

# Records Retention Schedule for the City of Merced



Adopted: January 7, 2019

# CODE LEGEND

<b>Retention Codes:</b>	<b>AE</b>	= After Expiration ( <i>retain until the agreement created by the record expires, e.g., contracts, leases, agreements</i> )
	<b>AR</b>	= Annual Review ( <i>documents reviewed on an annual basis</i> )
	<b>C</b>	= Confidential
	<b>CL</b>	= Closed/Completed
	<b>CU</b>	= Current Year
	<b>EL</b>	= Election Date
	<b>P</b>	= Permanent ( <i>permanently retained</i> )
	<b>S</b>	= Superseded ( <i>previous document replaced in effectiveness</i> )
	<b>T</b>	= Termination ( <i>date candidate's term expires or employee terminates employment</i> )

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<b>Citation Codes:</b>	<b>CAL</b>	
	<b>OSHA</b>	= California Occupational Safety & Health Administration
	<b>CCP</b>	= Code of Civil Procedures
	<b>CCR</b>	= California Code of Regulations
	<b>CFR</b>	= Code of Federal Regulations
	<b>CVC</b>	= California Vehicle Code
	<b>GC</b>	= California Government Code
	<b>H&amp;S</b>	= California Health and Safety Code
	<b>PC</b>	= California Penal Code
	<b>USC</b>	= United States Code
	<b>W&amp;I</b>	= California Welfare and Institutions

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## RECORDS RETENTION SCHEDULE FOR THE CITY OF MERCED

Item No.	RECORD SERIES TITLE AND CONTENTS <i>(Note: Retention Schedule of physical and digital records.)</i>	RETENTION	Vital Historical Confidential	COMMENTS <i>(Adopted: January 7, 2019)</i>
<b>CITY ATTORNEY'S OFFICE</b>				
1	<b>Appeals, Civil</b> Briefs, notes, research, court order(s), court decision(s)	CL+3 yrs.	V, H	<i>Authority:</i> CCP 583.320(a)(3); GC 34090  <i>Note:</i> Retain 3 years following final decision.
2	<b>Attorney Case/Project Index</b> Including notations on activities relating to case or project	P	V, H	<i>Authority:</i> GC 6254
3	<b>Case Log</b> Chronological listing of cases	CL+7 yrs.	V, H	<i>Authority:</i> CCP 337.2; 343
4	<b>Case Records (High-Profile)</b> Significant cases that have importance or set legal precedence. Includes logs, complaints, police reports, court orders, motions, notes, briefs	P	V, H	<i>Authority:</i> GC 6254; GC 34090
5	<b>Case Records</b> Includes Torts, Property Damage, Code Enforcement, Collections, Breach of Contract, Petitions and Writs (non-land use), Nuisance Abatement, Civil and Administrative Municipal Code Violations, and any litigation file not under another category (unless minors – three years after attaining age 18)	CL+7 yrs.	V, H	<i>Authority:</i> 42 USC §1983; GC 34090
6	<b>Case Records</b> Includes <i>Pitchess</i> Motions, Abatement Warrants, Bankruptcy, Blood Draw Requests, SDT's	CL+5 yrs.	V, H	<i>Authority:</i> 42 USC §1983; GC 34090
7	<b>Case Records – Employee Disciplinary</b>	CL+5 yrs.	V, H	<i>Authority:</i> 42 USC §1983; GC 34090

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8	<b>Case Records – Workers’ Compensation</b> <i>(Cases closed by Stipulation, Surveillance Records)</i>	CL+5 yrs.	V, H	<i>Authority:</i> Labor Code Division 4; 8 CCR §10102; GC 34090
9	<b>Case Records – Workers’ Compensation</b> <i>(Cases closed by Compromise and Release, Surveillance Records)</i>	CL+2 yrs.	V, H	<i>Authority:</i> GC 34090
10	<b>Correspondence</b> Formal written correspondence, including notes and research, if not attached to agreement or project file	CU+2 yrs.	H	<i>Authority:</i> GC 34090(d)
11	<b>City Council Closed Session Files</b> Minutes, agendas, and Brown Act documents	P	C, V, H	<i>Authority:</i> GC 34090
12	<b>Database, Attorney Service Request</b> Tracking of Legal Services Requests (both opened and closed), Reports	CU+2 yrs.	H	<i>Authority:</i> GC 34090
13	<b>Criminal Municipal Code Violations</b>	CL+10 yrs.	H	<i>Authority:</i> 42 USC §1983; GC 34090
14	<b>Legal Opinions – Confidential</b>	S+2 yrs.	V, H	<i>Authority:</i> GC 34090; GC 6254
15	<b>Non-Litigated Investigation Files</b> Potential claim files, civil claims files not resulting in litigation; any other investigation records not resulting in litigation, surveillance records	CL+2 yrs.	H	<i>Authority:</i> With attorney review; GC 34090
16	<b>Proposed Legislation</b> Submitted to legislative bodies	CU+1 yr.	V, H	<i>Authority:</i> GC 50115; GC 6253

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17	<b>Real Property</b> Eminent Domain Inverse Condemnation Land Use Annexations Tax Liens Assessment Districts	P	V, H	<i>Authority:</i> GC 34090
18	<b>Research</b>	S+3 yrs.	V, H	<i>Authority:</i> GC 34090; GC 6254
19	<b>Settlement Agreements</b> (Final settlement agreement managed as a separate record)	CL+10 yrs.	V, H	<i>Authority:</i> GC 34090; GC 6254

**CITY MANAGER'S OFFICE/CITY CLERK'S OFFICE**

**City Manager/City Clerk**

***City Council and City Boards', City Commissions', City Committees' Meetings, Minutes, and Notice Records***

1	<b>Notices (Except Public Hearing Notices)</b> Declarations of posting; Certificates of posting (e.g., posting logs); Special meeting notices; Waivers of Notice; Notices of Meeting Adjournment; Notices of Meeting Cancellation	CU+2 yrs.	H	<i>Authority:</i> There is no specific statutory authority for retention of this item. Given its historical value, such documents will be retained a minimum of 2 years before destruction, per GC 34090(d).
2	<b>Administrative (Staff) Reports (including attachments)</b>	P	H	<i>Authority:</i> GC 34090(e)  <i>Note:</i> Also includes slide presentations presented in lieu of a staff report.
3	<b>Meeting Agendas and Agenda Packets</b> City Council/Boards/Commissions/Committees	P	H	<i>Authority:</i> GC 34090(e)

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Item No.	RECORD SERIES TITLE AND CONTENTS <i>(Note: Retention Schedule of physical and digital records.)</i>	RETENTION	Vital Historical Confidential	COMMENTS <i>(Adopted: January 7, 2019)</i>
4	<b>Meeting Minutes (Approved)</b>	P	V, H	<i>Authority:</i> GC 34090(e)
5	<b>Recordings of Meetings – Audio/Video Files</b> Including those saved to CD, DVD, and other storage media (cassette tapes, flash drives, hard drives, etc.)	CU+20 yrs.	H	<i>Authority:</i> GC 34090.7
6	<b>Membership Rosters</b> <i>Private</i> rosters only, not those available to the public	CU+100 yrs.	V, H, C	<i>Authority:</i> There is no specific statutory authority for retention of this item. Given its historical value, such documents will be retained a minimum of 2 years before destruction, per GC 34090(d).
7	<b>Oaths of Office</b>	T+6 yrs.	H	<i>Authority:</i> There is no specific statutory authority for retention of this item. However, the Secretary of State has recommended retention for this period per the authority of GC 34090 and 29 USC 1113. (Statute of Limitations is 6 years for breach of fiduciary duty for action under said title.)
8	<b>Applications (Boards, Commissions, Committees - Selected)</b>  <b>Applications (Boards, Commissions, Committees - Not selected)</b>	T+2 yrs.  App. Date +366 Days	C, H	<i>Authority:</i> GC 34090  <i>Authority:</i> GC 34090.5, 50115
9	<b>Public Hearing Notices</b> Proofs of Publication; Mailing lists; Certified mail receipts, Return Receipts; Declarations/Certificates of posting; (e.g., posting logs)	CU+4 yrs.	V, H	<i>Authority:</i> There is no specific statutory authority for retention of this item. However, given its historical value, these documents will be retained for a minimum of 2 years, per GC Section 34090(d).
10	<b>Proclamations and Certificates of Recognition</b>	CU+2 yrs.	V, H	<i>Authority:</i> GC 34090(d)  <i>Note:</i> Directives rendered by Council not assigned a resolution or ordinance number.
<b>Legislative Records</b>				
11	<b>Municipal Code Book and Supplements</b>	P	V	<i>Authority:</i> GC 34090(e)

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12	<b>Ordinances</b> Includes attached proofs of publication and other attachments	P	V, H	<i>Authority:</i> GC 34090(e)
13	<b>Resolutions</b> (including attachments)	P	V, H	<i>Authority:</i> GC 34090(e)
<b>Agreements</b>				
14	<b>Agreements, Contracts, Leases (Excluding Capital Improvements)</b> Executed documents Amendments Change Orders Attached exhibits, addenda, etc.	AE+20 yrs.	V	<i>Authority:</i> There is no specific statutory authority for retention of this item. However, the Secretary of State has recommended this retention period per the authority of sections covering Statutes of Limitations contained in CCP 337, 337.2, 337.15.
15	<b>Agreements, Contracts, Leases (Capital Improvements)</b> Executed documents Amendments Change Orders Attached exhibits, addenda, etc.	P	V, H	<i>Authority:</i> GC 34090(a); 4004; H&S 19850  <i>Note:</i> Includes developer/development agreements, annexation/pre-annexation agreements, subdivision agreements, contracts for sale or purchase of property, cable, grants of easement, franchises, and/or involving construction of improvements, land entitlements, etc.
16	<b>Certificates of Insurance</b> Notices of Cancellation, Notices of Non-Renewal, Notices of Reinstatement, Notices of Rescission, Notices of Expiration, etc.	CU+2 yrs.	V, H	<i>Authority:</i> There is no specific statutory authority for retention of this item. However, the Secretary of State has recommended retention for this period per the authority of GC 34090(d), which does not approve destruction of records less than 2 years old.  <i>Note:</i> This retention does not apply to certificates attached to contracts.
<b>Conflict-of-Interest, Administration Files, Code Updates, Tracking Database, Master FPPC Forms</b>				
17	<b>Campaign Statements &amp; Other Mandated Filings (Form 460)</b>  For offices per GC 87200: <b>Elected</b> Mayor, City Council Members, and Committees supporting such candidates, Committees of statewide measures	P	V, H	<i>Authority:</i> GC 81009, 87500, 2 CCR 18115  <i>Note:</i> Includes campaign statement tracking logs.

