ITEM NO. 22

STAFF REPORT

CITY OF OCEANSIDE

DATE: November 19, 2008

TO: Honorable Mayor and City Councilmembers

FROM: City Clerk's Office

SUBJECT: **ADOPTION OF A RESOLUTION APPROVING A CITYWIDE RECORDS RETENTION SCHEDULE AND AUTHORIZING ITS IMPLEMENTATION; AND REPEALING ALL PREVIOUS RETENTION RESOLUTIONS**

SYNOPSIS

Staff recommends that the City Council adopt the resolution establishing a Citywide Records Retention Schedule that will repeal existing department-specific retention schedule resolutions, establish consistent record series titles and retention periods, identify vital and/or permanent records, and define departmental record keeping responsibilities.

BACKGROUND

With the passage of time, department records progress through a life cycle of creation/receipt, active use, inactive storage and final disposition, which may be permanent retention or disposal.

Government Code Section 34090 provides a procedure whereby any City record that has served its purpose and is no longer required may be disposed of, as long as the disposal of said record will not interfere with the services and functions of the City.

The City has had a number of continuing resolutions over the years that were created to address certain department-specific materials. A comprehensive, consolidated Citywide Records Retention Schedule based on function will provide all departments with a consistent file-naming system to address the fiscal, administrative, operational, legal, and historic retention requirements for each records series title.

ANALYSIS

On October 6, 2004 Council adopted Ordinance No. 04-OR870-1, which added Article XIV to Chapter 2 of the Oceanside City Code and created a Records Management Program. Section 2.86 calls for the creation/implementation of a Citywide Records Retention Schedule.

Following a Request for Proposal process, the City Council on May 9, 2007, approved entering into a Professional Services Agreement with Océ Business Services, Inc. to provide records retention consulting services to create a Citywide Records Retention Schedule.

A thorough inventory of all City records was conducted, and personnel from all City departments were provided the opportunity for input during the process. The records staff in each department, including Council Aides, and the Department Directors have subsequently reviewed the draft Records Retention Schedule and provided input. Those changes have been incorporated into this document. The Department Directors have signed off on and are in agreement with the Records Retention Schedule.

Additionally, an appraisal of the legal, administrative, fiscal, and historical value of the records was performed, with all government codes thoroughly researched. Along with legal requirements, the recommendations in the records retention schedule have been developed based on retention guidelines used by state archival agencies and interviews with City staff, other municipalities and professional organizations. The schedule identifies those records of both permanent and short-term value and provides for their orderly retirement and disposition. The schedule also ensures the permanent retention of those City records of archival value.

The Records Retention Schedule does not authorize the destruction of permanent records set forth in Government Code Section 34090, which include:

- Records affecting the title to real property or liens thereon;
- Court records;
- Records required to be kept by statute;
- The minutes, ordinances, or resolutions of the City Council, Community Development Commission or Small Craft Harbor District Board of Directors.

It provides a level of protection so that no record is destroyed prematurely and that valuable and legally required records are maintained in compliance with legal requirements and standard organizational practices. Disposal procedures for obsolete records include the following steps: 1) the City Clerk Department will notify each department of the boxes of documents scheduled for disposal; 2) an authorized person from the department will review the inventory list of each box to verify that disposal is consistent with the records retention schedule; 3) a detailed list of the contents of all boxes to be disposed will be sent to the department director and to the City Attorney for authorization of the disposal; no records will be disposed without the City Attorney's approval; 4) when all authorizations are received, the City Clerk's records center staff will shred the records and recycle the waste; and 5) the City Clerk Department will create a Certificate of Disposal to be maintained permanently with the list of all disposed records, the authorizing signatures and the date of the disposal.

The basis for building an effective management program for City records is the implementation of a records retention schedule. It will provide effective supervision of records throughout their entire life cycle – from the point at which they are created or

received, through their use, maintenance and disposition. This schedule will ensure that the records of the City are maintained in a manner that makes them easily accessible and are retained in accordance with statutory retention requirements, contractual requirements and regular business practices. It ensures more efficient and timely access to information in City records; is a valuable aid to staff for making sound decisions regarding the management of those records of continuing value, including vital and historical records; and supports a schedule for disposition of obsolete records on a continuous basis.

FISCAL IMPACT

The Professional Services Agreement with Océ Business Services, Inc. for professional records retention consulting services was set at a not-to-exceed amount of $57,750, which was approved by Council on May 9, 2007. That amount has been budgeted for in the City Clerk Department budget.

CITY ATTORNEY'S ANALYSIS

The referenced documents have been reviewed by the City Attorney and approved as to form.

RECOMMENDATION

It is recommended that the City Council approve the resolution with attached Exhibit A, the Citywide Records Retention Schedule for the City of Oceanside, for use by all City departments.

SUBMITTED BY:

Barbara Riegel Wayne
City Clerk

Attachments:
Resolution
Exhibit A – Records Retention Schedule, Citywide

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OCEANSIDE APPROVING A COMPREHENSIVE CITYWIDE RECORDS RETENTION SCHEDULE AND AUTHORIZING ITS IMPLEMENTATION; AND REPEALING ALL PREVIOUS RETENTION RESOLUTIONS

WHEREAS, the City of Oceanside desires to establish a comprehensive citywide records retention schedule for use by all departments to manage City records throughout their entire life cycle in compliance with statutory retention requirements, contractual requirements and regular business practices to insure the preservation of permanent records and to provide for the systematic disposal of obsolete records;

WHEREAS, California Government Code Section 34090 provides a procedure whereby any city record that has served its purpose and is no longer required may be disposed of, as long as the disposal of said record will not interfere with the services and functions of the City;

WHEREAS, City of Oceanside Ordinance 04-OR870-1 has established the City Records Management Program; and

WHEREAS, the City Clerk Department has completed a thorough inventory of all City records and appraisal of the vital, legal, fiscal, administrative, and historical value.

NOW, THEREFORE, the City Council of the City of Oceanside does resolve as follows:

SECTION 1. This resolution approves the comprehensive Citywide Records Retention Schedule, attached to this resolution as Exhibit A and incorporated herein. That the Records Retention Schedule identifies those records of both permanent and short-term value and provides for their orderly retirement and disposition. The management/disposition of all city department records shall be in accordance with the Citywide Records Retention Schedule. Prior to the eligible disposal of any record, a Disposal Notice as provided by the City Clerk's office will be required to be signed/authorized by both the Department Director and City Attorney. No records shall be disposed of without that documentation.

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SECTION 2. This resolution repeals all previous retention resolutions authorizing disposal of individual departmental records.

PASSED AND ADOPTED by the City Council of the City of Oceanside, California, this _____day of _____, 2008, by the following vote:

AYES:

NAYS:

ABSENT:

ABSTAIN:

_____
MAYOR OF THE CITY OF OCEANSIDE

APPROVED AS TO FORM:

_____
City Attorney

ATTEST:

_____
City Clerk

Resolution Approving Citywide Records Retention Schedule

EXHIBIT A

City of Oceanside

Records Retention Schedule

Approved by Oceanside City Council
On _____
Resolution Number_____

Records Management Program

Municipal Code Chapter 2 Article XIV

City Clerk Department

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Records Retention Schedule Field Definitions

The attached Records Retention Schedules (RRS) contain the following information for use by all departments and divisions of the City. The Records series are arranged by function rather than individual departments in order to meet the changing needs of the City.

Because of the quantity and nature of police specific records an additional RRS has been developed to address those records series that pertain solely to police operations

Below is an outline of the meaning and contents of each column of the Records Retention Schedules:

- **Category Code** – This code is assigned by the City Clerk Records Management Program, It is the code utilized by the records management software to track each record series and its retention period
- **Record Series Title** – Delineates the official name of each record series named in the RRS. A records series title is the name given to a record or group of records that share a related function and the same retention period
- **Description** – This defines the records series, it lists the basic function, description of the types of records contained in the series and some of the "also known as" titles that have previously been used for these documents
- **Status** – This denotes any special requirements such as confidential, historic, or vital
- **Notes** – Contains any special notations concerning the handling or background for the record series
- **Division** – This is the department that is responsible for maintenance of the official or "record" copy of the document or item. This is the department/division that will be responsible for the life cycle of the item
- **Legal Retention** – This is the time frame that legal research has shown is the minimum time the material contained within the records series must be maintained. It is based on an analysis of the material and research of all local, state and federal codes that apply
- **Total Retention** – This is the time a record is to be maintained. It is based on all factors that control how long a record is kept, such as, legal, fiscal, operational, and historical values. This is the longest period for retention barring any legal or audit holds
- **Duplicate Copies** – The duplicate copy column defines the maximum time a duplicate copy may be retained. In all cases, the duplicate copies must be removed when the material contained within the records series have reached their total retention period
- **Legal References** – These are the citations that define the legal requirements for retention. Some are listed as a code (i.e. LOC015) as the number of references that may apply is too cumbersome to each individual citation.

Key to Records Retention Schedule Abbreviations

Code	Definition/Explanation
##	Numeric Value
AC	After Close
ACT	Active (while a document or work is still in progress).
AUD	Audit (an audit is performed at the end of each fiscal year, to be completed by 12/31).
CY	Current Year (current year, any record or file that is made within the current calendar year; the retention period begins the first day of the following year, i.e., C+2 means a record created in 1998 plus the next two calendar years would be eligible for destruction on 01/01/01).
E	Election date
H	Historical (Not coded – City will determine)
L	Life of
LOA	Life of Asset
LOE	Life of the Equipment
LOP	Life of the Property
LOS	Life of the Structure
MAX	Maximum – Retain records for no longer than the maximum period stated. Users may destroy records earlier than the period stated if no longer needed. The maximum retention period may only be used for general administrative records, miscellaneous correspondence, and other records possessing little value that can be destroyed within a few years.
PERM	Permanent - the record is determined to be of permanent value to the City; original records affecting the title of property or liens thereon; minutes, resolutions, ordinances
REVIEW	Review on a periodic basis where retention is determined by outside agency, such as Crime Incident Misc. Files in Police
SEE DESC	See description and/or notes on record series.
SUP	Supersede (only retain the current version; once that version has been revised the older version is to be destroyed to eliminate any confusion)
TERM	Termination
V	Vital (records required to resume and continue the operation of the City, including public services and infrastructure)

Please note: Activity codes are also sometimes referred to as a "Legend".

