 34090	2 years	2 years
Deeds, Real Property	File with recorded documents; originals may not be destroyed.	GC 34090	Permanent	Permanent

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Deferred Compensation Reports	Finance - pension/retirement funds	29 CFR 516.5 29 CFR 1627.3	3 years	3 years
Demographic / Statistical Data		GC 34090	2 years	2 years
Deposits, Receipts	Checks, coins, currency	GC 34090 CCP 337	Until audited + 4 years	Until audited + 4 years
DMV Driver Information Reports	Personnel--Not a public record.	GC 34090 GC 6254(c)	Until superseded	Until superseded
Development Conditions	Mitigation measures; filed with case files	GC 34090	For the life of the Project	For the life of the Project
Development Agreements	Infrastructure contracts, franchises, or buildings.	CCP 337, 337.1, CCP 337.15 GC 34090 48 CFR 4.703 SOSG	Permanent Original maintained for 7 years	Permanent Original maintained for 7 years

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Development, General Subject Files	Internal working files including correspondence	GC 34090	2 years	2 years
Development, Incident Files	Emergency Call Outs	GC 34090	2 years	2 years
Development Logs	Logs, registers or similar records listing permits, certificates of occupancy issued, may include inspection, building activity, daily, plan check, utility	GC 34090(a) GC 4003, GC 4004 H&S 19850 - 19853 SOSG	Current + 5 years	Current + 5 years
Development, Photographs	Aerial Photographs	GC 30490	2 years	2 years
Development, Projects- Not completed or denied	Building, engineering, planning	GC 34090 SOSG	Until completed + 2 years	Until completed + 2 years

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Development, Reports	Activity, Periodic	GC 34090 SOSG	Current + 2 years	Current + 2 years
Development, Seismic Retrofit Program	Includes Certificates of Compliance	GC 34090 SOSG	Permanent	Permanent
Development, Street Names and House Numbers	Street dedications, closings, address assignment/changes	GC 34090 SOSG	Permanent	Permanent
Development, Studies, Special Projects & Areas	Engineering, joint powers, noise, transportation	GC 34090 SOSG	Until completed +2 years	Until completed + 2 years
Development, Surveys	Recording data and maps	GC 34090 SOSG	Permanent	Permanent
Development Standards	Landscape mediums, parkway landscape development, public works construction	GC 34090	Permanent	Permanent

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Drawings, Project Plan	Does not include those usually filed with case or project.	GC 34090 SOSG	Current + 2 years	Current + 2 years
Easements, Real Property	File with recorded documents; originals may not be destroyed.	GC 34090	Permanent	Permanent
Economic Development Projects	Administrative records/Staff reports/Project files	GC 34090	2 years	2 years
Ballots - Prop. 218 (Assessment Districts)	Property related fees (Assessment Ballot proceeding)	California Constitution Art. XIII	Permanent	Permanent
Employee Bonds	Personal fidelity bonds	GC 34090	Length of employment + 2 years	Length of Employment + 2 years

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Employee Files	Personnel--Not a public record.	GC 12946 GC 6254(c) LC 1198.5(C)(1) SOSG	Length of employment + 3 years	Length of employment 7 years
Employee Information, General	Name, address, date of birth, occupation, rate of pay and weekly compensation earned	GC 12946 29 CFR 1627.3 LC 1174	Length of employment + 3 years	Length of employment + 7 years
Employee Information - CEIR	Personnel--California Employer Information Report (for employers of 100 or more employees)	2 CCR 11013 (c)(1) GC 12946	Length of employment + 2 years	Length of employment + 2 years
Employee Information - Applicant Identification Records	Personnel--Data regarding race, sex, national origin of applicants	2 CCR 11013 (c)(1)	Length of employment + 2 years	Length of employment + 2 years