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18	<b>Campaign Statements &amp; Other Mandated Filings (Form 460)</b>  For offices per GC 87200: <b>Unsuccessful</b> Mayor, City Council Members, and Committees supporting such candidates, Committees of statewide measures	EL+5 yrs.	V, H	<i>Authority:</i> GC 81009, 87500, 2 CCR 18115  <i>Note:</i> Includes campaign statement tracking logs.
19	<b>Political Action Committee (PAC) Statements and Other Mandated Filings</b>	CU+7 yrs.	V, H	<i>Authority:</i> GC 81009, 87500, 2 CCR 18115
20	<b>Conflict-of-Interest Code Review – Biennial</b>	CU+5 yrs.	V, H	<i>Authority:</i> GC 81009, 87500, 2 CCR 18115
21	<b>Statement of Economic Interests (Form 700) – Assuming, Initial, Annual, Leaving Office, and Other Mandated Filings and Amendments</b>	CU+12 yrs.	V, H	<i>Authority:</i> GC 81009, 87500, 2 CCR 18115  <i>Note:</i> Includes annual reports and other internal resources.
22	<b>FPPC Forms for Public Officials and Employees</b> Form 800 Series	CU+7 yrs.	V, H	<i>Authority:</i> GC 81008, 81009, 87500, 2 CCR 18115  <b>Examples:</b> Form 801 – Payments to Agency Report; Form 802 – Agency Report of Ceremonial Role Events; Form 803 – Behested Payment Report; Form 804 – Agency Report of New Positions; Form 805 – Agency Report of Consultants; Form 806 – Agency Report of Public Official Appts., etc.
<b>Real Property/Legal Records</b>				
23	<b>Real Property Files</b> Abandonments and supporting data; Deeds and supporting data; Quitclaims and supporting data; and Easements and supporting data	P	V, H	<i>Authority:</i> GC 34090(a)

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24	<b>Assessment Districts/Maintenance Districts/Community Facilities Districts (CFD's)</b>	P	V, H	<p><i>Authority:</i> There is no specific statutory authority for retention of this item. However, the Secretary of State has recommended this period per the authority of Section GC 34090(a), which does not authorize the destruction of records affecting title to real property or liens thereon.</p> <p><i>Note:</i> Covers collection information; assessment-ballot proceedings; original documentation files with municipal clerk.</p>
25	<b>Petitions to the City</b>	CU+1 yr.	H	<i>Authority:</i> GC 50115
26	<b>Subpoenas/Summonses Service Log for Legal Documents</b>	CU+2 yrs.	V, H	<i>Authority:</i> GC 34090
<b>Administrative and Miscellaneous Records</b>				
27	<b>Bond Documents</b>	CL+10 yrs.	V, H	<i>Authority:</i> CCP 337.5 and GC 34090, 43900
28	<b>Annual Adopted Operating Budget Preliminary Budget</b>	P S	V, H	<p><i>Authority:</i> GC 34090</p> <p><i>Note:</i> Copies of preliminary budgets may be discarded once superseded by the final, approved budget adopted by the Legislative Body.</p>
29	<b>Certificates of Election Certification of Election Results, Reports, Statements, and Other Supporting Documentation</b>	T+4 yrs.	H	<p><i>Authority:</i> GC 81009(f)</p> <p><i>Note:</i> If attached to a resolution, then the certificates are retained permanently.</p>
30	<b>Charter Amendments/Measures</b>	P	V, H	<i>Authority:</i> GC 34458-60 and GC 34090
31	<b>General Correspondence Files (City Manager, City Clerk, City Council, Boards, Commissions, Committees)</b> Incoming Correspondence; Outgoing Correspondence	CU+2 yrs.	H	<i>Authority:</i> There is no specific statutory authority for retention of this item. However, the Secretary of State has recommended retention for this period per the authority of GC 34090(d), which does not approve destruction of records less than 2 years old. (If not attached to agreement or project file.)

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32	<b>City Manager Council Information Memorandums</b> Includes Conventions, Seminars, and Miscellaneous Information	CU+3 yrs.	H	<i>Authority:</i> GC 34090(d)
33	<b>City History Files</b> <u>Selected</u> historical records, including: Maps and drawings; photographs; plaques; reports and studies; organizational charts; articles and news-clippings; City publications; City newsletters; and <u>selected</u> press releases	P	H	<i>Authority:</i> GC 34090  <i>Note:</i> Press releases that are not of particular historical value need not be retained more than CU+2 years, per GC 34090.
34	<b>City Incorporation Documents</b>	P	H	<i>Authority:</i> GC 34090(c),(d)
35	<b>Code Books</b> Building, Housing, Electrical, Mechanical, Plumbing, Fire, and Supplements	P	V, H	<i>Authority:</i> GC 34090(c),(e) <i>Note:</i> Building Code, Housing Code, Electrical Code, Mechanical Code, Plumbing Code, Fire Code, etc., and supplements.
36	<b>Ethics Training Certificates (AB 1234)</b>	CU+5 yrs.	V	<i>Authority:</i> GC 53235.2(b)
37	<b>Information Received – General Public; Civic, Government, Professional Organizations</b> Correspondence (includes Council meeting backup); Brochures; Publications; Newsletters; Bulletins; Reports and studies; and Backup data.	CU+2 yrs.	H	<i>Authority:</i> GC 34090, 50115  <i>Note:</i> From an outside party or agency. Examples include: Chamber of Commerce, Rotary Club, homeowners' associations, FPPC, County of Merced, LAFCo; other federal, state, county, and local government agencies, etc. <i>(General correspondence and communications only; excludes agreements or projects with these organizations.)</i>
38	<b>Public Records Act (PRA) Requests (including logs)</b>	CL+2 yrs.	V	<i>Authority:</i> GC 34090

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39	<b>Policies and Procedures, Departmental</b>	S+5 yrs.	V	<i>Authority:</i> GC 34090(d)
40	<b>Request for Authorization to Destroy Records and Certification of Destruction</b>	P	V, H	<i>Authority:</i> GC 34090(e)
41	<b>Records Retention Schedules</b>	S+4 yrs.	V	<i>Authority:</i> CCP 343
42	<b>Reports/Studies</b> Financial (internal and/or external)	CL+7 yrs.	V, H	<i>Authority:</i> GC 34090.7
43	<b>Reports/Studies</b> Departmental; Printing (Photocopier, etc.); Reproduction; Postal/Mailing; and Other internal resources	CU+2 yrs.	V, H	<i>Authority:</i> GC 34090
44	<b>Bids and RFP's/RFQ's* (Successful and Unsuccessful)</b>	CU+6 yrs.	H	<i>Authority:</i> GC 34090  <i>(* Note:</i> Requests for Proposals/Quotes regarding goods and services.)

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<b>DEVELOPMENT SERVICES</b>				
<b>Building/Inspection Services</b>				
1	<b>PERMIT COPIES, INSPECTION RECORDS, and ADDRESS FILES</b> , including: Original permit copies (alterations, encroachments, excavations, grading, swimming pools, temporary uses, etc.) CF1R, CF4R, CF6R forms Permit applications Plot plans Truss calculations Impact fee sheets Engineering fee sheets Inspection result sheets Elevation/Flood certificates Certificates of Occupancy Soils Reports Moisture/Compaction Reports Correspondence Fees Appeal Requests, etc. Sign Permits	P	V, H	<i>Authority:</i> There is no specific authority for retention of this item. However, the Secretary of State has recommended retention for this period per the authority of GC 34090(d), which does not approve destruction of records less than 2 years old.  [CCP 337.15 – 10 years.]
2	<b>COMMERCIAL CONSTRUCTION DRAWINGS</b> , including:  Commercial construction plans and specifications Sign plans	P	V, H	<i>Authority:</i> Health and Safety Code, Section 19850: "The building department of every city or county shall maintain an official copy, which may be on microfilm or other type of photographic copy, of the plans of every building, during the life of the building, for which the department issued a building permit."

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3	<p><b>RESIDENTIAL CONSTRUCTION DRAWINGS</b>, including:</p> <p>House construction plans and specifications Master plans and specifications Garages and other structures appurtenant to one- and two-family dwellings plans and specifications</p>	180 days	V, H	<p><i>Authority:</i> Health and Safety Code, Section 19850(a): "Except for plans of a common interest development, as defined in Section 4100 or 6534 of the Civil Code, plans need not be filed for:</p> <p>(a) Single or multiple dwellings not more than two stories and basement in height. (b) Garages and other structures appurtenant to buildings described under subdivision (a). (c) Farm or ranch buildings. (d) Any one-story building where the span between bearing walls does not exceed 25 feet. The exemption in this subdivision does not, however, apply to a steel frame or concrete building."</p> <p><i>Note:</i> The above-mentioned plans will be retained for a period of not less than 180 days from the date of completion, per the California Building Code, Section 107.5. This includes, but may not be limited to, plans which have not yet been electronically archived. <i>(Effective: September 1, 2014.)</i></p>
4	<p><b>OTHER RECORDS</b></p> <p>Building and Housing Board of Appeals Correspondence</p>	CU+2 yrs.	H	<p><i>Authority:</i> There is no specific authority for retention of this item. However, the Secretary of State has recommended retention for this period per the authority of GC 34090 (d), which does not approve destruction of records less than 2 years old.</p> <p><i>Note:</i> Any permit correspondence, fire inspection reports, appeal requests, etc.</p>
5	<p><b>Logs</b></p>	CU+5 yrs.	H	<p><i>Authority:</i> There is no specific authority for retention of this item. However, the Secretary of State has recommended retention for this period per the authority of GC 34090(d), which does not approve destruction of records less than 2 years old.</p> <p><i>Note:</i> Logs, registers, or similar records listing permits, certificates of occupancy issues; may include inspection, building activity, daily, plan check, utility, emergency call-out logs.</p>

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<b>Housing</b>				
<b><i>First-Time Home Buyer and Rehabilitation Loans</i></b>				
6	<b>Construction Documents</b>	CL+7 yrs.	H	<u>Authority:</u> Local Government Record Management Guidelines suggestion for auditable materials.  <u>Note:</u> Includes Work Write-ups, Notices to Proceed, Construction Contracts, Payments, Elevation Certificates, and Notices of Completion.
7	<b>Cancelled Applications</b>	CU+1 yr.	H	<u>Authority:</u> There is no specific statutory authority for retention of this item.
8	<b>Foreclosure Notices</b>	CL+7 yrs.	H	<u>Authority:</u> GC 34090(a)
9	<b>Drawings and Plans</b>	CU+2 yrs.	H	<u>Authority:</u> GC 34090(a) <u>Note:</u> Does not include those usually filed with a case or project.
10	<b>Evidence of Insurance</b>	CU+6 yrs.	V	<u>Authority:</u> Fair Housing Statutes and 29 U.S.C. 1113.
11	<b>Grant Submission Files</b>	CL+5 yrs.	H	<u>Authority:</u> 24CFR 570.502(b)(3); 24CFR 85.42 & OMB Cir. A-110, Attach. C <u>Note:</u> Working files.
12	<b>Relocation Expense Files</b>	CL+3 yrs.	H	<u>Authority:</u> 24CFR 84.53, 24CFR 85.42; HUD Transmittal 1378 CHG-7 6 1 [01/07]
<b><i>Federal and State Documents</i></b>				
13	<b>Housing and Urban Development (HUD)</b> Consolidated Annual Performance and Evaluation Report (CAPER) Annual Plans Consolidated Plans	CU+10 yrs.	H	<u>Authority:</u> There is no specific statutory authority for retention of this item. However, the Secretary of State has recommended this period per the authority of section GC 34090, which does not authorize the destruction of records less than 2 years old.

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<b>Planning and Permitting</b>				
<i>Administration</i>				
14	<b>Correspondence</b>	CU+2 yrs.	V, H	<i>Authority:</i> GC 34090(d) <i>Note:</i> Working documentation.
15	<b>Development Standards</b>	P	H	<i>Authority:</i> GC 34090(a) <i>Note:</i> Landscape medians; parkway landscape development; public works construction; design standards and guidelines.
16	<b>Drawings, Project Plan</b>	CU+2 yrs.	V, H	<i>Authority:</i> GC 34090(d) <i>Note:</i> Does not include those usually filed with a case or project.
17	<b>General Subject Files</b>	CU+2 yrs.	V, H	<i>Authority:</i> GC 34090(d) <i>Note:</i> Internal working files, including correspondence.
18	<b>Land Uses, Nonconforming</b>	P	V, H	<i>Authority:</i> GC 34090(a) <i>Note:</i> Building or site usage, which does not conform to current standards.
19	<b>Maps and Plats</b>	P	V, H	<i>Authority:</i> GC 34090(a) <i>Note:</i> Engineering and field notes and profiles; cross-section of roads, streets, rights-of-way, bridges; may include annexations, parks, tracts, blocks, storm drains, water easements, bench marks, trees, grading, landfill, fire hydrants, base maps, sewer/water plats and maps, etc.
20	<b>Plans</b> Community Plans; Master Development Plans; Specific Plans	P	H	<i>Authority:</i> GC 34090 <i>Note:</i> Including Special or long-range program plan for municipalities – coordination of services; strategic planning.
21	<b>Permits, Construction</b>	P	V, H	<i>Authority:</i> GC 34090(a); H&S 19850; 4003, 4004 <i>Note:</i> Plans, building, signs, grading, encroachment (including blueprints and specifications).