City of Oceanside

General Records Retention Schedule

Category Code	Record Series Title	Description	Status	Notes	Division	Legal Retention	Total Retention	Duplicate Copies	Legal References
01005	Abatement Records	Weed Abatement Files, Abandoned Vehicle abatements - AKA Abatement Files, Abatement Files - non-conforming		See also - "Case Files: Code Enforcement"	Originating Division	AC+2	AC+2	MAXACT	LOC025 - Local Government / General
01010	Accounting: Administration	Working papers, accounting information, including trial balances, Aging Reports, Account Detail Reports, and other records related to accounting activities not covered in more specific categories.		Harbor Finance – prior to 1995 office of record is Harbor Finance – after 1995 Beaches and Harbors subcategory in Finance	Financial Services	2	MAX3	MAX1	GC34090

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General Records Retention Schedule

Category Code	Record Series Title	Description	Status	Notes	Division	Legal Retention	Total Retention	Duplicate Copies	Legal References
01015	Accounts Payable (A/P)	Records related to the accounting for money due to creditors. Includes cash disbursements, and invoices, vouchers, bad debt write-off allowances, contract accounting records, cost accounting records, credit card charge slips, credit card statements, donations, employee expense reports, petty cash records, royalty payments, unemployment insurance payments, vendor packets & workers' compensation insurance payments. ALSO INCLUDES BLANK CHECKS. AKA Authorization to Pay (ATP), Refunds, Reimbursements, Accounts Payable Checks - General Fund CDC, Accounts Payable Checks w/Backup, Rental Rehab. Program Grants, Payment Records, Cash Disbursement Registers, Budget Journal Vouchers - CDC, Travel Expense Files, Departmental Budget Expenditure Files, Accounts Payable Checks with Backup Statements for Recipients of Non-Employee Compensation, Cash , Water Deposit Refund Records, Uniform Vouchers (by name), CalPers Billing Payments, Risk Recovery, Wire Transfers.		Subject to Audit - See Also "Purchase orders" or "General ledger"	Financial Services	6	6	MAX3	ACC000 - Accounting / Tax / General

City of Oceanside

General Records Retention Schedule

Category Code	Record Series Title	Description	Status	Notes	Division	Legal Retention	Total Retention	Duplicate Copies	Legal References
01020	Accounts Receivable (A/R)	Records related to accounting for money owed to the organization including user fees and delinquent payments. Includes cash receipts, credit advises, sales receipts, cash packets/receipts, cash reconciliations. AKA Customer History Files, False Alarm Financial Reports, Slip Rentals, Tie-Down Fees, Billing/Customer Files, Cash Receipts Registers - CDC, Treasurer's Receipts - CDC, Treasurer Receipts Adjustment Journals - CDC, Murray Bridge Toll Registers, Treasurer's Receipts/Receipts for Monies Received, Airport Revenue & Invoices, Airport Storage Receipts, Invoices: Paid, Void & Write-off, Harbor Accounts Receivable Files, Adaptor & Key Deposit Receipts, Paid Receipts, Murray Bridge Accounts Receivable Files, Cash Register Tapes/End of Day Reports, Notice of Delinquent Parking Violation, Parking Citations: Oceanside/Other Agencies, Cash Register Tapes, Delinquent Water Accounts File Cards, Receipt Books, Daily Recap of Receipts with TR's (Pink Copies), Parking Lot Files: Revenue Received, Water Bill Receipts, Paid Receipts, Recreation deposits, Affidavits of Gross Receipts, Records related to the management and collection of bad debts or Liens, monies into the General Fund, False Alarm receipts, Accounts Receivable Invoices, Ambulance Invoices, Ambulances Receivables, Bicycle Registration receipts and renewals (obsolete record), Wire Transfers.	Vital	Subject to Audit	Financial Services	6	6	MAX1	ACC000 - Accounting / Tax / General; LOC058 - Local Government / General / GC34090

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Category Code	Record Series Title	Description	Status	Notes	Division	Legal Retention	Total Retention	Duplicate Copies	Legal References
01025	Actuarial Reports	Reports projecting life expectancy, future benefits and other information needed to calculate contributions and provisions of benefit programs. AKA Workers Compensation Claims Actuarial reports, Claims Management Liability Actuarial reports.	Historical	Used to justify reserves. See also "Reports: Financial"	Human Resources	ACT+6	PERM	MAXACT	EMP110 - Employment / Benefits / Pensions / Plans
01030	Administrative Files	Working documents pertaining to and arising from the policies and procedures of the Division; includes directors and other staff members' files. Also includes memos, reference reports, calendars, day planners, contact files, working files, back-up documents, source documents, charts, outlines and chron. files, phone memo pads, forwarded digital messages and voice over internet (VOIP) messages received in e-mail that pertain to City business, Contract Management files, H-Drive data, may include e-mail and instant messages (IM) sent or received related to City business. AKA Salvage Schedule, Investment Portfolios - CDC, Budget Working Files, Studies & Reports, Agreement/Lease Working Files, CalCard Files, Correspondence Files, Revenue & Tax Receipt Records, Bond Administration Files, Parking Correspondence Files - O'side/Other Agencies, Parking Citation Logs: Oceanside/Other Agencies, Requests for Review of Parking Citations, Refund Payment Records, Applications for Water Service, Trash Reports, Property Transitory Files, Submittals, Alarms, False Alarms at Schools, Investment Files: Monthly Work.		Review for historical value	Originating Division	CY+2	ACT+2	MAX1	LOC015 - Local Government / General /GC34090

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General Records Retention Schedule

Category Code	Record Series Title	Description	Status	Notes	Division	Legal Retention	Total Retention	Duplicate Copies	Legal References
01035	Agendas & Staff Reports: Council and legislative bodies	Agendas and staff reports submitted to council and other legislative bodies for consideration. Includes Affidavits of mailing and Appeals, original communications presented to the body such as the Planning Commission, Library Board of Directors, Manufactured Homes Fair Practices Commission.	Historical	See also Meeting Minutes	Originating Division	CY+2	PERM	MAX3	LOC015 - Local Government / General //GC34090
01040	Agendas & Staff Reports: Non-legislative	Agendas and staff reports submitted to non-legislative boards, commissions and committees			Originating Division	CY+2	CY+10	MAX1	LOC015 - Local Government / General /GC34090
0	Appeals			See "Agendas & Staff Reports"					
01045	Articles of Incorporation.	Original Articles of Incorporation.	Historical		City Clerk	PERM	PERM	MAX2	LOC019 - Local Government / General / GC 34458-60
01050	Assessment Districts	Original documentation for assessment district formation. AKA Landscaping/Lighting districts, Community Facilities Districts	Vital		City Clerk	PERM	PERM	MAXACT	LOC721 - Local Government / Elections / California Constitution Article XIII
01055	Assessment Rolls	Received from the County once a year. AKA Final Assessments		Assessment Roles prior to 1958 are Historical	Originating Division	SUP	AUD+4	MAXACT	LOC018 - Local Government / General
01060	Associations	Records related to membership or in the activities of professional or industry associations of which the City is a member or has a business interest. See also "Administrative Documents" series		Commissions and Committees are NOT included in this series	Originating Division	2	ACT	MAXACT	GC34090
01065	Audit Reports: External	Records reviewing and documenting financial Info created as part of an audit performed by an outside person or organization. AKA Financial Audits - External, DOJ Audits, P.O.S.T. audits, CJIS audits, Audit Reports, Findings of Compliance			Financial Services	7	10	MAX3	ACC200 - Accounting / Tax / Outside Financial Audits

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General Records Retention Schedule

Category Code	Record Series Title	Description	Status	Notes	Division	Legal Retention	Total Retention	Duplicate Copies	Legal References
01070	Audit Reports: Internal	Records reviewing and documenting financial Info created as part of an audit performed by a person in the organization. AKA Financials - Audited - Internal, Budget Audits, Audit Reports			Financial Services	2	ACT+2	MAXACT	GC-34090
01075	Audits: General	Records related to operational auditing activities. AKA Section 8, HUD, CDBG Audits			Originating Division	7	10	MAX3	ACC200 - Accounting / Tax / Outside Financial Audits
01080	Banking: General	Includes bank deposits, bank reconciliations, bank statements, check registers, check copies/stubs, checks - canceled, deposit slips. AKA Check/Warrant Registers, Bank Receipts, Account Reconcilement/Outstanding Checks Report, Bank Receipts, Daily Cash Sheets, Bank Balance, Bank Reconciliations - CDC, Banking Receipts - CDC, Checks, Cancelled - CDC, Acct Reconcilement/Outstanding Check Reports - CDC, Void Check Journals - CDC, Bank Reconciliations, bank Receipts, Balance Transaction Report Files, Checks, Cancelled, Bank Deposit Receipt Books, Daily Cash Audit Sheets, Billing Statements, Remittance Advice.		Harbor District records prior to 1995 office of record is Harbor Finance - after 1995 Beaches and Harbors subcategory in Finance. May be subject to audit.	Financial Services / Treasurer	6	6	MAX1	ACC000 - Accounting / Tax / General
01085	Bids, Proposals, RFQ, RFP's: Awarded	Records relating to bids, proposals, Requests for Quotations (RFQ) and Request for Proposals (RFP) and specifications.		See also - "Contracts and agreements"	Originating Division	ACT+6	ACT+6	MAXACT	CON000 - Contracts / General
01090	Bids, Proposals, RFQ, RFP's: NOT Awarded	Unsuccessful bids, proposals or RFP/RFQ responses			Originating Division	2	2	MAX1	GC34090

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Category Code	Record Series Title	Description	Status	Notes	Division	Legal Retention	Total Retention	Duplicate Copies	Legal References
01095	Bonds & Bond Administration	Records documenting investments in bonds including the actual bonds (if provided), purchase Info, annual statements, and investment results. Copies of docs copied for issuance of bonds, prospectives, payment schedules, annual reports, accounting work papers and other documents involved with the issuing, administering, paying of bonds. AKA Bonds Administration Files, Bond Administration Files - CDC, Bond Account Statements - CDC, Bond Registers & Assessment Records, Bond Account Statements, Bond Certificates & Redeemed Coupons.	Vital		Finance / City Clerk	ACT+6	ACT+6	MAXACT	ACC100 - Accounting / Tax / Capital Property
01200	Budgeting	Records related to budgeting activities, including budgeting work papers. Does NOT include approved budgets. AKA 101 fund files, Budget Preparation files, Departmental Budget Expenditure Files, Budget Adjustment Files			Originating Division	2	ACT+6	MAXACT	GC-34090
01205	Budgets: Approved, Operating and CIP	Records projecting income and authorizing expenditures for the organization.	Vital		Financial Services	2	PERM	MAXACT	GC-34090
0	Business Licenses			See Permits					
0	Capital Asset Files			See "Fixed Asset Property Inventory/ Valuation"					
0	Capital Improvement Projects			See "Projects: General"					