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Employee, Medical Files	<p>Part of Personnel file --not a public record. Includes medical records; exposure records, etc.</p> <p>Includes medical records made or maintained by a physician, nurse, or other health care personnel, or technician pertaining to employees exposed to toxic substances or harmful physical agents.</p> <p>Does <u>not</u> include first-aid records of one-time treatment made on-site by a non-physician or observation of minor scratches, cuts, burns, splinters, etc., which do not involve medical treatment, loss of consciousness, restriction of work or motion, or transfer to another job. (For employees of less than 1 year, no need to retain medical records if they are returned to employee upon termination)</p>	<p>29 CFR 1910.1020 8 CCR 3204 GC 6254(c)</p>	<p>Length of employment + 30 years</p>	<p>Length of employment + 30 years</p>

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Employee, Motor Vehicle Pulls (DMV)		SOSG	Until completed + 7 years	Until completed + 7 years
Employee, Non-safety	Non-safety employee records may include: Release Authorizations; Certifications; Reassignments; outside employment; commendations, disciplinary actions; terminations; Oaths of Office; pre-employment medical evaluations;; fingerprints; identification cards (ID's)	29 CFR 1627.3 GC 6250 et. seq. GC 12946 GC 34090	Length of employment + 3 years	Length of employment + 3 years
Employee Programs	Includes EAP and Recognition	GC 34090 GC 12946	Length of employment + 2 years	Length of employment + 2 years

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Employee, Recruitment	Alternate lists/logs, ethnicity disclosures, examination materials, examination answer sheets, job bulletins	GC 12946 GC 34090 29 CFR 1602 et. seq. 29 CFR 1627.3 SOSG	Until completed + 3 years	Until completed + 3 years
Employee, Reports	Employee statistics, benefit activity, liability loss	GC 34090	Current + 2 years	Current + 2 years

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Employee, Safety	Police, fire, emergency employees may include: Release authorizations; certifications; reassignments; outside employment; commendations; disciplinary actions; terminations; Oaths of Office; evaluations-pre-employee medicals	29 CFR 1627.3 29 CFR 1602.31 29 CFR 516.6 et. seq. GC 34090 GC 12946 SOSG	Length of employment + 3 years	Length of employment + 3 years
Employee Rights - General		GC 12946 29 CFR 1602.14	Length of employment + 2 years	Length of employment + 2 years
Employment Applications - Not Hired	Applications submitted for existing or anticipated job openings, including any records pertaining to failure or refusal to hire applicant	GC 34090 GC 12946 29 CFR 1627.3	2 years	2 years

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Category of Record	Description or Example of Record	Legal Authority	Legal Retention Period	Civic SD Retention Period
Employment Eligibility Verification (I-9 Forms)	Federal Immigration and Nationality Act; Immigration Reform/Control Act 1986	8 USC 1324a (b)(3) Pub. Law 99-603	3 years after date of hire, or 1 year after date of termination, whichever is later	3 years after date of hire, or 1 year after date of termination, whichever is later
Employment - Surveys and Studies	Includes classification, wage rates	GC 12946 GC 34090 29 CFR 516.6	2 years	2 years
Employment - Training Records, Non-Safety	Volunteer program training - class training materials, internships	GC 34090 SOSG	Length of employment + 7 years	Length of employment + 7 years
Employment - Personnel (by name)	Paperwork documenting internal and external training	GC 34090	Length of employment + 2 years	Length of employment + 2 years
Employment - Public Safety	Certification/designations	GC 34090	Length of employment + 2 years	Length of employment + 2 years

Legal Authority Abbreviations

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Employment - Vehicle Mileage Reimbursement Rates	Annual mileage reimbursement rates	GC 34090	Until superseded + 2 years	Until superseded + 2 years
Engineering Capital Improvement Projects	Supporting documentation including bidders list, specifications, reports, plans, work orders, schedules, etc.	GC 34090; CCP 337.15	Project completion + 10 years	Project completion + 10 years
Engineering Construction Tracking, Daily	Assesses value of real property	CCP 337.15 SOSG	Permanent	Permanent
Engineering Drawings, Traffic Control Plan	Signs, signing and striping, road construction	GC 34090	Permanent	Permanent