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Item No.	RECORD SERIES TITLE AND CONTENTS <i>(Note: Retention Schedule of physical and digital records.)</i>	RETENTION	Vital Historical Confidential	COMMENTS <i>(Adopted: January 7, 2019)</i>
22	<b>Permits, Other</b>	CL+2 yrs.	H	<u>Authority:</u> GC 34090(d) <u>Note:</u> Alterations, encroachment, excavations, road, street sidewalks and curb alterations, transportation, swimming pool drainage, temporary uses, home occupation, etc.
23	<b>Projects, Not Completed or Denied</b>	CL+2 yrs.	H	<u>Authority:</u> GC 34090(d) <u>Note:</u> Building, Engineering, Planning.
24	<b>Reports</b>	CU+2 yrs.	H	<u>Authority:</u> GC 34090 <u>Note:</u> Activity, Periodic.
25	<b>Street Names and House Numbers</b>	P	V, H	<u>Authority:</u> GC 34090(a) <u>Note:</u> Street names, re-naming, dedications, closings, address assignment/changes.
26	<b>Studies, Special Projects and Areas</b>	P	V, H	<u>Authority:</u> GC 34090(a) <u>Note:</u> Engineering, joint powers, noise, transportation.
27	<b>Street/Alley (Abandonment/Vacation)</b>	P	V, H	<u>Authority:</u> GC 34090(a) <u>Note:</u> Relinquishment of rights and fee title.
<b>California Environmental Quality</b>				
28	<b>California Environmental Quality Act (CEQA) Legal Notices</b> Notices of Exemption; Notices of Determination; Environmental Impact Report; Negative Declaration; Mitigation Monitoring Programs; Statements of Overriding Considerations; and Notices of Completion	P	V, H	<u>Authority:</u> GC 34090(a), plus CEQA Guidelines.

## RECORDS RETENTION SCHEDULE FOR THE CITY OF MERCED

Item No.	RECORD SERIES TITLE AND CONTENTS <i>(Note: Retention Schedule of physical and digital records.)</i>	RETENTION	Vital Historical Confidential	COMMENTS <i>(Adopted: January 7, 2019)</i>
<b>Planning</b>				
29	<b>Project files, Planning and Zoning, including:</b> Administrative Design Review; Administrative Sign Approvals; Annexations/De-annexations; Conditional Use Permits; Determinations; Environmental Assessments; Final Maps; General Plan Amendments; Land Conservation; Minor Subdivision (Lot Split/Boundary Adjustments, etc.); Planned Development Establishment Planned Development Revisions Relocation; Site Plan Approvals; Specific Plan Establishments/Revisions Tentative Subdivision Maps; Variance; Zoning Ordinance Amendments; Zone Changes	P	H	<u>Authority:</u> GC 34909(a); H&S 19850; 4003; 4004 <u>Note:</u> Pertains to real property. May include blueprints, drawings, maps, plans, reports, evaluations, correspondence, uses, permits, variances, studies, appeals, compliance certificates, lot line adjustments, or other planning-related matters brought before legislative body.
30	<b>Certificates</b>	P	H	<u>Authority:</u> GC 34090 <u>Note:</u> Zoning Verification.
31	<b>General Plan and Elements</b>	P	V, H	<u>Authority:</u> GC 34090 <u>Note:</u> Includes sphere of influence, land use diagram, circulation map.
32	<b>Grants</b>	CL+5 yrs.	H	<u>Note:</u> Community or Specific Plans resulting from the Grants are permanent Records. (See Plans.)
33	<b>Interpretations</b>	CU+2 yrs.	V, H	<u>Authority:</u> GC 34090
34	<b>Official Zoning Map (includes City Boundary)</b>	P	V, H	<u>Authority:</u> GC 34090; H&S 19850 <u>Note:</u> Zoning. (For tentative subdivision, parcel, land use map, aerial photos, specific plans: Refer to project files, historical files, and plans.)
35	<b>Acquisition/Disposition</b> Disposition	CL+10 yrs.	V, H	<u>Authority:</u> GC 34090(a), GC 6254 <u>Note:</u> Supporting documents regarding sale, purchase, exchange, lease or rental of property by City.

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36	<b>Appraisals</b>	CL+2 yrs.	V, H	<u>Authority:</u> GC 34090; GC 6254(h) <u>Note:</u> Exempt until final acquisition or contract agreement obtained.
37	<b>Historical Files</b> Selected historical records, including: Historic Preservation Index; Maps & Drawings; Photographs, Aerial; Photos; Plaques; Reports and Studies; Organizational Charts; Articles and News-Clippings; Press Releases	P	H	<u>Authority:</u> There is no specific statutory authority for retention of this item. However, the Secretary of State has recommended retention for this period per the authority of Section GC 34090, which does not authorize the destruction of records less than 2 years old.
38	<b>Grant Submission Files</b>	CL+5 yrs.	H	<u>Authority:</u> GC 34090 <u>Note:</u> Working files, applications, backup documents. (For Ad Hoc committee-related items, refer to Boards and Commissions Retention Schedule.)
39	<b>Census/Demographics</b>	P	H	<u>Authority:</u> GC 34090 <u>Note:</u> Working files, reports, and data.

**ECONOMIC DEVELOPMENT**

***Real Property***

1	<b>Maps – Residential, Commercial, Industrial</b> Projects; and Topographical	P	V, H	<u>Authority:</u> There is no specific statutory authority for the retention of this item. However, the Secretary of State has recommended this retention period per the authority of GC 34090(a), which does not authorize the destruction of records affecting title to real property or liens thereon.
2	<b>Real Property – Dedications Files</b> Offers of dedication and exhibits; Correspondence and supporting data	P	V, H	<u>Authority:</u> GC 34090(a)

## RECORDS RETENTION SCHEDULE FOR THE CITY OF MERCED

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3	<b>Real Property</b> Maps and drawings; Studies and reports; and Correspondence and supporting data	P	V, H	<i>Authority:</i> GC 34090(a)
<b>Projects</b>				
4	<b>Photographs</b>	CL+10 yrs.	H	<i>Authority:</i> There is no specific statutory authority for the retention of this item. However, the Secretary of State has recommended this retention period per the authority of GC 34090, which does not authorize the destruction of records less than 2 years old.  <i>Note:</i> Includes aerials.
5	<b>Plans, Capital Improvement, Projects</b>	CL+10 yrs.	H	<i>Authority:</i> There is no specific statutory authority for the retention of this item. However, the Secretary of State has recommended this retention period per the authority of GC 34090(a), which does not authorize the destruction of records affecting title to real property or liens thereon.  <i>Note:</i> Developments, streets, curbs, gutters, sidewalks, storm drains.
6	<b>Reports/Studies</b>	CL+10 yrs.	H	<i>Authority:</i> There is no specific statutory authority for the retention of this item. However, the Secretary of State has recommended this retention period per the authority of GC 34090, which does not authorize the destruction of records less than 2 years old.
7	<b>Supporting Documents</b>	CL+10 yrs.	H	<i>Authority:</i> There is no specific statutory authority for the retention of this item. However, the Secretary of State has recommended this retention period per the authority of GC 34090, which does not authorize the destruction of records less than 2 years old.

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<b>Administrative and Miscellaneous Records</b>				
8	<b>Grant Submission Files</b>	CL+5 yrs.	V	<i>Authority:</i> GC 34090 <i>Note:</i> Working files.
9	<b>Organizations Files – Federal, State, County, Local Government Agencies and Indian Tribes</b> Reports and studies; Publications; and Backup data	CU+2 yrs.	V, H	<i>Authority:</i> There is no specific statutory authority for retention of this item. However, given its historical value, the City may consider retaining for a minimum of 2 years, per GC Section 34090(d).  <i>Note:</i> Examples include FPPC, County of Merced, LAFCo, and other cities. This record series is for general correspondence and communications with government agencies. Records pertaining to agreements or projects with these organizations are addressed by, and subject to, the retention requirements in the record series “Agreements, Contracts, Leases.”
10	<b>Correspondence to RDA or Successor Agency, Executive Director</b> Chronological Files; General/Public; Controlled; Reports; Citizen Complaints; Subject Files; Reproduction/printing requests; and Correspondence not attached to agreement or project file	CU+2 yrs.	V, H	<i>Authority:</i> There is no specific statutory authority for retention of this item. However, the Secretary of State has recommended this retention period per the authority of GC 34090(d), which does not authorize the destruction of records less than 2 years old.
11	<b>Department Projects, Programs, Events, Newsletters, Issues, Activities</b> Publications	CU+2 yrs.	H	<i>Authority:</i> There is no specific statutory authority for retention of this item. However, the Secretary of State has recommended a retention period for 5 years (citing authority is GC 34090). Given their historical value, the Department may consider retaining for 2 years per GC 34090(d), which does not authorize the destruction of records less than 2 years old.

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Item No.	RECORD SERIES TITLE AND CONTENTS <i>(Note: Retention Schedule of physical and digital records.)</i>	RETENTION	Vital Historical Confidential	COMMENTS <i>(Adopted: January 7, 2019)</i>
<b>Merced Regional Airport</b>				
12	<b>Tenant Files</b> Driver's Training Program Test Gate Access Application Driver's License/Auto Insurance Aircraft Insurance and Registration Incoming/Outgoing Correspondence Other documents required per lease	CL+2 yrs.	V, C	<p><u>Authority:</u> There is no specific statutory authority for retention of this item. However, the Secretary of State has recommended retention for this period per the authority of GC 34090(d), which does not approve destruction of records less than 2 years old.</p> <p><u>Note:</u> For this record series, "CL" (Closed/Completed) represents termination of all terms of the agreement or contract. Original leases are maintained in the City Clerk's Office.</p>
13	<b>Airport Superintendent and Airport Staff Correspondence Files</b> Incoming Correspondence Outgoing Correspondence	CU+2 yrs.	H	<p><u>Authority:</u> There is no specific statutory authority for retention of this item. However, the Secretary of State has recommended retention for this period per the authority of GC 34090(d), which does not approve destruction of records less than 2 years old.</p> <p><u>Note:</u> This record series applies to records not attached to an agreement, tenant file, or project file.</p>
14	<b>Airport Badges</b> Applications/Driver's License (copy) List of issued badges and status	CL+2 yrs.	V, C	<p><u>Authority:</u> There is no specific statutory authority for retention of this item. However, the Secretary of State has recommended retention for this period per the authority of GC 34090(d), which does not approve destruction of records less than 2 years old.</p> <p><u>Note:</u> For this record, badges are destroyed upon completion or termination of use, per the Airport Certification Manual (Transportation Security Administration Procedures).</p>
15	<b>Airport Gate Access</b> Applications, Driver's License (copy) and Auto Insurance and Driver's Training Test	CL+2 yrs.	V, C	<p><u>Authority:</u> There is no specific statutory authority for retention of this item. However, the Secretary of State has recommended retention for this period per the authority of GC 34090(d), which does not approve destruction of records less than 2 years old.</p> <p><u>Note:</u> This record series applies to non-tenants, city employees, airline staff, TSA Staff, FBO Staff, FAA Staff, and other individuals granted gate access.</p>