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General Records Retention Schedule

Category Code	Record Series Title	Description	Status	Notes	Division	Legal Retention	Total Retention	Duplicate Copies	Legal References
01220	Case Files: Code Enforcement	Code Enforcement case files AKA Complaint case files		See also "Abatement Records"	Originating Division	AC+2	PERM	MAXACT	LOC025 - Local Government / General / CA 900 020 20 010
01225	Certifications, Outside Agencies	Audit findings of compliance. AKA CJIS, CDBG, HUD, Air Quality Resources Board, Federal Aviation Administration, Federal Communications Commission			Originating Division	0	SUP	MAXACT	GC34090.7
0	Chain of Custody Records			See "Logs"					
01235	Citations	Traffic citations, misdemeanor/infraction citations, Municipal Code violation citations.		Parking Citations - See "Accounts Receivable"	Originating Division	2	AC+2	MAXACT	GC34090
01240	City Council Files	Files created by Councilmember's and their aides addressing various projects and issues related to City business . AKA Council Correspondence, Mayor's Correspondence Files	Review for Historic Value		City Council	2	TERM+ 10	MAXACT	GC34090
0	Claims Files			See "Litigation / Claims / Grievances"					
01250	Code Books	Outside agency Code books for building / development / public safety adopted by Council action. National Electrical Code, Uniform Building, Fire, Mechanical, Plumbing & Supplements.		See also "Reference Material"	City Clerk	PERM	PERM	MAXACT	LOC019 - Local Government / General / GC34458-60
01255	Commission/ Committee Files	Membership tracking records		See also "Meeting Minutes; Advisory Bodies"," Administrative Documents" and "Subject File" series for working papers	Originating Division	2	Perm	MAX1	CCP CAL 359 GC34090

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General Records Retention Schedule

Category Code	Record Series Title	Description	Status	Notes	Division	Legal Retention	Total Retention	Duplicate Copies	Legal References
01260	Community Events & Programs	Records related to participation or promotion of community activities, civic organizations, etc. AKA Community Activities			Originating Division	2	2	MAX1	GC-34090
0	Community Facilities Districts			See "Assessment Districts" series					
01270	Complaints: Citizen, Constituents, Public, Residents	Records related to communications and contacts with constituents, including complaints and comments. Includes action taken to resolve complaints and response to comments, Includes Traffic Complaints			Originating Division	ACT+6	ACT+6	MAXACT	CON000 - Contracts / General
01275	Computer Files	Email and information created by users in the normal course of business. AKA: Data Bases, Spreadsheets.		See appropriate series for correct retention period.					NONE - No specific Reference - Retention based on subject matter or content
01280	Computer Software & Licensing	Documentation of computer software developed or used including software licenses, maintenance, software back-up copies. These are City assets. AKA ArcView, GIS, Spherical Phone Database (SPH) and enterprise-wide and specialized software.	Vital	Does not include Data created or maintained by the software, see appropriate Records Series Title for data type/content and Review programs prior to supersession for migration of legacy data to replacement software	Information Technologies	2	ACT+4	MAXACT	GC34090

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General Records Retention Schedule

Category Code	Record Series Title	Description	Status	Notes	Division	Legal Retention	Total Retention	Duplicate Copies	Legal References
01285	Contracts / Agreements: Executed, Council/City Manager	Records relating to obligations defined in contracts and agreements. Includes Specs and Plans, Scope of Work, promissory agreements, contracts and pending contracts for services, leases and software licenses authorized by the City Manager or City Council. Includes buy/sell agreements, change orders, contract documents. Contract negotiations, government contracts, leases, mortgages, promissory notes, property improvement contracts, sales contracts and warranties. AKA: Agreements, Agreements Files, Contracts, MOU's, Franchise, Releases, Declarations, Professional service agreements, Encroachment Removal Agreements.	Vital	Original Contracts, Agreements and MOU's must be forwarded to the City Clerk for long term retention. See also - Insurance	Originating Division	ACT+6	PERM	MAXACT	CON000 - Contracts / General
01290	Contracts / Agreements: Executed, Department Directors	Records relating to obligations defined in contracts and agreements. Includes Specs and Plans, Scope of Work, promissory agreements, contracts and pending contracts for services, leases and software licenses authorized by the Departments. Includes buy/sell agreements, change orders, contract documents. Contract negotiations, government contracts, leases, mortgages, promissory notes, property improvement contracts, sales contracts and warranties. AKA: Agreements, Agreements Files, Contracts, Releases, Declarations, Professional service agreements, Tow Company Agreements, Harbor Slip Rental Agreements, Airport Hanger/Tie-down Agreements.		Original Contracts, Agreements and MOU's must be forwarded to the City Clerk for filing and review for long term retention requirements. See also - Insurance	Originating Division	ACT+6	ACT+6	MAXACT	CON000 - Contracts / General

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Category Code	Record Series Title	Description	Status	Notes	Division	Legal Retention	Total Retention	Duplicate Copies	Legal References
01295	Copyrights/Trade-marks/Patents	Records of rights conveyed by government related to copyrights, trade-marks and patents. AKA City Flag, City Seal, City Software Projects.			City Manager	ACT+6	ACT+6	MAXACT	LIT000 - Litigation / Claims / General
01300	Customer Lists	Records of customers who have purchased services from the City. AKA Water Service, Business License list, Agenda Subscription, Library Borrower Records (confidential record series), mailing lists.	May be Confidential		Originating Division	0	SUP+3	MAXACT	GC-34090.7
01310	Drawings / Blueprints / Plans: Commercial / City Facilities & Infrastructure	Records detailing the design of structures within the City limits. Includes Originals, as-builts, notated drawings. Includes Plan ID files, spec originals, notated drawings, as-builts. Also includes Parcel Maps and Plats, Engineering and field notes and profiles, cross-section of roads, street, street numbering, right-of way, bridges, may include annexations, park tracts, block, storm drains, water easements, bench marks, trees, grading, landfill, fire hydrants, base maps, lighting. AKA improvement plans, plan checks, paper maps, parcel maps, parcel maps, plant plans, traffic plans, Authorization to Modify (ATM), Inspector Files, Roof Plans; Submittals, Plans - Citywide - Commercial, Standard Plan Files, Master Plan, Land Use, Pool Project Blueprints, Building Drawings/Plans, Harbor Dock Plans	Vital	Review for Historical value (City related structures or infrastructure)	Originating Division	LOS+3	PERM	MAXACT	LOC404 - Local Government / Public Works / 6CRF29.8-LOS+3
01315	Drawings / Blueprints / Plans: Residential	Records detailing the design of City residences. Includes Originals, as-builts, notated. Includes Plan ID files, spec originals, notated drawings, as-builts. Also includes property improvement plans, plan checks, parcel maps, plot maps.	Vital	10 years after close - per H&S Code. (No operational or regulatory requirement)	Building	AC+10	AC+10	MAX1	LOC403 - Local Government / Public Works / Health & Safety Code

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General Records Retention Schedule

Category Code	Record Series Title	Description	Status	Notes	Division	Legal Retention	Total Retention	Duplicate Copies	Legal References
01320	Drug & Alcohol Testing: Negative	Working files	Confidential		Human Resources	1	1	MAX1	EMP721 - Employment / Drug / Alcohol Testing / Negative Test Results
01325	Drug & Alcohol Testing: Positive	Working files	Confidential		Human Resources	5	5	MAX1	EMP720 - Employment / Drug / Alcohol Testing
01330	Easements	Contracts permitting one party to enter onto a portion of the property of another for a stated purpose. Includes irrevocable offers to dedicate.	Vital		City Clerk	PERM	PERM	MAXACT	CON300 - Contracts / Property Rights
01335	Election: Applications, Ballots	From the date of election, all ballots submitted to precincts/City Clerk including those that were NOT USED -- unless contested (EC 17302(c)) retention by court order. Does NOT include Assessment District Ballots.		Supplies	City Clerk	E+6MOS	E+6MOS	MAX.5	LOC705 - Local Government / Elections / EC17302-E+6MOS
01340	Election: Assisted, Challenged Voters List	Assisted and Challenged Voter List, Tally Sheets and copy of Index used as a voting record			City Clerk	E+6MOS	E+6MOS	MAX.5	LOC715 - Local Government / Elections / EC17304-E+6MOS
01345	Election: Certification of Election	Certificates of election -- original reports and statements.			City Clerk	PERM	PERM	MAXACT	LOC023 - Local Government / General
01350	Election: Nomination Papers	Nomination papers required for submission by Candidates for Office.			City Clerk	E+4	TERM+4	MAXACT	LOC701 - Local Government / Elections / EC17100-TERM+4
01355	Elections: Notifications / Publications	Proof of publication or posting, certification and listing of notice and posting; copy of newspaper notice and certification of offices to be voted for at forthcoming election.			City Clerk	E+2	E+2	MAXACT	LOC710 - Local Government / Elections / GC34090
01360	Election: Successful Candidate Statements	Statements printed in the sample ballots retained permanently -- historical purposes.	Historical		City Clerk	PERM	PERM	MAXACT	LOC019 - Local Government / General / GC34458-60
01365	Election: Unsuccessful Candidate Statements	Statements printed in the sample ballots.			City Clerk	E+4	E+4	MAXACT	LOC711 - Local Government / Elections