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Engineering Flood Control	Storm Drains	GC 34090 SOSG	Until completed + 2 years	Until completed + 2 years
Engineering Special Districts	Supporting documents re: improvement, lighting, underground utility; bonds, taxes and construction	GC 34090	Permanent	Permanent
Engineering Street / Alley (Abandonment/ Vacation)	Relinquishment of rights and fee title	GC 34090 SOSG	Until completed + 2 years	Until completed + 2 years
Engineering Traffic Signals	Counts, collisions, accidents	GC 34090 SOSG	Until completed + 2 years	Until completed + 2 years
Environmental Quality Air Quality (AQMD)	Participants/voucher logs, Total Daily Mileage Survey (TDM); various local authorities; Commute Alternative	CCP 338(k); GC 34090 SOSG	7 years	7 years

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Environmental Quality Asbestos	Documents, abatement projects, public buildings	GC 34090	Permanent	Permanent
Environmental Quality California Environmental Quality Act (CEQA)	Exemptions, Environmental Impact Report, Mitigation monitoring, negative declaration, notices of completion and determination, comments, statements of overriding considerations	GC 34090 CEQA Guidelines	Permanent	Permanent
Environmental Quality Congestion Management	Ride sharing, trip management	GC 34090	Until completed + 2 years	Until completed + 2 years

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Environmental Quality Environmental Review	Correspondence, consultants, issues, conservation	GC 34090	Completion + 2 years	Completion + 2 years
Environmental Quality Pest Control	Pesticide applications, inspections and sampling, documents	GC 34090	Completion + 2 years	Completion + 2 years
Environmental Quality Soil	Analysis, construction recommendations	GC 34090	Completion + 2 years	Completion + 2 years
Environmental Quality Soil Reports	Final Reports	GC 34090	Permanent	Permanent

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ERISA Records	Employee Retirement Income Security Act of 1974 - plan reports, certified information filed -records related to the Corporation's 403(b) retirement plan	29 USC 1027 29 USC 1059	6 years	6 years
Ethics Training Records (AB 1234; effective 1/1/06)	Records required to be kept under Gov. Code section 53235.2 (effective 1/1/06). Records must show dates that local officials satisfied the training requirements and the entity that provided the training	GC 53235.2	Completion of training + 5 years	Completion of training + 5 years
Events Planning, Community	Review for historic significance	GC 34090	2 years	2 years

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Family and Medical Leave Act (Federal)	Records of leave taken, Corporation policies relating to leave, notices, communications relating to taking leave	29 CFR 825.500 GC 12946	3 years (federal) 2 years (state)	3 years (federal) 2 years (state)
Federal Tax Records	May include Forms 1096, 1099, W-4 and W-2	29 USC 436 26 CFR 31.6001-1-4 26 CFR 31.6001-1(e) 29 CFR 516.5-516.6 R&TC 19704	6 years	7 years
Fee Schedules / Studies	Considered by the Corporation Board	GC 34090	2 years	2 years

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Fixed Assets Inventory	Reflects purchase date, cost, account number	GC 34090	Until audited + 2 years	7 years
Fixed Assets Surplus Property	Auction; ;listing of property	GC 34090	Until audited + 2 years	Until audited + 2 years
	Disposal; sealed bid sales of equipment	GC 34090 CCP 337	Until audited + 4 years	Until audited + 4 years
Fixed Assets Vehicle Ownership & Title	Title transfers when vehicle is sold.	VC 9900 et. seq.	Until sold	Until sold
Flood Plain Maps	FEMA - not a Corporation record, for information only.		Until Superseded	Until Superseded
Forms	Administrative - blank		Until Superseded	Until Superseded
Fund Transfers	Internal; bank transfers & wires	GC 34090	Until audited + 2 years	Until audited + 2 years

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General Ledgers	All annual financial summaries--all agencies	GC 34090 CCP 337 CA Dept. of General Services	Until audited + 5years, then image is permanent	7 years, image is permanent
General Plan	Includes sphere of influence	GC 34090 SOSG	Permanent	Permanent
General Plan Amendments	Approved	GC 34090 GC 65103	Until Completed + 2 years	Until Completed + 2 years
	Denied	SOSG	Current + 3years	Current + 3 years