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16	<b>Tenant Lists</b> Tenant List Based Aircraft List Possessory Interest List	CU+2 yrs.	V, H	<i>Authority:</i> There is no specific statutory authority for retention of this item. However, the Secretary of State has recommended retention for this period per the authority of GC 34090(d), which does not approve destruction of records less than 2 years old.
17	<b>Hangar Waiting Lists</b> List for Tie-down Space T-Hangars List for Building 21 List for Building 22 and 23	CU+2 yrs.	V, H	<i>Authority:</i> There is no specific statutory authority for retention of this item. However, the Secretary of State has recommended retention for this period per the authority of GC 34090(d), which does not approve destruction of records less than 2 years old.
18	<b>Fuel Facilities</b> Quarterly Fuel Vendor Audits Inspection of Fueling Facilities Monthly Fuel Reports Fuel Receipts Fuel Flow Surveys	CU+2 yrs.	V, H	<i>Authority:</i> Federal Aviation Administration Rules and Regulations, Title 14, CFR Part 139, effective June 9, 2004 (FAR 139.321), requires records be maintained in the Airport Operations office for a consecutive 12 months. However, the Secretary of State has recommended retention for this period per the authority of section GC 34090, which does not authorize the destruction of records less than 2 years old.
19	<b>Self-Inspection Program</b> Daily Inspections Weekly Inspections Unusual Conditions Inspections Any additional Inspections	CU+2 yrs.	V, H	<i>Authority:</i> Federal Aviation Administration Rules and Regulations, Title 14 CFR Part 139, effective June 9, 2004, requires records be maintained in the Airport Operations office for a consecutive 12 months. However, the Secretary of State has recommended retention for this period per the authority of section GC 34090, which does not authorize the destruction of records less than 2 years old.
20	<b>Training Records</b> Personnel Training Emergency Personnel Training/ARFF* Airport Fueling Agent Self-Inspection Movement Areas and Safety Area Accidents and Incidents Airport Condition Handling and Storing of Hazardous Substances and Materials	CU+2 yrs.	V, H	<i>Authority:</i> Federal Aviation Administration Rules and Regulations, Title 14, CFR Part 139, effective June 9, 2004, requires records be maintained in the Airport Administration office for a consecutive 12 to 24 months. However, the Secretary of State has recommended retention for this period per the authority of section GC 34090, which does not authorize the destruction of records less than 2 years old.  * <i>Note:</i> Aircraft Rescue Firefighting (ARFF) Training records are maintained by the City of Merced Fire Department Training Officer and are retained per the Fire Department Training retention schedule.

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21	<b>Accidents and Incidents Reports</b> Involving air carrier aircraft and/or ground vehicles in movement and safety areas	CU+2 yrs.	V, H	<i>Authority:</i> Federal Aviation Administration Rules and Regulations, Title 14, CFR Part 139, effective June 9, 2004, requires records be maintained in the Airport Administration office for a consecutive 12 months. However, the Secretary of State has recommended retention for this period per the authority of section GC 34090, which does not authorize the destruction of records less than 2 years old.
22	<b>City Airport History Files</b> Selected historical records, including: Maps and drawings Photographs Plaques Reports and Studies Articles and News-Clippings City Airport Publications City Airport Newsletters Press Releases	P	H	<i>Authority:</i> There is no specific statutory authority for retention of this item. However, the Secretary of State has recommended retention for this period per the authority of section GC 34090, which does not authorize the destruction of records less than 2 years old.
23	<b>Information Received – Public</b> Brochures Publications Newsletters Bulletins	CU+2 yrs.	H	<i>Authority:</i> GC 34090  <i>Note:</i> From an outside agency.
24	<b>Weather Reports</b> Altimeter Checks SAWRS II (unofficial) Observations Notice of Corrections to Weather Records Station Inspection Report	CU+2 yrs.	H	<i>Authority:</i> National Weather Service requires 90 days' retention. However, the Secretary of State has recommended retention for this period per the authority of section GC 34090, which does not authorize the destruction of records less than 2 years old.
25	<b>Notice to Airmen</b> NOTAM's	CU+2 yrs.	V, H	<i>Authority:</i> Federal Aviation Administration Rules and Regulations, Title 14 CFR Part 139, effective June 9, 2004.

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26	<b>Emergency Generator</b> Airport Operations Inspection Log* FS - Generator Permit FS - Run Times FS - Recordkeeping Logs	CU+5 yrs.	V, H	<i>Authority:</i> San Joaquin Valley Air Pollution Control District, Rules and Regulations. Records are maintained by Fleet Services for 5 years at the Public Works Office.  <i>*A separate weekly inspection log is kept by Airport Operations in the Airport Operations Administration office.</i>
<b>Engineering</b>				
<b>Capital Improvement Projects</b>				
1	<b>Capital Improvement Projects File</b> Agreements Contracts Correspondence Change Orders Invoices Plans Specifications Utility Notice Benchmark Data Grants Bonds Submittals Certified Payroll	P	V, H	<i>Authority:</i> GC 34090(a); 4004; H&S 19850; CCP 337.15 <i>Note:</i> Includes cable, franchises, and/or involving construction of improvements.
<b>Real Property Records</b>				
2	<b>California Environmental Quality Act (CEQA) Legal Notices</b> Notices of Exemption; Notices of Determination; Environmental Impact Report; Negative Declaration; Mitigation Monitoring Programs; Statements of Overriding Considerations; and Notices of Completion	P	V, H	<i>Authority:</i> GC 34090(a), plus CEQA Guidelines.

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3	<b>Real Property Files</b> Abandonments and supporting data; Deeds and supporting data; Quitclaims and supporting data; and Easements and supporting data	P	V, H	<i>Authority:</i> GC 34090(a) supporting documentation.
<b>Administrative and Miscellaneous Records</b>				
4	<b>Standard Designs and Specifications</b>	P	V, H	<i>Authority:</i> GC 34090 <i>Note:</i> These are updated yearly. However, the designs that are replaced must be retained for historical purposes.
5	<b>Policies and Procedures, Departmental</b>	S+5 yrs.	V	<i>Authority:</i> GC 34090(d)
6	<b>Logs – Traffic Issues</b>	CU+15 yrs.	H	<i>Authority:</i> GC 34090 <i>Note:</i> Traffic Control Work Order Index Log. These documents are for internal use only and track the Work Orders that have been requested.
<b>FINANCE</b>				
<b>Accounting</b>				
<b>Accounts Payable</b>				
1	<b>Request for Payment with Source Document</b>	CU+4 yrs.	V	<i>Authority:</i> GC 34090; CCP 337 <i>Note:</i> Invoices with supporting documents.
2	<b>Accounts Payable Check Register</b>	CU+4 yrs.	V	<i>Authority:</i> GC 34090; CCP 337
3	<b>Check Register Control Logs</b>	CU+4yrs.	V	<i>Authority:</i> GC 34090
4	<b>Purchase Orders</b>	CU+4 yrs.	V, H	<i>Authority:</i> GC 34090, CCP 337 <i>Note:</i> Original documents.

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<b><i>Banking and Investments</i></b>				
5	Bank Reconciliation Papers	CU+4 yrs.	V	<u>Authority:</u> GC 34090, 26 CFR 1.6001-1 <u>Note:</u> Statements, summaries for receipts, disbursements, and reconciliation.
6	Bank Statements	CU+4 yrs.	V, H	<u>Authority:</u> GC 34090 <u>Note:</u> Financial Authority.
7	Matured Investment Records	CU+4 yrs.	V, H	<u>Authority:</u> GC 34090, CCP 337, GC 53607
8	Bond Statements	CL+10 yrs.	V, H	<u>Authority:</u> GC 34090, CCP 337.5 <u>Note:</u> Monthly statements of transactions; final bond documentation.
9	Voided Checks	CU+10 yrs.	V, H	<u>Authority:</u> GC 34090, CCP 337.5
<b><i>General Ledger</i></b>				
10	Journal Vouchers with Source Documents	CU+4 yrs.	V	<u>Authority:</u> GC 34090, CCP 337 <u>Note:</u> Account postings with supporting documents.
11	Trial Balance – Working Financial Statements	CU+4 yrs.	V, H	<u>Authority:</u> GC 34090
12	Fiscal Year Audit File	CU+4 yrs.	V, H	<u>Authority:</u> GC 34090
<b><i>Payroll</i></b>				
13	Accrual Audit Registers	CU+7 yrs.	V, H	<u>Authority:</u> GC 34090, GC 37207
14	Active Employees by Type and Bargaining Unit	CU+7 yrs.	V, H	<u>Authority:</u> GC 34090

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15	<b>Additional Pay Register</b>	CU+7 yrs.	V, H	<i>Authority:</i> GC 34090, GC 37207
16	<b>Adjustment Before Tax Register</b>	CU+7 yrs.	V, H	<i>Authority:</i> GC 34090, GC 37207
17	<b>Benefit Register</b>	CU+7 yrs.	V, H	<i>Authority:</i> GC 34090, GC 37207
18	<b>Biweekly Temporary Disability Reports</b>	CU+7 yrs.	V, H	<i>Authority:</i> GC 34090
19	<b>Deduction Register</b>	CU+7 yrs.	V, H	<i>Authority:</i> GC 34090, GC 37207 <i>Note:</i> Records of Deduction.
20	<b>Direct Deposit Employees Register</b>	CU+7 yrs.	V, H, C	<i>Authority:</i> GC 34090
21	<b>Employee Application for Leave Slips</b>	CU+7 yrs.	V, H	<i>Authority:</i> GC 34090
22	<b>Employee Life-to-Date Work Hours</b>	CU+7 yrs.	V, H	<i>Authority:</i> GC 34090
23	<b>Employee W-2 Forms</b>	CU+7 yrs.	V, H, C	<i>Authority:</i> GC 34090
24	<b>Excess Sick Leave – Yearly</b>	CU+7 yrs.	V, H	<i>Authority:</i> GC 34090
25	<b>Final Pay Calculation Worksheets</b>	CU+7 yrs.	V, H	<i>Authority:</i> GC 34090
26	<b>Federal Income Tax (FIT) – Quarterly and Year-End Reports</b>	CU+7 yrs.	V, H	<i>Authority:</i> GC 34090
27	<b>Grade Step Table Listing</b>	CU+7 yrs.	V, H	<i>Authority:</i> GC 34090

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28	Hours Proof Listing	CU+7 yrs.	V, H	<i>Authority:</i> GC 34090
29	Labor and Fringe Distribution	CU+7 yrs.	V, H	<i>Authority:</i> GC 34090
30	Leave Balance Accrual Register	CU+7 yrs.	V, H	<i>Authority:</i> GC 34090
31	Log Sheet – All Payroll Checks	CU+7 yrs.	V, H	<i>Authority:</i> GC 34090
32	Long-Term Disability/Short-Term Disability Reports	CU+7 yrs.	V, H	<i>Authority:</i> GC 34090
33	Pay Scales PRX48	CU+7 yrs.	V, H	<i>Authority:</i> GC 34090
34	Payroll Auditing Listing	CU+7 yrs.	V, H, C	<i>Authority:</i> GC 34090
35	Payroll Biweekly Adjustments	CU+7 yrs.	V, H	<i>Authority:</i> GC 34090
36	Payroll Journal Vouchers	CU+7 yrs.	V, H	<i>Authority:</i> GC 34090
37	Payroll Memos Out	CU+7 yrs.	V, H	<i>Authority:</i> GC 34090
38	Payroll Register	CU+7 yrs.	V, H, C	<i>Authority:</i> GC 34090 <i>Note:</i> Labor costs by employee and program.
39	PERS* – Biweekly Reports	CU+7 yrs.	V, H	<i>Authority:</i> GC 34090 <i>Note:</i> Records of Deduction.  <i>* Public Employees Retirement System.</i>