City of Oceanside

General Records Retention Schedule

Category Code	Record Series Title	Description	Status	Notes	Division	Legal Retention	Total Retention	Duplicate Copies	Legal References
01370	Employee Benefits General	Records relating to benefits, benefit plans, plan selection and plan administration for each bargaining unit			Human Resources	6	6	MAX1	EMP-100 - Employment / Benefits / Pensions / Reporting / Contributions
01375	Employee Benefits Provided	Records relating to employee benefits, including government reporting, benefit reports, incentive plans, medical Insurance, sick leave benefits accrued, deferred comp plans, Explanation of Benefits (EOBs), EEO Forms & salary administration, benefits provided, absence records, claims, educational assistance financing, employee relocation, ESOP, group insurance and health insurance claims, Disability/Workers Compensation electronic funds transfers. AKA Leave of Absence (LOA), Fitness for Duty, Staff Availability, Vacation Files, Employee Benefits Trust Fund, Retired Employees Benefits Files, Unemployment Benefit Claims.	Vital, Confidential		Human Resources	6	PERM	MAX1	EMP100 - Employment / Benefits / Pensions / Reporting / Contributions
01380	Employee: Hazardous Exposure	Records documenting general exposure of employees to hazardous substances, including employee exposure records, Material Safety Data Sheets (MSDS) and radiation exposure records.	Confidential		Human Resources	PERM	PERM	MAX1	EMP500 - Employment / Health and Safety / Hazardous Exposure
01385	Employees: Health/Safety	Records related to employee health and safety.			Human Resources	6	6	MAX1	EMP300 - Employment / Employment Actions
01390	Employees: Lists	Lists of employees created showing shift assignments, work assignments, standby lists.			Originating Division	SUP	SUP	MAX1	LOC038 - Local Government/General / CA 900 0020 00 170
01395	Employee: Plans/Programs	Records describing insurance plans available to employees. Includes disability plans, education assistance plans, employee relocation benefits, group insurance plans, incentive plans, medical insurance plans, pension plans, profit sharing plans, retirement plans, sick leave benefits.		Review for historical value	Human Resources	ACT+6	PERM	MAXACT	EMP110 - Employment / Benefits / Pensions / Plans

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General Records Retention Schedule

Category Code	Record Series Title	Description	Status	Notes	Division	Legal Retention	Total Retention	Duplicate Copies	Legal References
01400	Employee: Training	Records related to training employees; records containing materials used to train employees; records related to the development and operation of City-sponsored training programs and seminars. Includes course listings, employee certification & training materials. May include material from both internal and external sources. AKA Training Materials, Lifeguard Responsibility, Dive Training, Rescue Boat Training, Training Records, Officer Field Training, Certificates.		See also POST (in Police Schedule), or "Safety" Record Series	Originating Division	ACT+3	ACT+3	MAXACT	EMP800 - Employment / Training
01405	Environmental Auditing/Monitoring/Testing Records	Records documenting compliance with established auditing procedures and environmental pollution requirements, as well as records monitoring environmental activities and testing records. Includes records submitted to government agencies to document the environmental test results. AKA Water Records, Outfall Records, Instrument Reading, Testing Records, Information Collection Request, Chemical Emissions.		Subject to Audit	Originating Division	5	10	MAX1	ENV200 - Environment / Air / Water Pollution / Testing Requirements
01410	Environmental Auditing/Programs	Records related to environmental auditing procedures and requirements. Includes environmental reference manual & records documenting procedures for environmental testing.			Originating Division	PERM	PERM	MAXACT	ENV100 - Environment / Hazardous Substances / General

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Category Code	Record Series Title	Description	Status	Notes	Division	Legal Retention	Total Retention	Duplicate Copies	Legal References
01415	Environmental Impact Studies, Site Analyses, and Reports	Document, reports and studies summarizing environmental impact of proposals and plans. Records used to prepare the draft and final EIR published by the City's responses to comments, mitigating declarations, addendum, and notices of determination filed with the state/county clerk. AKA Water Quality Assurance/Water Quality Control. Environmental Impact Reports. Negative Declarations.			Originating Division	LOP	PERM	MAXACT	LOC066 - Local Government / General / CA 900-0020-00 280
01420	Environmental Monitoring Records & Testing Worksheets	Records monitoring environmental activities and testing worksheets. AKA Water Quality; Air Quality			Originating Division	PERM	PERM	MAXACT	ENV100 - Environment / Hazardous Substances / General
01425	Financial Planning & Forecasting	Records related to internal planning and forecasting, including records stating the financial plans that the organization will follow related to investments and forecasts projecting expenses or income over a specified period. AKA Five-Year Plan			Originating Division	0	ACT+1	MAXACT	GC-34090
01430	Financial Reporting: Annual	Records stating financial condition of the City at the end of the fiscal year. Generally, the same as the Annual or Certified Financial Statements. Also includes Annual Records stating Financial condition of the City at the end of the fiscal year. Generally, will become the Certified Financial Statement after the audit has been completed. Includes records stating the certified or official financial condition of the City at the end of the fiscal year. Does NOT include MONTHLY/QUARTERLY statements.	Historical		Financial Services	6	PERM	MAX1	ACC000 - Accounting / Tax / General

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Category Code	Record Series Title	Description	Status	Notes	Division	Legal Retention	Total Retention	Duplicate Copies	Legal References
		AKA Profit and Loss Statements							
01435	Financial Reporting: Monthly/Quarterly	Records stating financial condition of the organization at the end of the month or quarter. The annual financial statements replace these Reports. Does NOT include Annual Reporting. AKA Agricultural Rebate Reports			Financial Services	0	MAX2	MAX1	GC-34090.7
01440	Financing	Includes external contracts with outside lending institutions to borrow money stating the terms and conditions of the loan, Letters of Credit, loan applications & agreements, mortgage records, credit agency reports, credit applications, as well as notes documenting current financial obligations, cancelled notes, internal records submitted from outside parties, requesting credit for the purchase of products and services that provide information that will be used to determine whether credit will be extended. AKA Loan Applications and Agreements - External.	Vital		Financial Services	ACT+6	ACT+6	MAX3	ACC100 - Accounting / Tax / Capital Property. 24CFR570.502(b)(3); OMB Cir A-110 attach C, Cir A-102 & 128; HUD regulations
01445	Fire: Incident Reports	Events or circumstances requiring response by Fire/EMS. AKA Medical Aids & Rescue, EMS Reports.	Confidential		Fire	CY+2	CY+10	MAX1	LOC015 - Local Government / General
01450	Fire: Inspections	Address files, contain alarm/sprinkler system information, fire prevention efforts, hazardous materials records, Superfund Reauthorization Act (SRA) Files			Fire	AC+3	PERM	MAX1	LOC504 - Local Government / Fire / UFC103.34-AC+3
01455	Fire: Investigations	Reports documenting investigation results and determinations of incident investigations.	May contain confidential material		Fire	AC+6	PERM	MAXACT	LOC503 - Local Government / Fire/ PC800
01460	Fire Manuals	Includes OPS manuals. Does not include National Fire Code. Standards adopted by City.			Fire	SUP+3	SUP+3	MAX1	LOC042 - Local Government / General / CCP 340.5

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Category Code	Record Series Title	Description	Status	Notes	Division	Legal Retention	Total Retention	Duplicate Copies	Legal References
01465	Fixed Asset Property Inventory/Valuation	Records related to the accounting for the capital gain or loss related to the purchase and sale of non-real property. Includes capital property, capital asset records, property depreciation schedules, property material transfer files, property detail records, property inventory and property sold, records describing the type, model, and location of property and the value for accounting purposes. AKA Fixed Asset Files, Fixed Asset Reports		Not for use with Real Property	Originating Division	ACT+6	ACT+6	MAXACT	ACC100 - Accounting / Tax / Capital Property
01470	Forms: Blank	Official City forms as well as blank forms received from outside agencies (example: 1099's).		Revision Date to be in footer.	Originating Division	0	SUP	MAXACT	NONE - No Legal Requirement
01475	FPPC: Administrative	FPPC (Fair Political Practices Commission) administration, working papers, correspondence.			City Clerk	CY+5	CY+5	MAX1	LOC037 - Local Government / General / GC81009
01480	FPPC: Campaign Filings - All Other Committees	FPPC (Fair Political Practices Commission) Filings. Includes non-candidate PAC filings.			City Clerk	E+7	E+7	MAX1	LOC716 - Local Government / Elections / GC81009-E+7
01485	FPPC: Campaign Filings - Elected	FPPC (Fair Political Practices Commission) Filings.			City Clerk	PERM	PERM	MAX1	LOC029 - Local Government / General / GC81009b
01490	FPPC: Campaign Filings - Not Elected	FPPC (Fair Political Practices Commission) Filings.			City Clerk	E+5	E+5	MAX1	LOC719 - Local Government / Elections / GC81009b-E+5
01495	FPPC: Statement of Economic Interest	FPPC (Fair Political Practices Commission) Filings. Includes filings from employees, commission members, contractors and consultants			City Clerk	TERM+4	TERM+4	MAX1	LOC033 - Local Government / General / GC81009f
01500	FPPC: Statement of Economic Interest - Elected	FPPC (Fair Political Practices Commission) Filings. AKA Conflict of Interest Filings.			City Clerk	CY+7	CY+7	MAX1	LOC031 - Local Government / General / GC81009e
01505	FPPC: Statement of Economic Interest - Not Elected	FPPC (Fair Political Practices Commission) Filings.			City Clerk	E+5	E+5	MAX1	LOC719 - Local Government / Elections / GC81009b

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General Records Retention Schedule

Category Code	Record Series Title	Description	Status	Notes	Division	Legal Retention	Total Retention	Duplicate Copies	Legal References
01510	General Ledger	Summary Records of all accounts. AKA General Subsidiary Ledger	Vital	Does not include Master Chart of Accounts	Financial Services	6	PERM	MAX1	ACC000 - Accounting / Tax / General
01515	Government Relations	Records and correspondence related to communications with governmental agencies and monitoring of legislation and regulations.			Originating Division	2	5	MAX1	GC-34090
01520	Grant Records & Agreements Files: General	Documents related to awarded grants including applications, agreements, progress & financial reports and compliance paperwork. AKA Quality Children's Services, Grant Financial Files - CDC, Grant Files: Community Development Block Grants, Community Applications, Grant Files: Proposals Not Funded, Grant Files: State & Federal Grants.		Review for historical value	Originating Division	ACT+6	AUD+6	MAXACT	CON000 - Contracts / General
01525	Grant Records & Agreements: City Property Acquisition	Documents related to grants awarded for property acquisition including applications, progress & financial reports and compliance paperwork, Acquisitions including land use restrictions.	Historical	May include recorded documents	Originating Division	ACT+3	PERM	MAX1	LOC019 - Local Government / General / GC 34458-60 24CFR880.603-ACT+3
01530	Historical: General	Various items of historical value, including mementos from Sister Cities, City scrapbooks. AKA Landfill Records, Water Records, Special Events (Final Information), City Jail Records, Mementos, gifts to Council or Library, Municipal Court Files, Assessment Rolls prior to 1958, Property Tax Apportionment Records prior to 1958.	Historical	Review Historical Records Procedure to identify historical value. See also "Storm Damage Files"	City Clerk / Library	0	PERM	MAX3	NONE - No Legal Requirement
01535	Human Resources: General	Information related to human resources activities not covered in more specific categories.		See also "Personnel" , "Job Announcement" or "Job	Human Resources	6	6	MAX1	EMP300 - Employment / Employment Actions