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Gift to Agency Report (FPPC Form 801)	FPPC form showing payment or donation made to Civic or to a Civic official and which can be accepted as being made to Civic	2 CCR 18944(c)(3),(d); FPPC Fact Sheet: “Gifts to an Agency – Part 2”	Originals – 7 years; Copy must be posted on the Corporation’s website	Originals – 7 years; Copy must be posted on the Corporation’s website
Gifts / Bequests	Finance - to the Corporation (kept with cash receipts)	GC 34090	2 years	2 years
Grading Permits		GC 34090 SOSG	Permanent	Permanent
Grading Variances		GC 34090	Until completed + 2 years	Until completed + 2 years

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Grants Community Development Block Grant (CDBG); Urban Development; other Federal and State grants	Grants documents and all supporting documents: applications, reports, contracts, project files, proposals, statements, sub-recipient docket, environmental review, grant documents, inventory, consolidated plan, etc.	GC 34090 24 CFR 570.502	Until completed + 4 years	Until completed + 4 years
Grants - Unsuccessful	Applications not entitled	GC 34090	2 years	2 years
Hazardous Materials - Hazardous Waste Disposal	Documents regarding handling and disposal of hazardous waste; may be imaged after 2 years	H&S 117945 H&S 118165 22 CCR 66279.91 3 CCR 6624(g)	3 years	3 years

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Hazardous Materials Permits, Hazardous Materials Storage		GC 34090	While current + 2 years [Permanent retention of environmentally sensitive materials is recommended]	While current + 2 years [Permanent retention of environmentally sensitive materials is recommended]
Hazardous Materials - Programs, Household Hazardous Waste	Documents regarding federal, State or local programs on disposal of household hazardous waste	GC 34090	Until superseded + 2 years	Until superseded + 2 years
Hazardous Materials - Exposure Records, etc.	Employee exposure records; name/identity of chemical substance used; when & where chemical substance was used	8 CCR 3204(d) et. seq.	Length of employment + 30 years	Length of employment + 30 years

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Hazardous Materials - Underground Storage Tank Compliance	Documents regarding: storage, location, installation, removal, remediation	GC 34090	Permanent	Permanent
Hazardous Materials - Underground Storage Tank Maintenance and Repair	Documents regarding: storage, location, installation, removal, remediation	23 CCR 2660(j),	For the life of the tank	For the life of the tank
Historic Preservation Inventory	Records of historic landmarks, including historic register	GC 34090	Current + 2 years	Current + 2 years
Home Occupation Permits	Business license related	GC 34090	Current + 2 years	Current + 2 years
Housing Programs	Corporation/ Redevelopment Agency files.	GC 34090	Current + 2 years	Current + 2 years

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Housing Programs	Includes comprehensive Housing Authority Strategy, Meeting Credit Certificates, Housing Bond Advisory, HOME, In-Lieu Housing Mitigation, Low/Moderate Housing, Rental Housing Assistance	24 CFR 570.502	4 years	4 years
Information Services, Internet/World Wide Web	Management policies and supporting documentation	GC 34090	Until superseded + 2 years	Until superseded + 2 years
Information Systems, Inventory	Hardware/software inventory logs; systems manuals	GC 34090	Until superseded + 2 years	Until superseded + 2 years
Information Systems, Network Information Systems (LAN/WAN)	Configuration maps and plans	GC 34090 CCP 337.2 SOSG	Until superseded + 4 years	Until superseded + 4 years

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Information Systems, Program Files and Directories		GC 34090	2 years	7 years
Information Systems, Tapes	System generation	GC 34090	2 years	7 years
Insurance	Personnel related	GC 34090	Until Superseded	Until Superseded
Insurance, Joint Powers Agreement	Accreditation, MOU, agreements and agendas	GC 34090 SOSG	Permanent	Permanent
Insurance Certificates, Corporation	Liability, performance bonds, employee bonds, property; Insurance certificates filed separately from contracts, includes insurance filed by licensees.	GC 34090 CCP 338	Until superseded + 3	Until superseded + 3