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52	Yearly Fire Schedules	CU+7 yrs.	V, H	<i>Authority:</i> GC 34090
<b><i>Purchasing</i></b>				
53	Bid Packages/Surplus Bid Packages	CL+6 yrs.	V, H	<i>Authority:</i> GC 34090, CCP 337
54	Issue Tickets	CU+2 yrs.	V	<i>Authority:</i> GC 34090
55	Disposal of Surplus Property Forms	CU+2 yrs.	V	<i>Authority:</i> GC 34090
56	Sales Receipts/Surplus Property Sales Receipts	CU+2 yrs.	V	<i>Authority:</i> GC 34090
57	Purchasing Card Agreements and Maintenance Forms	CU+2 yrs.	V, H	<i>Authority:</i> GC 34090 <i>Note:</i> Time for commencement of civil action is four years (see CCP 337).
58	Central Stores Inventory Reports	CU+2 yrs.	H	<i>Authority:</i> GC 34090
59	Fixed Assets Inventory Reports	CU+2 yrs.	H	<i>Authority:</i> GC 34090
<b><i>Reports and Files</i></b>				
60	State Board of Equalization (SBOE) Sales Use Tax Report	CU+7 yrs.	V	<i>Authority:</i> GC 34090 <i>Note:</i> Sales/Use Tax paid to the State, based on accounts payable.
61	Miscellaneous Income Form 1099's	CU+7 yrs.	V	<i>Authority:</i> GC 34090
62	HDL Property Tax Reports	CU+4 yrs.	V	<i>Authority:</i> GC 34090

**RECORDS RETENTION SCHEDULE FOR THE CITY OF MERCED**

Item No.	RECORD SERIES TITLE AND CONTENTS <i>(Note: Retention Schedule of physical and digital records.)</i>	RETENTION	Vital Historical Confidential	COMMENTS <i>(Adopted: January 7, 2019)</i>
63	State Mandated Cost Reimbursement Requests	CU+2 yrs.	V	<i>Authority:</i> GC 34090
64	Assessment Payoff Calculations	CU+2 yrs.	V	<i>Authority:</i> GC 34090
65	County Assessment Listings	CU+4 yrs.	V	<i>Authority:</i> GC 34090
66	Various Grant Funding Listing	CU+6 yrs.	V	<i>Authority:</i> GC 34090
67	Various Street Funding Files	CU+6 yrs.	V	<i>Authority:</i> GC 34090
68	Various Federal/State Annual Reports	CU+6 yrs.	V	<i>Authority:</i> GC 34090
<b>Customer Service/Accounts Receivable</b>				
<i>All Revenue Types</i>				
69	Deposit Control Sheets	CU+3 yrs.	V	<i>Authority:</i> GC 34090
70	Cash Post Listing – Daily	CU+3 yrs.	V	<i>Authority:</i> GC 34090
71	Deposit Permits with Source Documents	CU+6 yrs.	V	<i>Authority:</i> GC 34090, CCP 337
72	Invoice Books – Pink Copy	CU+6 yrs.	V	<i>Authority:</i> GC 34090
<i>Business License</i>				
73	Annual Renewal Notice Detail License Listing	CU+2 yrs.	V	<i>Authority:</i> GC 34090
74	License Receipts Application Department	CU+2 yrs.	V	<i>Authority:</i> GC 34090

## RECORDS RETENTION SCHEDULE FOR THE CITY OF MERCED

Item No.	RECORD SERIES TITLE AND CONTENTS <i>(Note: Retention Schedule of physical and digital records.)</i>	RETENTION	Vital Historical Confidential	COMMENTS <i>(Adopted: January 7, 2019)</i>
75	Inactive Business License Applications	CU+5 yrs.	V	<i>Authority:</i> GC 34090
76	License Receipts Accounting Report Detail	CU+2 yrs.	V	<i>Authority:</i> GC 34090
77	Paid Business License Tax Statement Renewals	CU+2 yrs.	V, H	<i>Authority:</i> GC 34090
78	Collections, Administrative Citations	CU+4 yrs.	V	<i>Authority:</i> GC 34090, CCP 337
<b>Miscellaneous Receivables</b>				
79	Cash Update	CU+3 yrs.	V	<i>Authority:</i> GC 34090
80	Charge Update Report (Statements and Invoices)	CU+3 yrs.	V	<i>Authority:</i> GC 34090
81	General Ledger (G/L) Batch Generation	CU+3 yrs.	V, H	<i>Authority:</i> GC 34090
82	Penalty/Finance Charge Update	CU+3 yrs.	V	<i>Authority:</i> GC 34090
83	Loan Charge Update	CU+3 yrs.	V	<i>Authority:</i> GC 34090
84	Lien Release Documents	CU+3 yrs.	V	<i>Authority:</i> GC 34090
85	Miscellaneous Receivables Delinquent Letters	CU+3 yrs.	V	<i>Authority:</i> GC 34090
86	Adjustment Worksheets	CU+3 yrs.	V	<i>Authority:</i> GC 34090
87	Police Billings (DUI and Noise Ordinance)	CU+6 yrs.	V	<i>Authority:</i> GC 34090

## RECORDS RETENTION SCHEDULE FOR THE CITY OF MERCED

Item No.	RECORD SERIES TITLE AND CONTENTS <i>(Note: Retention Schedule of physical and digital records.)</i>	RETENTION	Vital Historical Confidential	COMMENTS <i>(Adopted: January 7, 2019)</i>
88	<b>Collections</b>	CU+7 yrs.	V, H	<i>Authority:</i> GC 34090, CCP 337
<b><i>Parking Citations</i></b>				
89	<b>Officer Log Report</b>	CU+2 yrs.	V	<i>Authority:</i> GC 34090
<b><i>Utilities</i></b>				
90	<b>File Update Parameter Listing</b>	CU+2 yrs.	V	<i>Authority:</i> GC 34090
91	<b>Adjustments Worksheets</b>	CU+2 yrs.	V	<i>Authority:</i> GC 34090
92	<b>Nightly/Update Billing</b>	CU+2 yrs.	V	<i>Authority:</i> GC 34090 <i>Note:</i> Customer Name, Service Address, Meter Reading, Usage, Payments, Applications/Cancellations.
93	<b>Cash Receipts Payment Stubs</b>	CU+1 yr.	V	<i>Authority:</i> GC 34090 <i>Note:</i> Time for commencement of civil action is four years (see CCP 337).
94	<b>Utility Billing Change Worksheets</b>	CU+2 yrs.	V, H	<i>Authority:</i> GC 34090
95	<b>Miscellaneous Charge Posting</b>	CU+2 yrs.	V	<i>Authority:</i> GC 34090
96	<b>Adjustment Posting</b>	CU+2 yrs.	V	<i>Authority:</i> GC 34090
97	<b>Revenue Report</b>	CU+2 yrs.	V	<i>Authority:</i> GC 34090
98	<b>Meter Reading Exception, Missing Read Report</b>	CU+2 yrs.	V	<i>Authority:</i> GC 34090
99	<b>Cut-Off Listing</b>	CU+2 yrs.	V, H	<i>Authority:</i> GC 34090

**RECORDS RETENTION SCHEDULE FOR THE CITY OF MERCED**

Item No.	RECORD SERIES TITLE AND CONTENTS <i>(Note: Retention Schedule of physical and digital records.)</i>	RETENTION	Vital Historical Confidential	COMMENTS <i>(Adopted: January 7, 2019)</i>
100	Selectron® Outbound Call Report	CU+2 yrs.	V	<i>Authority:</i> GC 34090
<b>Collections</b>				
101	Collection Agency Batches	CU+10 yrs.	V, H	<i>Authority:</i> GC 34090
102	Judgments	CU+10 yrs.	V, H	<i>Authority:</i> GC 34090
<b>FIRE</b>				
<b>Administration</b>				
1	Budget, Operating Copy	CU+2 yrs.	V, H	<i>Authority:</i> GC 34090
2	Reviews – Internal, Periodic	S+2 yrs.	V, H	<i>Authority:</i> GC 34090
3	Correspondence, Originating Department	CU+2 yrs.	V, H	<i>Authority:</i> There is no specific statutory authority for retention of this item. However, the Secretary of State has recommended this period per the authority of Section GC 34090, which does not authorize the destruction of records less than 2 years old.
4	Goals and Objectives	CU+2 yrs.	H	<i>Authority:</i> There is no specific statutory authority for retention of this item. However, the Secretary of State has recommended this period per the authority of Section GC 34090, which does not authorize the destruction of records less than 2 years old.
5	Departmental Reports (Annual Report)	CU+2 yrs.	H	<i>Authority:</i> GC 34090 ( <i>Note:</i> if not attached to agreement or project file; Historical Value.)
6	Mutual Aid Operational Area Plans	CU+2 yrs.	H	<i>Authority:</i> GC 34090

## RECORDS RETENTION SCHEDULE FOR THE CITY OF MERCED

Item No.	RECORD SERIES TITLE AND CONTENTS <i>(Note: Retention Schedule of physical and digital records.)</i>	RETENTION	Vital Historical Confidential	COMMENTS <i>(Adopted: January 7, 2019)</i>
7	<b>Policy Manual Standard Operating Procedures</b>	S+3 yrs.	V	<i>Authority:</i> GC 34090; CCP 340.5
8	<b>Official Directives –</b> Bulletins, Memos, General Orders	S+2 yrs.	H	<i>Authority:</i> GC 34090
9	<b>Journals, Fire Station</b>	CU+2 yrs.	H	<i>Authority:</i> GC 34090 <i>Note:</i> Activities, personnel.
10	<b>Complaints</b>	CL+2 yrs.	H	<i>Authority:</i> GC 34090
11	<b>Press Releases</b>	CU+2 yrs.	H	<i>Authority:</i> GC 34090
12	<b>Schedules, Daily</b>	CU+2 yrs.	H	<i>Authority:</i> GC 34090
13	<b>Monthly/End-of-Year Statistical Reports</b>	CU+2 yrs.	H	<i>Authority:</i> There is no specific statutory authority for retention of this item. However, the Secretary of State has recommended this period per the authority of Section GC 34090, which does not authorize the destruction of records less than 2 years old
14	<b>Grant Applications and Supporting Documentation</b>	CL+3 yrs.	V	<i>Authority:</i> GC 34090 <i>Note:</i> U.S. Department of Homeland Security; Assistance to Firefighters Grant guidance documents.
15	<b>Committee Records –</b> Internal committees associated with the Department, such as the Awards Committee, Firefighter of the Year, Safety Committee, etc.	CU+2 yrs.	H	<i>Authority:</i> GC 34090
16	<b>Controlled Burn Release Agreements –</b> Documents between the property owners allowing them to do a controlled burn.	CL+2 yrs.	H	<i>Authority:</i> GC 34090

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Item No.	RECORD SERIES TITLE AND CONTENTS <i>(Note: Retention Schedule of physical and digital records.)</i>	RETENTION	Vital Historical Confidential	COMMENTS <i>(Adopted: January 7, 2019)</i>
17	<b>Daily Work Schedules</b> – Work schedules, indicating who is on duty and when.	CL+2 yrs.	H	<i>Authority:</i> GC 34090
18	<b>Educational Programs</b> – Schools, Community, etc. – Documented activities where Department personnel go into organizations and discuss fire safety and/or fire prevention.	CL+2 yrs.	H	<i>Authority:</i> GC 34090
19	<b>Requests for Public Records</b> – Requests submitted for records.	CL+2 yrs.	H	<i>Authority:</i> GC 34090
20	<b>Ride-Along Waivers</b> – Documents signed by a citizen who rides with the Department. The waiver is used to document the date and the name of the person who participated.	CU+2 yrs.	H	<i>Authority:</i> GC 34090
<b><i>Personnel</i></b>				
21	<b>Complaints</b> – Documentation of complaints (Citizens-initiated and personnel-related) and Department responses, including, but not limited to, correspondence, e-mails, and complaint logs.  <b>Grievance Files</b>  <b>Investigations, Background</b>	CL+2 yrs.	C	<i>Authority:</i> GC 12946
22	<b>Timekeeping Records</b> – Employee time management records, including, but not limited to, work schedules, shift trades, and time-off requests.	CU+2 yrs.	H	<i>Authority:</i> GC 34090
23	<b>Education &amp; Training Records, Sworn Personnel</b> – Records documenting completion of specialized training by sworn personnel, including, but not limited to, evaluations and certificates.	T+5 yrs.	H	<i>Authority:</i> GC 34090