City of Oceanside

General Records Retention Schedule

Category Code	Record Series Title	Description	Status	Notes	Division	Legal Retention	Total Retention	Duplicate Copies	Legal References
				Description"					
01540	Human Resources: Reporting	Records related to preparing and filing reports, including benefits reports, EEO forms and salary administration and fringe benefit reports.			Human Resources	6	6	MAX1	LEG000 - Legal Compliance / General
01545	Industry Relations	Records related to associations and other cooperative efforts with other organizations in the industry.		See also "Administrative Files"	Originating Division	2	ACT	MAXACT	GC-34090
01550	Insurance: Active & Cancelled/Expired	Records related to all insurance coverage affecting the City except Liability Insurance. Includes Certificates of Insurance, fidelity bonds, insurance claims and surety bonds. Statement of self-insurance. EXCLUDES LIABILITY INSURANCE.	Vital		Originating Division	ACT+6	PERM	MAXACT	CON000 - Contracts / General
01555	Insurance: Liability	Records related to insurance coverage for liability, hazardous exposure, or other problems manifesting themselves long after the policy terminates. Includes Certificates, Records, and internal City self-insurance documentation and policies.	Vital		Financial Services, City Clerk	PERM	PERM	MAXACT	CON200 - Contracts / Liability Insurance
01560	Internal Services	Records documenting internal support or services that are not covered in more specific categories. Includes, but is not limited to, postal operations, service requests and supplies requisitions. Includes all maintenance EXCEPT VEHICLE MAINTENANCE. AKA Maintenance requests, support/service call records		See "Vehicle Maintenance" for fleet records	Originating Division	2	ACT+3	MAXACT	GC-34090

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Category Code	Record Series Title	Description	Status	Notes	Division	Legal Retention	Total Retention	Duplicate Copies	Legal References
01565	Investments	Records related to investing including records relating to bonds, futures/options, securities & records documenting other investments including the proof of ownership, purchase Info, annual statements, and investment results. AKA Monthly Investments, Treasury Investments, Buy/Sell, Investment Broker Orders, Investment Transaction Records, Investment Safekeeping Statements.	Vital		City Treasurer	ACT+6	ACT+6	MAXACT	ACC100 - Accounting / Tax / Capital Property
01570	Job Announcements	Records documenting notices of job openings communicated in the media or other means. AKA Recruitment			Human Resources	3	10	MAX1	EMP900 - Employment / Selection / General
01575	Job Descriptions	Job descriptions, job positions & inactive job positions. AKA Class Specifications			Human Resources	ACT+10	ACT+10	MAXACT	POL000 - Policies / Procedures
01580	Journals/Ledgers	Records related to summarizing charges to individual accounts including account ledgers, A/P ledger, A/R ledger, balance sheets, and cash journals, chart of accounts; journal entries, and subsidiary ledgers. Does NOT include General Ledger or any Aka's in that group. AKA Check Adjustment/Corrections Register, Travel Journals, Water Billing Registers, Daily Input/Transaction Journal, Accounting Journals, Adjusting Journal Entries - CDC, Budget Adjustment Journals - CDC, Check Correction Journals - CDC, Standard Journals, CDC, Travel Journals - CDC, Adjusting Journal Entries, Budget Journal Entries, Checks - Void Register, File Maintenance Journal, Standard Journal Entries, Treasurer's Receipts: Adjustments/Corrections, General Ledger			Financial Services	6	AUD+6	MAX1	ACC000 - Accounting / Tax / General

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General Records Retention Schedule

Category Code	Record Series Title	Description	Status	Notes	Division	Legal Retention	Total Retention	Duplicate Copies	Legal References
		Papers & Other Work Documents, Journal Vouchers for Investments.							
01585	Labor Relations	Records related to relations between the City, labor unions and employees, including arbitration files, Collective Bargaining Agreements & labor union meetings. AKA Labor Memorandum of Understanding (MOU).			Human Resources	ACT+6	PERM	MAXACT	CON000 - Contracts / General
01590	Land Use/Development Files	Files that document the development and use of public and private property within the City. Includes: Specific Plans, General Plans, General Plan Amendments, Zone Amendments, Tentative Map Files, Tentative Parcel Map Files, Development Plans, Conditional Use Permits, Variances, Variances and Zone Amendments, Regular Coastal Permits, Historic Permits, Administrative Development Plans, Administrative Coastal Plans, Administrative Conditional Use Permits, Administrative Coastal Permits, Subdivision Files, Airport Files.	Historical, Vital		Originating Division	ACT+2	PERM	MAX1	GC-34090
0	Landscape/Lighting Districts			See 'Assessment Districts"					
01600	Legal - General	Working files related to legal activities not covered in more specific categories.	Confidential		City Attorney	2	ACT+3	MAX3	GC34090
01605	Legal Compliance	Records documenting compliance with legal requirements. Includes reports/forms submitted to government and copies of internal records not found anywhere else related to preparing reports required by government.		See also - Environmental Series	Originating Division	6	6	MAX1	LEG000 - Legal Compliance / General
01610	Legal Notices	Affidavits of Publication, Agenda Posting, Orders of Adjournment			City Clerk	6	ACT + 10	MAX1	LEG000 - Legal Compliance / General

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Category Code	Record Series Title	Description	Status	Notes	Division	Legal Retention	Total Retention	Duplicate Copies	Legal References
01615	Legal Opinions	Records resulting from legal questions that document the specific legal advice provided.	review for confidential content	May include Attorney/Client Privilege information	City Attorney	ACT+10	PERM	MAXACT	POL000 - Policies / Procedures
01620	Legislative Documents	Documents created by legislative bodies such as City Council, Planning Commission, Manufactured Homes Fair Practices Commission. AKA Ordinances, Resolutions, Municipal Code Book.	Vital		City Clerk	PERM	PERM	MAXACT	GC 34090(e)
01625	Litigation: Final Judgments Settlements/Court Orders	Records specifying final judgments, settlements or orders related to or resulting from litigation.	Vital		City Attorney City Clerk	ACT+6	PERM	MAXACT	LIT000 - Litigation / Claims / General
01630	Litigation/Claims/ Grievances	Records related to possible or pending litigation or other legal action and court case files. AKA Billing/Customer Records-Litigation, Litigation files, Claims, Claims filed by the City, Claims filed against the City, Grievance files, DUI Cost Recovery.	Vital - may contain confidential material, Review for Historical Value	See also - "Litigation - Final Judgments"	Originating Division	ACT+6	ACT+10	MAXACT	LIT000 - Litigation / Claims / General
01635	Loans & Credit: City Issued	Includes letters of credit, loan agreements, loan applications, mortgage records, notes, canceled notes, internal records submitted from outside parties, requesting credit for the purchase of products and services, that provide info that will be used to determine whether credit will be extended, credit agency reports and credit applications submitted from outside parties that provide Information that will be used to determine whether credit will be extended.			Originating Division	ACT+6	ACT+6	MAX3	ACC100 - Accounting / Tax / Capital Property

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Category Code	Record Series Title	Description	Status	Notes	Division	Legal Retention	Total Retention	Duplicate Copies	Legal References
01640	Loans: Grant Funded	Includes loan agreements, loan applications, mortgage records, notes, cancelled notes for loans funded through grants received by the City. AKA: Mortgage Credit Certificates (MCC), Rental Rehabilitation Loans, Community Development Block Grant (CDBG) loans, CalHome loans, HOME loans.			Originating Division	ACT+6	ACT+6	MAX3	ACC100 - Accounting / Tax / Capital Property
01645	Lobbyist Registration	Registration forms, quarterly and annual filings, correspondence, statements			City Clerk	2	ACT+3		LOC029 - Local Government / General / GC81009b
01650	Logs	A document listing activities, items, individuals and noting the same information about each entity. Includes journals, diaries, logbooks, detail, records (i.e., seismic) day books and rosters. AKA Drivers Logs/Qualifications, Master Record Audit Logs (MCT), Records - Attendance, Sign-in Logs, Meter Read Books, Visitor Registration Logs, Accident/Injury Logs, EMS Quality Management Review, Code Enforcement Logs. Booking Fees Paid, badge lists, Case Assessment Logs, Court Liaison Filing Logs, Equipment Inventory Logs, Maintenance Logs of Taser and Radar equipment (convenience copies), Traffic Logs, Towed/Stored Vehicle Logs, Chain of Custody records		Does not include Finance Records. See also: "Logs - Historical"	Originating Division	AC+6	AC+6	MAX1	LOC043 - Local Government / General
01655	Logs: Dispatch and daily	Logs created by City or received from outside agencies reflecting use of City resources. AKA Dispatch Logs, Court - Daily Schedule, Daily accounting of calls-for-service and initiated activities by officers and PST's, Daily Activity Records, Officers Daily Logs, Subpoena Log Book, Fire Vehicle Check Sheets, Meeting Room Reservations, Dispatch Incident/Status Cards (Obsolete).			Originating Division	AC+3	AC+3	MAX1	LOC505 - Local Government / Fire / CCP340.5

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Category Code	Record Series Title	Description	Status	Notes	Division	Legal Retention	Total Retention	Duplicate Copies	Legal References
01660	Logs: Historical	May Include journals, diaries, logbooks, detail, records (i.e., seismic) day books and rosters documenting a significant event in the City or impact on City assets/personnel. Those logs determined to have historic value such as documenting a significant event.	Historical	See policies and procedures for determining historic value	City Clerk	2	PERM	MAX3	GC34090
01665	Logs: Sewage, Water, Treatment	A document listing activities, items, individuals and noting the same information about each entity. Includes journals, diaries, logbooks, detail, records (i.e., water flow, testing, sampling) day books and rosters, chain of custody logs.	Vital	Subject to audit. Review for historical value	Water	AC+10	AC+10	MAX1	ENV200 - Environment / Air / Water Pollution / Testing Requirements
01670	Maintenance: Motor Vehicles	Records documenting the maintenance performed on motor vehicles. AKA Fleet, Vehicle Maintenance Records, Inventory of Vehicles & Assignments, Speedometer Calibration Certificates.			Public Works - General Services	LOE+2	LOE+10	MAX1	LOC044 - Local Government / General / CA 900-0020-00 190
01680	Maintenance: Equipment	Service requests, supporting documentation for equipment, including work orders and graffiti removal. AKA Field Operations, Pool Cleaning, Daily Operations. Stations - Sewer Devices, Harbor Maintenance, Respiratory Testing Kits, Traffic/Electrical Footage, Pest Control, Pesticide Certificates, Elevators, Radar Calibration Records.		Excludes motor vehicles	Originating Division	2	ACT+3	MAXACT	GC34090
01685	Maintenance: Facilities and Infrastructure	Requests, supporting documentation for structures or infrastructure; buildings, waterlines, water pipe and sewer lines, streets, etc. AKA Roof maintenance, sewer treatment plant infrastructure, street maintenance, structure painting, pier maintenance, waterfront improvements,			Originating Division	2	ACT+3	MAXACT	GC34090