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Insurance, Liability/Property	May include liability, property, Certificates of Participation, deferred, use of facilities	GC 34090 SOSG	Permanent	Permanent
Insurance, Risk Management Reports	Federal OSHA Forms; Loss Analysis Report; Safety Reports; Actuarial Studies	29 CFR 1904.44 GC 34090 8 CCR 14300.33	Current + 5	Current + 5
Investment Reports, Transactions	Summary of transactions, inventory and earnings report	GC 34090 CCP 337 SOSG	Permanent	Permanent
Invoices	Copies sent for fees owed, billing, related documents	GC 34090	Until audited + 2 years	Until audited + 2 years
Land Use and Development Code		GC 34090	Until Superseded	Until Superseded

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Legal Notices/Affidavits of Publication	Examples: Notices of public hearings, notices of liens, etc. Also proof of publication of notice, or proof of posting of notice	GC 34090	Current + 2 years, unless part of a project or matter that requires longer retention (i.e., CEQA documents)	Current + 2 years, unless part of a project or matter that requires longer retention (i.e., CEQA documents)
Legal Opinions	Confidential – not for public disclosure (attorney-client privilege)	GC 34090	Until superseded + 2 years	Until superseded + 2 years
Licenses/Permits – Special (Events; Solicitation)	This category DOES NOT include business licenses/permits	GC 34090	Current + 2 years	Current + 2 years
Litigation	Case files	GC 34090	Until settled + 2 years	Until settled + 2 years

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Lobbying or Lobbyist Forms (FPPC forms)	FPPC Form 602 – Lobbying Firm Activity Authorization; FPPC Form 635 – Report of Lobbyist Employer & Report of Lobbying Coalition – forms used when employing or contracting with a lobbying firm	FPPC Reg. 18615(d)	5 years	5 years
Lot Line Adjustments	Land use - case files.	GC 34090	Permanent	Permanent
Maintenance Manuals	Equipment service/maintenance	GC 34090 SOSG	Until Superseded + 2 years	Until Superseded + 2 years
Maintenance/Repair Records	Equipment	GC 34090	2 years	2 years

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Maps & Plats	Engineering & field notes and profiles; cross section of roads, streets, right-of-way, bridges; may include annexations, parks, tracts, block, storm drains, water easements, bench marks, trees, grading, landfill, fire hydrants, base maps, etc.	GC 34090	Permanent	Permanent
Marketing, Promotional	Brochures, announcements, etc.	GC 34090	2 years	2 years
Master Plans, Annual	Special or long range program plan for municipalities – coordination of services; strategic planning	GC 34090	Until superseded + 2 years	Until superseded + 2 years
Materials Board, Renderings Boards & Photographs	Planning/Engineering	GC 34090	2 years	2 years

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Minutes	Corporation Board. Documents are to be imaged immediately. Paper records are to be maintained permanently by the Corporation Secretary/Clerk.	GC 34090(e)	Permanent	Permanent
Municipal Facilities Construction	Contains records regarding plans, design, construction, conversion or modification of local government-owned facilities, structures and systems	GC 34090 H&S 19850 SOSG	Permanent	Permanent
Municipal Facilities Facility Rentals; Use	Permits, contracts, diagrams, schedules, insurance binders	GC 34090	Current + 2 years	Current + 2 years
Municipal Facilities Maintenance and Operations	Service requests, invoices supporting documentation, buildings, equipment, field engineering, public facilities including work orders and graffiti removal	GC 34090	2 years	2 years

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Neighborhood Planning	Area and neighborhood Planning case records.	GC 34090(a) H&S 19850; GC 4003, 4004 SOSG	Permanent	Permanent
Newsletter, Corporation	May wish to retain permanently for historic reference.	GC 34090	2 years	2 years
Notices – Public Meetings	Special Meetings	GC 34090	2 years	2 years
Nuisance Abatement	Includes citations (not police), nuisance abatement, and liens resulting from nuisance abatement.	GC 34090	Until settled + 2 years	Until settled + 2 years
Oaths of Office	Public officials (i.e., Board Members)	GC 34090 29 USC 1113 SOSG	Current + 6 years	Current + 6 years
Offers of Dedication		GC 34090	Until Completed	Until Completed