## RECORDS RETENTION SCHEDULE FOR THE CITY OF MERCED

Item No.	RECORD SERIES TITLE AND CONTENTS <i>(Note: Retention Schedule of physical and digital records.)</i>	RETENTION	Vital Historical Confidential	COMMENTS <i>(Adopted: January 7, 2019)</i>
24	<b>Special Operations Records</b> – Records documenting training and preparation for special operations, including, but not limited to, Airport Rescue Firefighting and Station training and certifications.	CU+2 yrs.	H	<i>Authority:</i> 14 CFR 139; GC 34090
25	<b>Exposure</b> – Record of exposure and notes, medical provider, statement of treatment, incident reports, collection methodology, and background.	T+30 yrs.	C	<i>Authority:</i> 29 CFR 1910.1020 CCR Title 8 Section 5193 and 5199
26	<b>Medical – Vaccination and Declination Records</b>	T+30 yrs.	C	<i>Authority:</i> 29 CFR 1910.1020 and 1910.130, NFPA 1581 Infection Control.
27	<b>Training Schedules</b>	CU+2 yrs.		<i>Authority:</i> GC 34090
28	<b>Training Records</b>	T+2 yrs.	V	<i>Authority:</i> GC 34090 <i>Note:</i> Certificates, designations.
29	<b>SCBA Equipment Records - Breathing Valve</b>	Electronically until replaced and on paper for 5 yrs.	H	<i>Authority:</i> GC 34090; 2016 California Fire Code Section 104.6
30	<b>Hydro-Testing</b>	Electronically until they reach the end of their service life (15 yrs.)	H	<i>Authority:</i> GC 34090; 2016 California Fire Code Section 104.6
31	<b>Personal Equipment Records</b> – Document inspections performed on the employee's protective clothing/equipment and documenting the condition and/or any repairs completed.	End of Life/Use	H	<i>Authority:</i> NFPA 1971

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Item No.	RECORD SERIES TITLE AND CONTENTS <i>(Note: Retention Schedule of physical and digital records.)</i>	RETENTION	Vital Historical Confidential	COMMENTS <i>(Adopted: January 7, 2019)</i>
32	<b>Personnel Information Records</b> – Records to document employee’s badge number, phone number, address, seniority, hire date, termination date, birthday, etc., and are used primarily as a reference type record.	P	H	<i>Authority:</i> GC 34090  <i>Note:</i> City minimum suggested retention is T+7 yrs. (See Finance/Payroll.)
<b>Property</b>				
33	<b>Apparatus/Vehicles, Checks</b>	CU+2 yrs.	H	<i>Authority:</i> GC 34090; *CAL Code Reg. 3203 (b) (a)  <i>Note:</i> Daily checks.
34	<b>Apparatus/Vehicles, Service</b>	T+2 yrs.	H	<i>Authority:</i> There is no specific statutory authority for retention of this item. However, the Secretary of State has recommended this period per the authority of Section GC 34090, which does not authorize the destruction of records less than 2 years old.  <i>Note:</i> Vehicle-in-service life.
35	<b>Logs, Fire Equipment, Gear – Personal</b>	S+2 yrs.	H	<i>Authority:</i> There is no specific statutory authority for retention of this item. However, the Secretary of State has recommended this period per the authority of Section GC 34090, which does not authorize the destruction of records less than 2 years old.
36	<b>Hydrant Inventory and Inspection Records</b> – Inventories of hydrants and records of periodic inspections of them.	CU+10 yrs.	H	<i>Authority:</i> CCP 338; GC 911.2, GC 945.6; GC 34090
37	<b>Equipment, Fixed</b>	T+2 yrs.	H	<i>Authority:</i> GC 34090  <i>Note:</i> Retained until termination of equipment use. (Manuals, instructions, procedures.)
<b>Prevention, Community Services</b>				
38	<b>Incident Records</b> – Records documenting fires and other incidents and responses by the Department, including, but not limited to, reports, follow-up, correspondence, and other communications. (Excludes records of incidents involving hazardous materials.)	P	V, H	<i>Authority:</i> GC 34090; 2016 California Fire Code Section 104.6  <i>Note:</i> Dispatch and Daily Logs.

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39	<b>Investigations, Arson - Structure Fires</b>	P	C	<i>Authority:</i> GC 34090; PC 801
40	<b>Investigations, Arson</b> – Support prosecution resulting in homicide	P	C	<i>Authority:</i> PC 799
41	<b>Investigations, Arson</b> – Great bodily harm, inhabited structure or property	CL+8 yrs.	C	<i>Authority:</i> PC 800
42	<b>Fire Codes</b>	P	H	<i>Authority:</i> GC 34090, 34090.7; CCP 340.5
43	<b>Inspections</b>	CL+3 yrs.	V, H	<i>Authority:</i> GC 34090 <i>Note:</i> Variances, plans, and systems records physically maintained for life of building.
44	<b>Station Log Books</b> – Daily records of station activity, calls and responses, staff involved, date, location, and type of incident.	P	H	<i>Authority:</i> GC 34090; 2016 California Fire Code Section 104.6 – Historical Value.
45	<b>Fire Inspection Records, Non-Hazardous Materials</b> – Fire inspections of structures not requiring Hazardous Materials Permits.	Life of Building – Min. of 5 yrs.	V, H	<i>Authority:</i> GC 34090; 2016 California Fire Code Section 104.6
46	<b>Hazardous Materials (HazMat) Files</b> – Records relating to City regulation of hazardous materials storage, including, but not limited to, inspections, variances, certificates, and supporting documentation, inventories, and listings.	P	V, H	<i>Authority:</i> GC 34090; 2016 California Fire Code Section 104.6
47	<b>Fire Investigations</b> – Records of investigations of arson and non-arson fires, including, but not limited to, reports, notes, exhibits, photographs, drawings, descriptions, and other supporting documentation.	P	V, H	<i>Authority:</i> GC 34090; 2016 California Fire Code Section 104.6

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48	<b>Permits</b> – Operational fire permits allowed by the Adopted Fire Code.	Life of Building (Min. of 5 yrs.)	V, H	<i>Authority:</i> 2016 California Fire Code Section 104.6
49	<b>Complaints Tied to a Building</b>	Life of Building (Min. of 5 yrs.)	V, H	<i>Authority:</i> 2016 California Fire Code Section 104.6
50	<b>Plans – Fire Sprinkler, Fire Alarm, Special Systems</b>	P	V, H	<i>Authority:</i> 2016 California Fire Code Section 104.6
51	<b>Weed Abatement – Reports, Assessments, Documentation</b>	CL+2 yrs.	V, H	<i>Authority:</i> 2016 California Fire Code Section 104.6
52	<b>Underground Storage Tanks – “Compliance, Maintenance, and Operation”</b>	P	V, H	<i>Authority:</i> 2016 California Fire Code Section 104.6
53	<b>Smoke Alarm/Carbon Monoxide Alarm/Battery Program Participant Hold Harmless, Waiver and Release</b>	Installation+1 yr.	V, H	<i>Authority:</i> GC 34090, 50115
54	<b>Smoke Alarm/Carbon Monoxide Alarm/Battery Program Participant Hold Harmless, Waiver and Release Log</b>	CU+1 yr.	V, H	<i>Authority:</i> GC 34090, 50115
55	<b>Fire Station House Inspections</b> – Records documenting inspections performed on the Fire Station, and which may or may not include inspections on equipment fixed to the station, such as fire extinguishers, sprinklers, etc.	CU+2 yrs.	V, H	<i>Authority:</i> GC 34090
<b>INFORMATION TECHNOLOGY</b>				
1	<b>Information Technology</b>	S+2 yrs.	V, H, C	<i>Authority:</i> GC 34090 <i>Note:</i> Inventory logs; systems manuals; policies and procedures.
2	<b>Network Information Systems</b>	CU+4 yrs.	V, H, C	<i>Authority:</i> GC 34090 <i>Note:</i> Configurations, Maps, and Plans.

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3	<b>Projects</b>	CL+5 yrs.	V, C	<u>Authority:</u> GC 34090 <u>Note:</u> The project data may contain confidential information, including details on how the hardware/software was set up/installed.
4	<b>E-Mails</b>	CU+2 yrs.	C	<u>Authority:</u> GC 34090 <u>Note:</u> For further details, please refer to Administrative Policies and Procedures A-47.
5	<b>Text Messages</b>	CU+2 yrs.	C	<u>Authority:</u> GC 34090 <u>Note:</u> For further details, please refer to Administrative Policies and Procedures A-47.
6	<b>Security Cameras</b>	Current Day +366 Days	V, C	<u>Authority:</u> GC 34090.6

**PARKS AND COMMUNITY SERVICES**

***Administrative***

1	<b>Fee Schedules</b>	S+2 yrs.	V	<u>Authority:</u> GC 34090
2	<b>Request for Proposals (Successful and Unsuccessful)</b>	CU+7 yrs.	V	<u>Authority:</u> GC 34090 <u>Note:</u> Proposals for new park projects.
3	<b>Applications for Temporary Employment</b>	CU+2 yrs.	H	<u>Authority:</u> GC 12946; GC 6250 et seq.; 29 CFR 1602 et seq.; 29 CFR 1607; 29 CFR 1627.3 <u>Note:</u> Application submitted to Personnel Department, if hired.

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4	General Subject Files	CU+2 yrs.	H	<i>Authority:</i> GC 34090 <i>Note:</i> Correspondence, Memos, Photographs, Inspections, etc.
<b><i>Applegate Park Zoo</i></b>				
5	Animal Records	T+5 yrs.	V	<i>Authority:</i> There is no specific statutory authority for retention of this item. However, the Secretary of State has recommended retention for T+5 yrs., per the authority of Sections GC 34090 and 40801, which do not specifically reference such items. Given its historical value, such documents may be retained a minimum of 2 years before destruction, per GC 34090(d).  <i>Note:</i> Animal permits issued by USDA, Department of Fish & Game, and the U.S. Fish & Wildlife Federation; zoo animal inventories; veterinarian records, etc.
<b><i>Facilities, Leisure Classes, Youth Services, Sports and Aquatics</i></b>				
6	Brochures and Publications	CU+2 yrs.	V, H	<i>Authority:</i> GC 34090
7	Facility Reservations	CL+2 yrs.	H	<i>Authority:</i> GC 34090 <i>Note:</i> Customer information, facility rented, etc.
8	Sports/Leisure Class Enrollment Information	CL+2 yrs.	V	<i>Authority:</i> GC 34090 <i>Note:</i> Liability Release Forms, Enrollment Forms, etc.
9	Youth Program Files	CL+2 yrs.	V	<i>Authority:</i> GC 34090 <i>Note:</i> Site packets, sign-in/out log, daily activity reports, minor incident reports, etc.

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<b>POLICE</b>				
<b>Records</b>				
1	<b>Misdemeanor Reports</b>	CU+2 yrs.	C	<i>Authority:</i> 802 PC <i>Note:</i> If there is an active warrant associated with this case, DA needs to be advised. Dismissal of case from DA and dismissal of warrant need to be complete. Any unrecovered property needs to be removed from CLETS; any evidence needs to be disposed of.
2	<b>Felony (except those noted below)</b>	TBD by Statute of Limitations	C	<i>Authority:</i> 800 PC, 801 PC, 801.5 PC, and 801.6 PC
3	<b>Homicides and Embezzlement of Public Funds, Assault with Deadly Weapon (gun or knife), Armed Robbery with Firearm, and Sexual Assaults</b>	P	H	<i>Authority:</i> 799-801.1 PC
4	<b>Suicides</b>	CU+9 yrs.	C	<i>Authority:</i> GC 34090
5	<b>Traffic Fatalities</b>	CU+9 yrs.	H, C	<i>Authority:</i> GC 34090 <i>Note:</i> Unless homicide or similar charges are filed, then permanent.
6	<b>Traffic Accidents</b>	CU+3 yrs.	C	<i>Authority:</i> GC 34090
7	<b>Death, Natural Causes</b>	CU+9 yrs.	C	<i>Authority:</i> GC 34090
8	<b>Attempted Suicides / "5150"</b>	CU+9 yrs.	C	<i>Authority:</i> GC 34090
9	<b>Citations – Infractions</b>	CU+2 yrs.	C	<i>Authority:</i> GC 34090
10	<b>Arson cases</b>	P	H	<i>Authority:</i> GC 34090 <i>Note:</i> Evidence retained permanently.