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Category Code	Record Series Title	Description	Status	Notes	Division	Legal Retention	Total Retention	Duplicate Copies	Legal References
		infrastructure maintenance.							
01690	Maps and Plats	Engineering & field notes and profiles; cross-section of roads, streets, right-of-way, bridges; may include annexations, parks, tracks, block, storm drains, final maps, water easements, bench marks, trees, grading, landfill, fire hydrants, base maps, parcel maps, tenant maps, GIS data, monuments.	Vital		Public Works - Engineering	PERM	PERM	MAX1	LOC023 - Local Government / General
01695	Marketing/ Advertising/ Publicity	Records related to planning advertising, etc. Includes trade shows and records related to marketing and promotion activities. Lists detailing current prices for products and services, records documenting sales, brochures, catalogs and price lists.		See also "Administrative Files"	Originating Division	0	ACT+1	MAXACT	NONE - No Legal Requirement
01700	Master Chart of Accounts	Listing of the account names and codes used in the accounting system. AKA Master Chart of Accounts - CDC, Master Chart of Accounts, CPO Reports	Vital		Financial Services	6	PERM	MAX1	ACC000 - Accounting / Tax / General
01705	Master Plans/Strategic Plans	Report describing long range program or major projects planning and goals of the City. Includes strategic plans. Includes Land Use Master Plan, Solid Waste Strategic Plans, General Plan, General Plan Elements & Amendments, Local Coastal Plan, Etc.	Historical	See also "Land use / Development Files"	Originating Division	LOA	PERM	MAXACT	LOC024 - Local Government / General
01710	Meeting Minutes: Advisory Bodies	For meetings NOT City Council / Legislative body related: Meeting minutes, recording the decisions made or actions taken during the meeting.	Review for historical value		Originating Division	2	AC+10	MAX1	GC-34090

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General Records Retention Schedule

Category Code	Record Series Title	Description	Status	Notes	Division	Legal Retention	Total Retention	Duplicate Copies	Legal References
01715	Meeting Minutes: Council / Legislative Bodies	Records regarding meeting minutes, special meeting notices, including original summaries and Action Minutes. Includes actions and decisions of the City Council, Planning Commission, Community Development Commission, Harbor District Board of Directors, Manufactured Homes Fair Practices Commission, Library Board of Trustees, Historical Preservation Advisory Commission, Building Authority, and other legislative bodies.			City Clerk	PERM	PERM	MAX3	BUS120 - Business Organization / Corporation / Meetings, GC-34090(e)
01720	Newspaper/ Magazine Clippings	Copies of articles about the City appearing in newspapers or magazines related to important activities or milestones & copies of published articles describing City events.		See also - "Public Information". Review for historical value.	Originating Division	0	2	MAX1	NONE - No Legal Requirement
01725	Oaths of Office	Elected Officials, & employees, Boards & Commission members.			City Clerk	TERM+6	TERM+6	MAXACT	LOC022 - Local Government / General
0	Ordinances			See "Legislative Documents"					
01735	Payroll	Records related to the accounting for payroll, including payroll batch sheets, payroll records, payroll garnishment accounting, payroll garnishment orders, timecards/timesheets, Form 1099, W-9, W-2, W-4. AKA Employee Time Sheets, Salary Garnishment Records, Tax - Employment, Comp Time/Shift Swap Request Forms, Watch Assignment / Timekeeping Records.	Vital, Confidential	See "Reports: Financial, Historical" for Payroll Registers and PERS Payroll Listings	Financial Services	6	AUD+6	MAX3	ACC000 - Accounting / Tax / General

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Category Code	Record Series Title	Description	Status	Notes	Division	Legal Retention	Total Retention	Duplicate Copies	Legal References
01740	Permits	Records of applications and rights obtained from government permitting certain business activities. Includes building permits, environmental permits, & zoning permits. Includes associated documents that pertain to the permit, etc. AKA Administrative Construction Permits, Licensing, Building Applications & Permits, Industrial Waste Discharge Permits (Issued by Water Resources Board), Sales Tax Licenses (Issued by State), Taxi Cab Applications, Parking Permits.	May be confidential	Review for historic value - See also "Land Use", "Environmental" or "Permits: Transitory"	Originating Division	PERM	PERM	MAXACT	LOC023 - Local Government / General / GC34090a
01745	Permits: Transitory	Permits and permitted actions of limited duration. AKA Business Licenses, business application background check information, Use of Fire Hydrants, Sign Permits, Alternate Sign Permit Files, Special Events Permits, taxi/tow truck inspections			Originating Division	2	ACT+2	MAX1	GC34090
01750	Personnel Administration	Records related to employment actions involving groups of employees including layoff , promotion and retirement records, salary administration, bonus determinations, cost of living surveys, pay scales, salary surveys and personnel transfers.	May be Confidential	Does not include "Personnel Files"	Human Resources	6	6	MAX3	EMP300 - Employment / Employment Actions

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General Records Retention Schedule

Category Code	Record Series Title	Description	Status	Notes	Division	Legal Retention	Total Retention	Duplicate Copies	Legal References
01755	Personnel Files	Records documenting detailed personnel actions for employees. Includes temporary employees records, education records, employee evaluations, terminated employees Public Employees Retirement Systems (PERS) reports, contracted instructors, crossing guards, employee evaluations and records related to decisions to transfer employees. Records documenting hiring activities for employees that were ultimately hired. Also includes records related to human resources activities not covered in more specific categories as well as Volunteer Files. AKA Personnel Confidential Meeting Notes/Minutes. and PAF's (Personnel Action Forms.) Instructor Files, Reserve Officers	Confidential		Human Resources	6	PERM	MAXACT	EMP300 - Employment / Employment Actions
01760	Personnel Files: Divisional	Records maintained by the Division. May include some of the documents also in the main Personnel file, but also contains updates and other documents not sent to Human Resources. AKA Department Personnel Files, Employee Salary Files, Field Training Officer Files, Instructor Files (Police, Public Works, Recreation), Junior Lifeguard forms.	Confidential	Transfer file to Human Resources after termination for consolidation into "Personnel Files"	Originating Division	6	See "Notes"	MAXACT	EMP300 - Employment / Employment Actions
01765	Personnel Selection	Records related to hiring employees. Includes rejected applications, job announcements and records documenting hiring for temporary employees. Note: Applications for hired employees go into the Personnel File and are not part of this group. AKA Testing, Exams, Personnel Exams.			Human Resources	3	10	MAX1	EMP900 - Employment / Selection / General

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Category Code	Record Series Title	Description	Status	Notes	Division	Legal Retention	Total Retention	Duplicate Copies	Legal References
01770	Photographs	Hard copy original, Digital or best available copy or negatives of events significant to the City. AKA Aerial photographs, digital photographs	Historical	See also "Recorded Media" Record Series.	Originating Division	2	PERM	MAXACT	GC34090
01775	Plans/Policies/Procedures: Internal	Includes directives, disaster recovery plans, emergency action plans, policy statements, procedure manuals, and table of organization, Council Policies. AKA Standard Operating Procedures (SOP's), Retention Schedules, Administrative Directives, Administrative Manuals, Disaster Plans, Affirmative Action Plans, Employee Manuals, Performance Standards, Procedures Manuals, Policy Manuals, SWAT Operations Manual, General Orders, Rules & Regulations.		Review for historical value	Originating Division	ACT+10	ACT+10	MAXACT	POL000 - Policies / Procedures
01780	Programs	An organized set of activities directed toward a common purpose or goal that an agency undertakes or proposes to carry out its responsibilities. A mechanism for conveniently and uniformly identifying and organizing the City's activities and services. AKA: Affirmative Action Program, Adelante Program, Affordable Housing Program, Literacy Program, Senior Activities, DARE Program, Storm Water Program, Summer Youth Program, Sister Cities Program, C.A.R.E. (Citizen Assisted Radar Enforcement), Clean Water Program, Records Management Program, Document Imaging Program, Safety Programs, Educational Programs for employees, Manufactured Homes Rent Control Program.		Review for historical value.	Originating Division	ACT+10	ACT+10	MAXACT	POL000 - Policies / Procedures

City of Oceanside

General Records Retention Schedule

Category Code	Record Series Title	Description	Status	Notes	Division	Legal Retention	Total Retention	Duplicate Copies	Legal References
01785	Projects - General	Records related to activities of limited duration (defined start and end date) as opposed to activities of an ongoing nature. Can include a wide variety of documents gathered for reference on any special project. Projects that create an asset after close of project will take on the retention of the asset. AKA: Capital Improvement Projects, Project Manager's Files, Projects Files, and Relocation Projects: General.		Review for historical value. For Development Projects - see also "Land Use"	Originating Division	2	AC+6	MAXACT	LOC061 - Local Government / General / GC34090
01790	Projects - Long Term	Records related to activities of extended duration (undefined end date). Can include a wide variety of documents gathered to define or manage the project. Includes feasibility studies. Projects that become programs or an asset after close of project will take on the retention of the program or asset, I.E. Public Art		Review for historical value. For Development Projects - see also "Land Use"		2	AC+6	MAXACT	GC34090
01795	Property Documents	Records documenting ownership of property, includes Title Reports, Title Policies, deeds, etc.	Vital	See also "Real Property"	City Clerk	2	PERM	MAXACT	GC34090
01800	Public Information	Informational materials related to City activities and special events. AKA: Special events such as sports, summer camps, educational materials, flyers and press releases.			Originating Division	2	ACT+2	MAXACT	LOC039 - Local Government / General / GC34090
01805	Public Records Requests	Requests & responses to Public Records Act request for City records, including all back-up documentation. AKA PRA requests, Freedom of Information Act requests			City Clerk	CY+2	CY+2		LOC015 - Local Government / General /GC34090