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CIVIC SAN DIEGO RECORDS RETENTION SCHEDULE

Updated September 26, 2018

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Ordinances	Vital records - originals may never be destroyed. Image immediately.	GC 34090	Permanent	Permanent
OSHA	OSHA Log 200, Supplementary Record, Annual Summary (Federal & State-Cal-OSHA)	LC 6410; 8 CCR 14300.33 29 CFR 1904.2 - 1904.6	5 years	5 years
OSHA (Accident/Illness Reports)	Personnel - Employee Exposure Records & Employee Medical Records Not a public record	LC 6410; 8 CCR 14300.33; 8 CCR. 3204; GC 6254(c)	Length of employment + 30 years	Length of employment + 30 years
Parcel Map Waivers	Land use - planning case files	GC 34090	Permanent	Permanent
Parcel Maps	Land use - planning/engineering case files	GC 34090	Permanent	Permanent
Parking Studies	Engineering	GC 34090	2 years	2 years

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Payroll - Federal/State Reports	Annual W-2's, W-4's, Form 1099s, etc.; quarterly and year-end reports	29 USC 436 26 CFR 31.6001-4 R&TC 19530 R&TC 19704 IRC 6001 IRS Reg. 301.6501(a)-1 26 CFR 31.6001-1(e) 29 CFR 516.5 – 516.6	6 years	7 years
Payroll Deduction/ Authorizations	Finance	29 CFR 516.6(c)	While Current + 2 years	7 years
Payroll, registers	Finance	29 CFR 516.5(a) LC 1174(d)	3 years	7 years

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Payroll records, terminated employees	Finance files	29 CFR 516.5	3 years from date of last entry	3 years from date of last entry
Payroll time cards/sheets	Employee	29 CFR 516.6(a)(1) LC 1174(d)	Length of employment + 2 years	Length of employment + 3 years
Payroll - Wage Rates/ Job Classifications	Employee records	LC 1197.5(d) LC 1174(d) GC 34090 GC 12946 29 CFR 516.6 29 CFR 1602.4 29 CFR 1627.3	Length of employment + 3 years	Length of employment + 3 years

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Permits, Construction	Other than building permits - For signs, grading, encroachment, including blueprints and specifications	GC 34090 H&S19850; 4003; 4004 SOSG	Permanent	Permanent
Permits, Other	Alterations, encroachment, excavations, road, street sidewalks & curb alterations, transportation, swimming pool drainage, temporary uses, etc.	GC 34090	Until completed + 2 years	Until completed + 2 years
Personnel Records	Records containing name, address, date of birth, occupation, rate of pay, etc., including records relating to promotion, demotion, transfer, lay-off, termination	29 CFR 1627.3	3 years	7 years
Personnel Rules and Regulations	Including employee handbook	GC 34090	Until superseded + 2 years	Until superseded + 2 years
Petitions	Submitted to legislative bodies	GC 34090	Current + 2 years	Current + 2 years

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Policies, Administrative	All Board policies and procedures, directives not assigned a resolution or ordinance number	GC 34090	Until superseded + 2 years	Until superseded + 2 years
Board Policies	Original policies adopted by the Corporation Board. Imaged immediately as part of agenda packet or minutes.	GC 34090	Until superseded + 2 years	Until superseded + 2 years
Political Support/Opposition, Requests & Responses	Related to legislation.	GC 34090	2 years	2 years
Press Releases	Corporation related.	GC 34090	2 years	2 years
Procedure Manuals	Administrative.	GC 34090	Until superseded + 2 years	Until superseded + 2 years
Proclamations	Corporation issued proclamations	GC 34090	2 years	2 years

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Property, Abandonment	Buildings, condemnation, demolition	GC 34090	Permanent	Permanent
Property Acquisition/Disposition	Supporting documents regarding sale, purchase, exchange, lease or rental of property.	CCP 337.15 GC6254	Until completed + 10 years	Until completed + 10 years
Public Records Request	Requests from the public to inspect or copy public documents	GC 34090	2 years	2 years
Purchasing RFQs, RFPs, Selected	Requests for Qualifications; Requests for Proposals regarding goods and services for the selected consultant or contractor	GC 34090 CCP 337	Until the contract is completed + 4 years	Until the contract is completed+4 years
Purchasing RFQs, RFPs, Not Selected	Requests for Qualifications; Requests for Proposals regarding goods and services for consultants or contractors not selected	GC 34090	Current + 2 years	Current + 2 years