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11	<b>Domestic Violence Cases</b>	CU+10 yrs.	C	<i>Authority:</i> PC 800
12	<b>Miscellaneous Reports</b>	CU+2 yrs.	C	<i>Authority:</i> GC 34090 <i>Note:</i> PDO accident, City Ordinances, miscellaneous (where victim declines prosecution).
13	<b>Video Recordings – In-Car</b>	Current Day +366 Days	C	<i>Authority:</i> GC 34090.6, unless claim filed, pending litigation, or entered into evidence.
14	<b>Video Recordings – Personal (Body Cam)</b>	Current Day +366 Days	C	<i>Authority:</i> GC 34090.6, unless claim filed, pending litigation, or entered into evidence.
15	<b>Video Recordings – Traffic Camera / ALPR Camera</b>	Current Day +366 Days	C	<i>Authority:</i> GC 34090.6, unless claim filed, pending litigation, or entered into evidence.
16	<b>Lost or Found Property Reports</b>	CU+2 yrs.	C	<i>Authority:</i> GC 34090
17	<b>Sealed Juvenile Records</b>	CL+5 yrs.	C	<i>Authority:</i> 781(a) W&I, 826(a) W&I, and 826(b) W&I <i>Note:</i> Closed at date of order to seal.
18	<b>Sealed Adult Records</b>	CL+3 yrs.	C	<i>Authority:</i> 851.8 PC <i>Note:</i> Closed at date of order to seal.
19	<b>Abandoned/Stored/Impounded Vehicles</b>	CU+3 yrs.	C	<i>Authority:</i> GC 34090
20	<b>Arrests – 647(f) PC</b>	CU+3 yrs.	C	<i>Authority:</i> GC 34090
21	<b>Arrests and Citations – 11357(b), (c), (d), or (e) and 11360(b) HS</b>	CU+2 yrs.	C	<i>Authority:</i> 11361.5 H&S Manual

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Item No.	RECORD SERIES TITLE AND CONTENTS <i>(Note: Retention Schedule of physical and digital records.)</i>	RETENTION	Vital Historical Confidential	COMMENTS <i>(Adopted: January 7, 2019)</i>
22	<b>Missing Person Reports</b> Still Outstanding Located	P CU+5 yrs.	C	<u>Authority:</u> GC 34090 <u>Note:</u> Retention is based on status of case. Must be retained as long as person is still missing.
23	<b>Child Abuse</b>	P	C	<u>Authority:</u> PC 11169(c), 11170(a)(3)
24	<b>Arson Registrants – Adult</b>	T+1 yr.	H, C	<u>Authority:</u> Registration is required indefinitely or until a certificate of rehab. is obtained, per Chapter 3.5, Section 4852.01, or Title 6, or Part 3. 457.1 PC  <u>Note:</u> Termination reached once certificate of rehab. is obtained, registrant is deceased, or 99 years after requirement for those who cannot be confirmed deceased.
25	<b>Arson Registrants – Juvenile</b>	T+1 yr.	H, C	<u>Authority:</u> Sealing of record pursuant to 781 W&I. 457.1 PC - See Juvenile Sealing.  <u>Note:</u> Termination reached once record is sealed, registrant is deceased, or 99 years after registration requirement for those who cannot be confirmed deceased.
26	<b>Sex Registrants – Adult</b>	T+1 yr.	H, C	<u>Authority:</u> 290 PC  <u>Note:</u> Termination reached once record is sealed, registrant is deceased, or 99 years after registration requirement for those who cannot be confirmed deceased.
27	<b>Sex Registrants – Juvenile</b>	T+1 yr.	H, C	<u>Authority:</u> Sealing of record pursuant to 781 W&I. 290 PC - See Juvenile Sealing.  <u>Note:</u> Termination reached once record is sealed, registrant is deceased, or 99 years after registration requirement for those who cannot be confirmed deceased.

## RECORDS RETENTION SCHEDULE FOR THE CITY OF MERCED

Item No.	RECORD SERIES TITLE AND CONTENTS <i>(Note: Retention Schedule of physical and digital records.)</i>	RETENTION	Vital Historical Confidential	COMMENTS <i>(Adopted: January 7, 2019)</i>
28	Narcotic Registrants	T+1 yr.	C	<i>Authority:</i> 11590 H&S <i>Note:</i> Termination is when registration requirements end per court order.
29	Gang Registrants	CU+5 yrs.	C	<i>Authority:</i> 186.32(c) PC
30	Field Interview Cards	CU+5 yrs.	C	<i>Authority:</i> GC 34090
31	Department of Justice (DOJ) Validations	CU+2 yrs.	H	<i>Authority:</i> GC 34090
32	Subpoena Log	CU+2 yrs.	H	<i>Authority:</i> GC 34090
<b>Communications</b>				
33	Ride/Sit Along Waiver	CU+2 yrs.	H	<i>Authority:</i> GC 34090
34	Restraining Orders	AR	C	<i>Note:</i> Purged per Court expiration date.
35	24-Hour Recordings (Phone/Radio)	Current Day +366 Days	C	<i>Authority:</i> GC 34090.6, unless claim filed, pending litigation, or entered into evidence.
36	Dispatch Schedule	CU+2 yrs.	V	<i>Authority:</i> GC 34090
<b>Criminal Analyst</b>				
37	Monthly Arrest and Citation Registers	CU+2 yrs.	H	<i>Authority:</i> GC 34090
38	Monthly/End-of-Year Statistical Reports	CU+2 yrs.	H	<i>Authority:</i> GC 34090
39	Grant Applications	CU+5 yrs.	H	<i>Authority:</i> GC 34090

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Item No.	RECORD SERIES TITLE AND CONTENTS <i>(Note: Retention Schedule of physical and digital records.)</i>	RETENTION	Vital Historical Confidential	COMMENTS <i>(Adopted: January 7, 2019)</i>
<b>Office of the Chief of Police</b>				
40	Volunteer Applications	Inactive/not hired, CU+2; Active, T+2 yrs.	C	<i>Authority:</i> GC 34090
41	Memos, Directives, and Correspondence Regarding Policy/Procedures	CU+2 yrs.	V	<i>Authority:</i> GC 34090
42	Internal Investigations	CL+5 yrs.	C	Code in front of section, e.g. GC 12946. <i>Authority:</i> 832.5 PC, 1045 EVC, 12946 GC, 801.5 PC, 803(c) PC, 2547 VC; unless claim filed, pending litigation, or entered into evidence.
43	Use of Force Reports and Forms Supervisor/officer incident reports and forms	CU+2 yrs.	C	<i>Authority:</i> GC 34090.6, unless claim filed, pending litigation, or entered into evidence.
44	City Vehicle Traffic Accidents	P	H	<i>Authority:</i> GC 34090
45	Psychological and Voice Stress Analysis (persons not hired)	Purged at time of Disqualification	C	<i>Authority:</i> HIPPA
46	Psychological and Voice Stress Analysis – Employees	Purged on Date of Hire	C	<i>Authority:</i> HIPPA
47	Personnel and Background Files – Employees	Employees—Hired, T+5 yrs; Not Hired, CU+2 yrs	C	<i>Authority:</i> GC 34090
48	Citizen Complaint Investigations	CL+5 yrs.	H	<i>Authority:</i> 832.5 PC <i>Note:</i> Closed 5 years from final disposition.

## RECORDS RETENTION SCHEDULE FOR THE CITY OF MERCED

Item No.	RECORD SERIES TITLE AND CONTENTS <i>(Note: Retention Schedule of physical and digital records.)</i>	RETENTION	Vital Historical Confidential	COMMENTS <i>(Adopted: January 7, 2019)</i>
49	Concealed-Carry Weapon (CCW) – Expired Permits	T+2 yrs.	H	<i>Authority:</i> GC 34090
50	Denied Applications for Miscellaneous Permits	CU+2 yrs.	H	<i>Authority:</i> GC 34090
51	Training Records, Including Field Training Documentation	T+5 yrs.	V	<i>Authority:</i> GC 34090
52	Grievances	CL+2 yrs.	C	<i>Authority:</i> GC 12946, GC 34090 <i>Note:</i> Closed at final disposition.
53	Leave-of-Absence Notification Requests	CU+4 yrs.	H	<i>Authority:</i> GC 34090
54	Overtime Report (Slips)	CU+4 yrs.	H	<i>Authority:</i> GC 34090
<b>Property</b>				
55	Evidence logs	CU+2 yrs.	C	<i>Authority:</i> GC 34090 <i>Note:</i> Specific retention under Crime Report type.
56	Equipment Inventory and Maintenance	CU+2 yrs.	V	<i>Authority:</i> GC 34090 <i>Note:</i> Closed upon return of item checked out.
57	Evidence	Determined by Statute of Limitations	H, C	<i>Note:</i> Destruction approved by District Attorney's Office after Statute of Limitations of individual crime/case, per Countywide Evidence Retention Policy. (See specific crime report type for authority section.)
<b>Code Enforcement</b>				
58	Abandoned Vehicles	CL+2 yrs.	H	<i>Authority:</i> GC 34090(d)
59	Case Files (Closed)	CL+2 yrs.	H	<i>Authority:</i> GC 34090(d) <i>Note:</i> Building and housing code violation records, including inspections, public nuisance, rubbish, and vehicle abatement.

**RECORDS RETENTION SCHEDULE FOR THE CITY OF MERCED**

Item No.	RECORD SERIES TITLE AND CONTENTS <i>(Note: Retention Schedule of physical and digital records.)</i>	RETENTION	Vital Historical Confidential	COMMENTS <i>(Adopted: January 7, 2019)</i>
60	<b>Case Files (Habitual Offenders)</b>	CL+5 yrs.	H	<i>Authority:</i> GC 34090 <i>Note:</i> Building and housing code violation records, including inspections, public nuisance, rubbish, and vehicle abatement.
61	<b>Case Files (Citations and Appeals)</b>	CL+5 yrs.	H, C	<i>Authority:</i> GC 34090(d) <i>Note:</i> All case files, which resulted in the issuance of a citation for violations, including building and housing code violations, inspections, public nuisance, rubbish, and vehicle abatement.
62	<b>Logs</b>	P	H, C	<i>Authority:</i> GC 34090 <i>Note:</i> Lien Recovery, citations, complaints, cases.
63	<b>Reports, Federal and State</b>	P	H	<i>Authority:</i> GC 34090(a) <i>Note:</i> Code Enforcement statistics, including report of substandard housing.
<b><i>Private Security/Patrol and Taxicab Records</i></b>				
64	<b>Private Security/Patrol and Taxicab Records</b> Includes applications and supporting documentation	CL+2 yrs.	C, V	<i>Authority:</i> GC 34090
<b>PUBLIC WORKS</b>				
<b>Administration</b>				
<b><i>General</i></b>				
1	<b>Bid Packages</b>	CL+6 yrs.	H	<i>Authority:</i> GC 34090; CCP 337 <i>Note:</i> Requests for Proposals regarding goods and services.
2	<b>Communication and Security System</b>	CU+1 yr.	H	<i>Authority:</i> GC 34090.5-8 <i>Note:</i> Communication related to recordings of telephone, radio communication, and security recording system.
3	<b>Time Cards</b>	CU+6 mos.	V	<i>Authority:</i> CFR Title 49: Transportation, Part 395.1(e)(v)