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General Records Retention Schedule

Category Code	Record Series Title	Description	Status	Notes	Division	Legal Retention	Total Retention	Duplicate Copies	Legal References
01810	Publications	Records produced while preparing official City publications and finished product. Working papers include the release to use artwork and must be retained to document the right to use the material. AKA Oceanside Quarterly Magazine, Oceanside Annual Report.		Review final publication for historical value.	Originating Division	5	5	MAX1	Per GC50110, 3 copies of each publication are to be submitted to State Archives for retention. GC34090
01815	Purchase Orders	Records of purchasing including approved bids or quotes.		See also Accounts Payable	Financial Services	ACT+6	ACT+6	MAXACT	CON000 - Contracts / General
01820	Purchasing Administration	Records requesting the purchase of goods or services. AKA Requisitions, Stores Requisitions, Purchase Order Change Requests.			Financial Services	2	3	MAX1	GC34090
01825	Real Property: Acquisitions / Divestitures / Annexations	Records related to the acquisition of or divestiture of City real property. Supporting documents regarding the sale, purchase, exchange, lease or rental of property by City. May include records of acquisitions, annexations, divestiture and reorganizations including work papers and due diligence. Also includes tax records of acquisitions, divestiture and reorganizations including work papers, parking validation receipts, and due diligence.	Vital	See also "Property Administrative Files" or "Capital Assets" series	Originating Division	PERM	PERM	MAXACT	LOC023 - Local Government / General
01830	Recorded Media	Recorded media, including negatives, DVD's, CD's, blogs, instant messaging, microform, web pages, optical images, electronic records, meeting recordings, slide presentations & speeches, audiovisual and any current or future media formats.		See also "Photographs" Record Series Review for Historical Value	Originating Division	0	ACT+2	MAXACT	Final Retention Requirement to be determined by retention period based on the content or subject of the information

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General Records Retention Schedule

Category Code	Record Series Title	Description	Status	Notes	Division	Legal Retention	Total Retention	Duplicate Copies	Legal References
01835	Recorded Media: Historical	Original or best available copies of recorded media, including negatives & digital files that depict significant events in the City's development or document an historical event. May consist of items recovered from other records series that have reached their maximum retention period. AKA Displays, Aerial Photographs, exhibits, City Infrastructure/project proposals (accepted and/or rejected).	Historical		City Clerk	0	PERM	MAXACT	None - No specific Reference - Retention based on subject matter or content
01840	Records Management Activities	Records related to Records Management activities, including procedures, application of the records retention schedule, and certificates of destruction. Includes Records Management database(s) which includes all history, up to and including final disposition. AKA: Accession Files, Requests for Records Series Review, Records Destruction Notices, and Records Transfer Lists. Note: Records Retention Schedule is NOT in this group.		See also "Programs" or "Plans, Policies/ Procedures"	City Clerk	2	PERM	MAX1	GC34090
01845	Reference Material	Documents published by outside organizations, used for reference, study and research. Usually library-type (published) documents (i.e., books, technical journals, periodicals) or reference materials kept only until superseded by the next edition. From external sources. Also includes handouts, handbooks, flyers, announcements, detail and summaries of other documents, FBI Wanted Posters, TIP Bulletins, Security Guard Agencies, Intelligence Operations Bulletins. Applies to City internal use, not Public Library Collection.		Cross reference: Code Books	Originating Division	0	SUP	MAXACT	NONE - No Legal Requirement

City of Oceanside

General Records Retention Schedule

Category Code	Record Series Title	Description	Status	Notes	Division	Legal Retention	Total Retention	Duplicate Copies	Legal References
01850	Reports: Financial	Records relating to financial, fiscal and monthly reports. May include worksheets, spreadsheets, analysis and report of financial or investment results. AKA Deferred Compensation Reports, Statistical Reports, Labor Distribution Report, Fiscal Agent, Fiscal Information Financial System Reports - Prior System, Check/Warrant Registers - CDC, Monthly Health Plan Claims Reports, Capital Outlay/Non-Capitalized Inventory, Summary Capital Outlay/Non-Capitalized Inventory, Cash Disbursement Registers, Cash Receipts Register, Monthly Cash Receipts Register, Check Registers: Bi-Monthly Approved Registers, Cost Sharing Transfer Journals, Department Expenditure Summary, Departmental Expenditure Statement, Department/Program Expenditure Summary, Department/Program Revenue Summary, Department Revenue Summary, Fund Expenditure By Department, Department/Program Expenditure Summary, Fund Expenditure Summary, Fixed Assets Reports, General Administrative Costs Report, Cash R/D Summary, Programmatic Cost Transfers Report, Summary of Programmatic Costs Transfers, Fund Revenue Summary, revenue - Expenditure Analysis, Subaccount Expenditure Detail, Summary of Subaccount Expenditures, Vendor Lists, Voucher Paid Registers, Prepayment Registers, Outstanding Purchase Orders, 1099 Reports by Vendor Name, Aging Reports, Deferred Compensation Reports, Payroll Statistical Reports, Dept of Motor Vehicles Turnaround Report/Worksheet, Parking Citation Reports: Oceanside/Other		Does not include Comprehensive Annual Financial Report, see "Reports: Financial, Historical"	Financial Services	6	6	MAX1	ACC000 - Accounting / Tax / General/ 26 CFR 1.6001-1/08

City of Oceanside

General Records Retention Schedule

Category Code	Record Series Title	Description	Status	Notes	Division	Legal Retention	Total Retention	Duplicate Copies	Legal References
		Agencies, Parking Collections Admin - Budget Reports, Delinquent Parking Tickets Disposition Files/Reports, Agricultural Rebate Reports, Balance Adjustment Sheets/Transaction Journal, Water Billing Registers: Finals, Cash Packet Reports, Miscellaneous Receipts Reports, Utility Billing Receipts Reports, Request for Review of Parking Citations, Delinquent Parking Tickets Disposition Files/Rpts, Labor Distribution Reports, Water Utilities On and Off Orders, Ambulance Billing Reports. Ambulance Reports, GASB 45 Actuarial Reports, Workers Compensation Claims Actuarial, Claims Management Liability Actuarial Report.							
01855	Reports: Finance, Historical	City maintains the following reports as permanent for historical research purposes: Comprehensive Annual Financial Report, Expenditure Ledger Detail & Summary, Revenue Reports - Detail & Summary, Vendor Registers, Annual Reports to State Comptroller, Payroll Registers, PERS Payroll Listings.	Historical		Financial Services	6	PERM	MAX1	CC000 - Accounting / Tax / GeneralGC34090.5 & 26 CFR 1.6001-1/08
01860	Reports: General	Records generated internally and periodically, relating to the status or progress of routine activities. May reflect daily activities, ad hoc reports created for one-time use in response to a specific query or project. AKA Monthly Reports, activity reports			Originating Division	0	MAX3	MAX1	NONE - No Legal Requirement

City of Oceanside

General Records Retention Schedule

Category Code	Record Series Title	Description	Status	Notes	Division	Legal Retention	Total Retention	Duplicate Copies	Legal References
01865	Reports: Technical	Technical or management reports based on studies or research commissioned or performed by the City, the completed report or study. May include backup material required to justify the findings, recommendations, or actions. AKA Statistics, Statistics - Daily, Statistics, Crime Analysis, Clean Water Annual Information, Staff or equipment Turnovers, Conductivity, Sewer Devices, Waste Management, Storm Water Records, Solid Waste Turnover, Water Regulations, Sludge Reports, NDPS Reports, Conductivity Profile, Inspection Reports, Studies of Sand, Air Pollution Control District; Traffic Counts, Monthly Traffic, Traffic Statistics.		Review for Historical Value	Originating Division	2	SUP+5	MAXACT	LOC038 - Local Government / General / GC34090
0	Resolutions			See "Legislative Documents"					
01875	Safety	Internal records related to the prevention, investigation and handling of accidents, including safety inspections, safety investigations, investigation of employee-involved vehicle accidents. AKA Facility Reviews, Accident Records, Accident & Safety Records, Ergonomic issues, Accident Review Board files, Compliance Inspections, Accident Review, Employee Safety Training		Review for Confidential Content See also "Workers Compensation"	Originating Division	2	6	MAX1	GC34090
01880	Sales Tax License	License to collect sales tax. Issued by the State to Redevelopment, airport facility, and Harbor District			Financial Services	ACT+3	ACT+3	MAXACT	LEG100 - Legal Compliance / Business Licenses / Orders

City of Oceanside

General Records Retention Schedule

Category Code	Record Series Title	Description	Status	Notes	Division	Legal Retention	Total Retention	Duplicate Copies	Legal References
01885	Section 8 Housing: General	Applies to all financial and programmatic records, supporting documents, statistical records, and other records of grantees or sub grantees. Includes/AKA: Drops, Accounting specifically related to Section 8, Intake, Participant Files, Port Outs, Drops/Recertification, Tenant Files, Family Self Sufficiency Files, Housing Assistance Program/Payment Lists, Housing Assistance Payment Program/Section 8 Files.	Confidential		Neighborhood Services	ACT+3	ACT+3	MAX1	LOC601 - Local Government / Neighborhood Services / 24CFR880.603-ACT+3
01890	Section 8 Housing: Litigated	Where any litigation, claim, negotiation, audit or other action involving the records has been started before the expiration of the "Section 8 Housing: General" retention period, Includes Section 8 cases involving PHA termination or debt to the City.	Confidential & Vital	See also "Litigation/ Claims/ Grievances"	Neighborhood Services	ACT+3	ACT+10	MAXACT	LOC601 - Local Government / Neighborhood Services / 24CFR880.603-ACT+3
01895	Security & Security Plans	Records related to the protection of property and information from unauthorized activities. Includes courier authorizations, employee clearance lists, security disturbances. Records documenting the procedures pertaining to security of employees, equipment, buildings, and information.	May contain confidential information	See also "Plans / Policies / Procedures, Internal"	Originating Division	2	3	MAX1	GC34090
01900	Security Recordings	Security/surveillance routine video recordings. "Routine video monitoring" means videotaping by a video or electronic imaging system designed to record the regular and ongoing operations of the departments, including mobile in-car video systems, jail observation and monitoring systems, and building security taping systems.			Originating Division	1	1	MAXACT	GC34090.6