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Purchasing, Requisitions, Purchase Orders	Original Documents	GC 34090 CCP 337	Until audited + 4 years	7 years
Recordings - audiotaped (for preparation of meeting minutes)	Board meetings	GC 34090 GC 54953.5	30 days after approval of minutes by the Board	1 year
Recordings - routine video monitoring, telephone, and radio communications	Routine daily taping/recording of telephone communications & radio communications; routine video monitoring including in-car video systems, jail observation/monitoring systems, building security systems	GC 34090, 34090.6 GC 53160	Videos - 1 year; Phone & Radio communications - 100 days (destruction must have be approved by Corporation President & Corporate Counsel)	Videos - 1 year; Phone & Radio communications - 100 days (destruction must have be approved by Corporation President & Corporate Counsel)

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Recordings, videotaped – meetings of legislative bodies	Tapes of public meetings made by or at the direction of the Corporation	GC 54953.5	30 days	1 year
Recordings, videotaped – duplicates	Other than videotapes of public meetings; Considered duplicate records if another record of the same event is kept (i.e., written minutes)	GC 34090, 34090.7	90 days after event is recorded	90 days after event is recorded
Records Management Disposition Certification	Documentation of final disposition of records	GC 34090	Permanent	Permanent
Records Retention Schedules		GC 34090	Current + 2 years	Current + 2 years
Recruitments and Selection	Records relating to hiring, promotion, selection for training	29 CFR 1627.3	3 years	3 years

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Registration Forms	Human Services Recreation Programs	GC 34090	2 years	2 years
Release Forms/Waivers	Human Services Recreation Programs	GC 34090	2 years	2 years
Resolutions	Vital records - originals may never be destroyed. Image immediately.	GC 34090	Permanent	Permanent
Returned Checks	Finance-NSF (not Corporation checks)	GC 34090	Until audit + 2 years	Until audit + 2 years
Salary Surveys		GC 34090	2 years	2 years
Sewer Construction/Improvement/Maintenance	Administrative records.	GC 34090	2 years	2 years
Social Events/Celebrations	Review for historic significance, only documents deemed significant will be imaged and maintained permanently.*	GC 34090	2 years	2 years
Speed Surveys	Engineering	GC 34090	Until superseded + 2 years	Until superseded + 2 years

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State Controller	Annual reports.	GC 34090 SOSG	Permanent Controller may destroy after 5 years	Permanent
Stop Payments	Finance - bank statements	GC 34090	Until audited + 2 years	7 years
Storm Drain Construction/ Improvement/ Maintenance	Administrative records.	GC 34090	2 years	2 years
Street Construction/ Improvements	Administrative records	GC 34090	2 years	2 years
Street Vacations	Offers to dedicate; drainage; access rights, etc.	GC 34090	Permanent	Permanent
Studies, Various Corporation		GC 34090	While current + 2 years	While current + 2 years

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Unemployment Insurance Records	Records relating to unemployment insurance – claims, payments, correspondence, etc.	IRC 3301-3311	4 years from date contributions are due or paid	4 years from date contributions are due or paid
Utility Services - Applications	Applications for utility connections, disconnects, registers, service	GC 34090	Completion + 2 years	Completion + 2 years
Utility Services - Billing Records	Customer name, service address, meter reading, usage, payments, applications/cancellations	GC 34090	Until audited + 2 years	Until audited + 2 years
Utility Services - Meter Reading; Reports		GC 34090	Current + 2 years	Current + 2 years
Utility Services - Utility Rebates, Reports		GC 34090	Current + 2 years	Current + 2 years
Vouchers - Payments	Account postings with supporting documents	GC 34090 CCP 337	Until audited + 4 years	Until audited + 4 years

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Warrant Register/Check Register	Record of checks issued; approved by legislative body (copy is normally retained as part of agenda packet information)	GC 34090	Until audited + 2 years	Until audited + 2 years
Workers Compensation Files	Work-injury claims (including denied claims); claim files, reports, etc.	8 CCR 10102 8 CCR 15400.2	Until settled + 5 years	Until settled + 5 years

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