City of Oceanside

General Records Retention Schedule

Category Code	Record Series Title	Description	Status	Notes	Division	Legal Retention	Total Retention	Duplicate Copies	Legal References
01905	Subject Files	Records related to topics and issues filed by the subject of the records. May include studies, reports and other results of research activities. They could change to Project files if ongoing. AKA A-Z files, General Correspondence files, General Subject files Issues and Complaint, Administrative Subject Files - CDC, Administrative Subject Files.		Does not include Contracts & Agreements.	Originating Division	AC+2	AC+6	MAX1	LOC000
01910	Surveys	Engineering and Traffic Surveys per CA Vehicle Code, Radar Surveys, and other surveys to benchmark existing conditions.			Originating Division	SUP+2	SUP+2		LOC039 - Local Government / General / GC34090
01915	Storm Damage Files	Files documenting storm damages and backup material submitted to outside agencies for reimbursement.	Review for historical value	See also "Historical" series	Originating Division	AUD+2	AUD+6	MAX1	6CFR1 P. 29
01920	Subpoenas	Written legal order directing a person to appear in court or to produce documents or material.			City Attorney/ City Clerk	CY+2	CY+2	MAX1	LOC015 - Local Government / General / CA 900 0020 00 060
01925	Tax: General	Tax Records and Administration and information not covered elsewhere.			Financial Services	6	6	MAX1	LEG000 - Legal Compliance / General
01930	Tax: Sales & Use	Sales and use tax returns and work papers.			Financial Services	6	6	MAX3	LEG000 - Legal Compliance / General
01935	Treasurer's Report	Quarterly and Annual reports to the City Council outlining the City's financial investments	Historic		City Treasurer	PERM	PERM	MAXACT	LOC019 - Local Government / General
0	Vehicle Files			See Maintenance: Vehicle series					
0	Volunteer Files			See Personnel Files series					

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General Records Retention Schedule

Category Code	Record Series Title	Description	Status	Notes	Division	Legal Retention	Total Retention	Duplicate Copies	Legal References
01950	Waiver	Release Forms from Harbor and Beaches, Recreation, Library donor release forms, Liability Release Forms, and other areas that require use, damage or injury waiver release forms			Originating Division	2	ACT+3	MAXACT	GC34090
01955	Workers Compensation	Records documenting occupational injuries and claims involving workers compensation. AKA Workers comp / safety files, closed; Workers comp - safety - current; workers comp / safety files - current activity, worker's compensation records, worker's compensation reports	Confidential		Human Resources	PERM	PERM	MAX1	EMP500 - Employment / Health and Safety / Hazardous Exposure

City of Oceanside

Police Records Retention Schedule

Category Code	Record Series Title	Description	Status	Notes	Division	Legal Retention	Total Retention	Duplicate Copies	Legal References
02500	9-1-1 Recordings and Printouts	Telephone and radio Calls received and response to calls that do not become part of an investigation file.			Police	100 days	6 MOS	MAXACT	LOC015 - Local Government / General / GC34090.6
02505	Asset Forfeiture			See "Crime, Incident & Miscellaneous Reports"					
02510	Background Investigations - Hired	Contains information and results of background investigations conducted by police personnel or others on behalf of the City and used to determine eligibility for hiring	Confidential	Maintained separate from Divisional Personnel File and filed with divisional personnel file upon separation.	Police	TERM+5	PERM	N/A	LOC049 - Local Government / General
02515	Background Investigations - Not Hired	Contains information and results of background investigations conducted by police personnel or others on behalf of the City and used to determine eligibility for hiring	Confidential	Complied and maintained by Background Investigation Unit	Police	2	AC+3	N/A	GC34090
02520	Bail Receipts			Convenience Copy - Record with County	Police	0	MAXACT	MAXACT	NONE - No Legal Requirement
02525	Child Protective Services (CPS) Adult Protective Services (APS) files	Protective Services Procedures, files and working material	Confidential		Police	2	AC+10	MAXACT	GC34090

City of Oceanside

Police Records Retention Schedule

Category Code	Record Series Title	Description	Status	Notes	Division	Legal Retention	Total Retention	Duplicate Copies	Legal References
02530	Crime Incident & Miscellaneous Reports	Crime and miscellaneous reports completed by officers after assignment of a case file number. includes report forms, evidence information, investigation notes, warrant information and findings and actions taken by judicial system. Includes misdemeanor and felony reports, auto theft, burglary, missing persons, Asset Forfeiture, impound information, lost or stolen property reports, sexual assault, juvenile, sealed records, and may include fingerprints and photographs and negatives, Tows/reposession of vehicles, Traffic Collision Reports, Traffic Citations, Vehicle Code Violations.	Confidential	Destruction of Narcotics, Homicide, Registrant files have specific retentions and separate records series. Final disposition may be determined by adjudication by court, mandatory destruction at Court Order.	Police	7	AC+10	MAX1	Includes Arrest/Conviction H&S Sec 11357(b),(c),(d),(e) or H&S Sec 11360(b) violations (occurring after 1976). LOC309 - Local Government / Police / W&IC826.a&b.
02535	Criminal Offender Reporting Information (CORI)	Police Employees: Personnel Record; Criminal Offender Reporting Information maintained by DOJ. Fingerprint cards hardcopy are obsolete records. AKA Finger Print Files for Police permits		City employee prints go to background check file.	Police	2	CY+2	MAXACT	LOC015 - Local Government / General / GC34090
02540	Destruction of Narcotics Evidence File	Disposal Notices and court orders authorizing disposal of narcotics evidence. Contains date quantities and types of material disposed.			Police	2	PERM	MAXACT	LOC019 - Local Government / General / GC34090
02545	Evidence: Inventory & property control files	Records pertaining to Evidence and property control and inventories related to Crime/Incident & Miscellaneous Report files, Includes inventory of destroyed firearms.		Maintained in conjunction with associated case file	Police	2	10	MAXACT	GC34090
02550	Field Interview Records	Officer's citizen contact record that documents suspicious activity not sufficient for arrest		Entered into ARJIS	Police	2	CY+10	MAXACT	LOC015 - Local Government / General / GC34090
02555	Gang Program Files	Meeting notes, development of Dept. procedure. AKA Gang Registration, Gang Member Index including names, addresses, monikers, gang affiliation of active members	Confidential		Police	2	AC+5	MAXACT	LOC015 - Local Government / General / GC34090

City of Oceanside

Police Records Retention Schedule

Category Code	Record Series Title	Description	Status	Notes	Division	Legal Retention	Total Retention	Duplicate Copies	Legal References
02560	Homicide Cases (PC187)	Case files and investigation reports for all cases files designated as PC 187 or PC192	Confidential		Police	PERM	PERM	MAXACT	LOC324 - Local Government / Police
02565	Informant Files	Legal notifications, identification information, payment information, activities information.	Confidential	Maintained by Special Enforcement Bureau	Police	2	AC+5	MAXACT	LOC056 - Local Government / General / GC34090
02570	Internal Affairs / Professional Standards	Criminal or administrative inquiries or complaints and related documentation concerning law enforcement personnel or actions, may be initiated by citizens or internally. Includes complaint, reports, findings. May also include Pitchess Motions.	Confidential		Police	AC+5	AC+5	MAXACT	PC832.5(b), PC831.5, EVC1045
02575	Inventory - Firearms	Department-owned weapons, personal weapons, alternate weapons, secondary hand guns and the reports that are produced on these firearms.		Log of who currently issued each departmental weapon	Police	SUP	SUP	MAXACT	LOC019 - Local Government / General / GC34090
02580	Investigations - Commercial	Includes background checks. AKA ABC Investigations, Card Rooms, Bingo		See also "Permits" in General Schedule	Police	2	AC+2	MAXACT	GC34090
02590	Jail Records	Jail records from 1888 to consolidation with County		See Historic - General series		2	PERM	MAXACT	GC34090
02595	Juvenile Confinement/ Detention Records	Juvenile confinement/detention logs and records, lists offense(s), times detained, confined, released, release information, supervisory approvals	Confidential		Police	2	CY+5	MAXACT	GC34090
02600	K-9 Training	Training records maintained reflecting the specialized training received by handlers and dogs .			Police	CY+5	ACT+5	MAXACT	LOC018 - Local Government / General / GC34090
02605	NCIC Validation	National Center Information Center information received concerning Missing persons, stolen vehicles, etc		Only electronic	Police	SUP	SUP	MAXACT	NONE - No Legal Requirement

City of Oceanside

Police Records Retention Schedule

Category Code	Record Series Title	Description	Status	Notes	Division	Legal Retention	Total Retention	Duplicate Copies	Legal References
02610	Offender Registrant Files - Arson, Sex & Narcotics	Fingerprint card, photo, and criminal history. Information also forwarded to DOJ. AKA Registration Files - CIB	Confidential	When offender dies, file is purged. Notification is received to verify deceased status.	Police	Life of Offender	Life of Offender	MAXACT	LOC062 - Local Government / General
02615	Pawn Slips	Dealer report of sales or receipt of goods. Inclludes description of items and any associated serial numbers		Entered into ARJIS	Police	2	2	MAXACT	GC34090
02620	Photographs & Negatives - Mug Shots	Maintained with Crime, Incident & Miscellaneous Reports or program files (i.e. Gang, Graffitti programs)	Confidential	see also "Crime Incident & Miscellaneous Reports"	Police	2	CY+5	MAXACT	LOC062 - Local Government / General / GC34090
02625	POST	School Travel Authorizations, POST classes offered. Includes notification of appointment/termination, compliance, reimbursement information.		Certificates of completion / certification maintained in personnel file	Police	2	CY+2	MAXACT	LOC015 - Local Government / General / GC34090
02630	Reports - UCR Crime Statistics	Uniform Crime Reports. Data complied from crime reports and submitted as a report to DOJ.		See also "Reports: Technical" in General Schedule	Police	2	CY+5	MAX1	LOC018 - Local Government / General / GC34090
02635	Reports - Undercover Activity Financial Disbursement Records (buy fund).	Monies for undercover activities AKA CI Files "Criminal Informant Files"	May be confidential		Police	2	2	MAXACT	LOC015 - Local Government / General / GC34090
02640	Search and Seizure Tracking System Records	Generated and Maintained by ARJIS - County record	Confidential		Police	SUP	SUP	MAXACT	LOC015 - Local Government / General
02645	Training Bulletins	Notifications of available training from outside agencies		See ""POST"	Police	2	PERM	MAX1	LOC038 - Local Government / General / GC34090