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Item No.	RECORD SERIES TITLE AND CONTENTS <i>(Note: Retention Schedule of physical and digital records.)</i>	RETENTION	Vital Historical Confidential	COMMENTS <i>(Adopted: January 7, 2019)</i>
4	<b>Correspondence – General</b>	CU+2 yrs.	H	<i>Authority:</i> GC 34090 <i>Note:</i> Customer correspondence, e-mails, interdepartmental memos, vendor/contractor correspondences, working documentation, etc., if not attached to agreement or project file.
5	<b>Correspondence – Regulatory</b>	CU+5 yrs.	H	<i>Authority:</i> 40 CFR 141.722 (b) and (c), GC 34090, 40 CFR 122.41(j)2, and NPDES Permit CA CA0079219, WDR-R5-2008-0027 and Standard Provisions Permit Compliance, Attachment D, 40 CFR 141.91 <i>Note:</i> Any correspondences to State Agencies, such as: California Regional Water Quality Control Board, State Water Resources Control Board, California Department of Public Health, San Joaquin Valley Air Pollution Control District, California Resources Board, or Department of Motor Vehicles, pertaining to required State regulations and permits.
6	<b>City History Files</b> Selected historical records, including: Maps; Photographs; Plaques	P	V, H	<i>Authority:</i> There is no specific statutory authority for retention of this item. However, the Secretary of State has recommended retention for this period per the authority of Section GC 34090, which does not authorize the destruction of records less than 2 years old. <i>Note:</i> Internal maps created by Public Works and used as part of the daily operations and maintenance to identify water and sewer mains, lift stations, wells, storm drains, water valves, and other infrastructure which Public Works is required to maintain.
7	<b>Maintenance and Operations</b>	CU+5 yrs.	H	<i>Authority:</i> GC 34090, 40 CFR 122.41(j)2, and NPDES Permit CA CA0079219, WDR-R5-2008-0027 and Standard Provisions Permit Compliance, Attachment D, GC 4216. <i>Note:</i> Includes work orders, inspections, repairs, cleaning, daily logs, complaints, and Underground Service Alert documents.
8	<b>Organizational Files – Reports and Studies, Publications, and Backup Data</b>	S+2 yrs.	V, H	<i>Authority:</i> There is no specific statutory authority for retention of this item; however, given its historical value, the City may consider retaining for minimum of 2 years per GC Section 34090(d). <i>Note:</i> Examples include business plan, internal working files, on-call/standby schedules, organizational chart, interdepartmental billing, departmental reports, policies and procedures, and informational flyers.

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Item No.	RECORD SERIES TITLE AND CONTENTS <i>(Note: Retention Schedule of physical and digital records.)</i>	RETENTION	Vital Historical Confidential	COMMENTS <i>(Adopted: January 7, 2019)</i>
<b>Grants</b>				
9	<b>Grants</b>	CL+5 yrs.	H	<i>Authority:</i> GC 34090; 24 CFR 570.502, 24 CFR 85.42 <i>Note:</i> Applications, reports, supporting documents.
10	<b>Federal and State Financial Records</b>	CL+5 yrs.	H	<i>Authority:</i> GC 34090 <i>Note:</i> Refer to grant application closeout procedure.
11	<b>Unsuccessful</b>	CL+5 yrs.	H	<i>Authority:</i> GC 34090 <i>Note:</i> Applications not entitled.
<b>Public Information</b>				
12	<b>Media Relations</b>	CU+5 yrs.	H	<i>Authority:</i> GC 34090 <i>Note:</i> Includes television/radio commercials and newspaper advertisement.
13	<b>Public Education</b>	CU+12 yrs.	H	<i>Authority:</i> 40 CFR 141.91 <i>Note:</i> Includes compliance documentation for programs, such as: Sewer System Management Plan, Storm Water Management Plan, Water Conservation, etc.
<b>Safety</b>				
14	<b>Hazardous Materials – Hazardous Waste Disposal</b>	CU+3 yrs.	V, H, C	<i>Authority:</i> CAL OSHA; 40 CFR 262.11(f) <i>Note:</i> Records include, but are not limited to, tests, sampling, waste analyses, composition of the waste, and waste manifest forms.
15	<b>Hazardous Materials Business Plan</b>	CU+3 yrs.	V	<i>Authority:</i> CAL OSHA; H&S 25503, 19 CCR 2651
	<i>Current</i> Employee Training	P	H	<i>Authority:</i> 22 CCR 66265.16 <i>Note:</i> Current employee records are kept until the closure of the facility.
	<i>Former</i> Employee Training	T+3 yrs.		<i>Authority:</i> 22 CCR 66265.16

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16	<b>Hazardous Materials – Permits, Storage</b>	S+10 yrs.	V	<u>Authority:</u> GC 34090 <u>Note:</u> Includes annual Health Permit to Operate (hazardous waste material storage) and EPA Verification Waste Identification Number.
17	<b>Incident Reports</b>	CL+7 yrs.	C	<u>Authority:</u> 29 CFR 1904.2; 29 CFR 1904.6
18	<b>Safety Programs – Confined-Space Entry</b>	P	V, H	<u>Authority:</u> CAL OSHA Title 8, 5157(g), 5158 c(2)
19	<b>Safety Programs – HazCom Program</b>	P	V, H	<u>Authority:</u> CAL OSHA Title 8, 5194(b)(1)
20	<b>Safety Programs – Injury/Illness Prevention Program</b>	P	V, H	<u>Authority:</u> CAL OSHA Title 8, 3203(a)(7), 1509(e)
21	<b>Safety Programs – Lockout/Tag out</b>	P	V, H	<u>Authority:</u> CAL OSHA Title 8, 3314(j)
22	<b>Safety Programs – Personal Protection Program</b>	P	V, H	<u>Authority:</u> CAL OSHA Title 8, 3380(c)
<b>Facilities</b>				
23	<b>Alarm Systems</b>	CU+2 yrs.	V	<u>Authority:</u> GC 34090 <u>Note:</u> Refers to fire and security alarms (includes inspections, repairs, call-outs, and other pertinent documentation).
24	<b>Elevators</b> Maintenance Records Permits	P S+1 yr.	V, H V	<u>Authority:</u> CAL-OSHA Tram Unit, Title 8
<b>Fleet</b>				
25	<b>Fuel Transaction</b>	CU+5 yrs.	V, H	<u>Authority:</u> CCP 337 <u>Note:</u> Meter readings, fuel consumption reports, invoices, receipts, and records pertaining to refueling operations.

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26	<b>Gas Station Testing</b>	P	V	<i>Authority:</i> CCR Title 23
27	<b>BIT Inspections – Vehicle BIT</b>	CU+2 yrs.	H	<i>Authority:</i> CVC 34501.12(h); GC 34090 <i>Note:</i> Applies to qualifying vehicles.
28	<b>BIT Inspections – Terminal BIT</b>	CU+2 yrs.	H	<i>Authority:</i> CVC 34501.12(h); GC 34090 <i>Note:</i> Applies to the Corporation Yard as an entity.
29	<b>Vehicle Inspection Forms</b>	CU+6 mos.	H	<i>Authority:</i> 13 CCR 1234(a) <i>Note:</i> Pre-trip inspection forms.
30	<b>Particulate Traps</b>	T+1 yr.	V	<i>Authority:</i> California Air Resources Board - Waste Collection Vehicle Regulation, Public Fleet Rule, Solid Waste Rule, and Off-Road Vehicle Rule. <i>Note:</i> For life of vehicle.
31	<b>Generator Permits</b>	P	V	<i>Authority:</i> San Joaquin Valley Air Pollution Control District Rule 2201 and Rule 2010 <i>Note:</i> Includes portable and stationary generators citywide.
32	<b>Portable Equipment Registration Program Permit</b>	T+1 yr.	V	<i>Authority:</i> California Air Resources Board District Rule 2010 <i>Note:</i> Secondary & auxiliary motors.
33	<b>Pressure Vessel Air Tank Permit</b>	P	V	<i>Authority:</i> CCR Title 8 <i>Note:</i> Compressed Air Tanks.
34	<b>Underground Storage Tank Permit</b>	P	V	<i>Authority:</i> San Joaquin Valley Air Pollution Control District Rule 2201 and Rule 2010
35	<b>Reports – Smog / Snap Tests</b>	T+1 yr.	H	<i>Authority:</i> CCP 337 and Bureau of Automotive Repair (BAR) Regulations <i>Note:</i> For Life of vehicle.
36	<b>State Board of Equalization (SBOE) Fee Report</b>	CU+5 yrs.	V	<i>Authority:</i> CCP 337

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37	Underground Storage Tank Report	CU+5 yrs.	V, H	<i>Authority:</i> CCP 337
38	Vehicle Assignment	CU+6 mos.	H	<i>Authority:</i> CVC, Division 3, Chapter 1, Article 4, Section 4454; GC 34090 <i>Note:</i> Log books, request forms, lists.
39	Vehicle Registration/Ownership and Title	T	V	<i>Authority:</i> CVC, Division 3, Chapter 1, Article 4, Section 4454; GC 34090 <i>Note:</i> Until vehicle is sold or no longer owned by the City of Merced.
<b>Geographical Information Systems (GIS)</b>				
40	GIS Documents, Non-Project-Related	CU+2 yrs.	V	<i>Authority:</i> There is no specific statutory authority for retention of this item. However, the Secretary of State has recommended retention for this period per the authority of GC 34090(d), which does not approve destruction of records less than 2 years old.
<b>Parks/Maintenance Districts</b>				
41	Landscape files	CU+2 yrs.	H	<i>Authority:</i> GC 34090 <i>Note:</i> Complaints, specifications, photos, reports (includes street medians and maintenance districts).
42	Playgrounds – Equipment Inventory	S+2 yrs.	H	<i>Authority:</i> GC 34090
43	Playgrounds – Equipment Warranty	T	V	<i>Authority:</i> GC 34090 <i>Note:</i> Refers to life of equipment.
44	Playgrounds – Inspections, Bi-Monthly	CU+3 yrs.	H	<i>Authority:</i> US Consumer Product Safety Commission Public Playground Safety Handbook; GC 34090 <i>Note:</i> Bi-monthly inspections performed in-house by park workers.
45	Playgrounds – Audit	S+3 yrs.	H	<i>Authority:</i> US Consumer Product Safety Commission Public Playground Safety Handbook; GC 34090 <i>Note:</i> Audit performed every two years by an outside company on all new installations and in the event of an accident that involves a major injury.

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<b><i>Sewer/Storm Drains</i></b>				
46	<b>Flood Control – Drainage / Facilities</b>	P	V, H	<i>Authority:</i> GC 34090; FEMA 322 (For FEMA, “closed” refers to either date of final Financial Status Report or date of Final Certification of Completion.) <i>Note:</i> Includes basins and creeks.
47	<b>Flood Records</b>	CL+2 yrs.	H	<i>Authority:</i> GC 34090; FEMA 322 (For FEMA, “closed” refers to either date of final Financial Status Report or date of Final Certification of Completion.) <i>Note:</i> Includes work orders pertaining to prevention and cleanup of flooding and FEMA funds, aid, and reimbursements.
48	<b>Policies and Procedures</b>	S+2 yrs.	V	<i>Authority:</i> GC 34090; FEMA 322 (For FEMA, “closed” refers to either date of final Financial Status Report or date of Final Certification of Completion.) <i>Note:</i> Rules & Regulations.
49	<b>Inventory, Equipment, and Supplies</b>	S+2 yrs.	H	<i>Authority:</i> GC 34090
50	<b>Rates</b>	S+2 yrs.	H	<i>Authority:</i> GC 34090
51	<b>Master Plans</b>	P	V, H	<i>Authority:</i> GC 34090
<b><i>Solid Waste/Street Sweeping</i></b>				
52	<b>Collections / Landfill</b>	CU+2 yrs.	H	<i>Authority:</i> GC 34090 <i>Note:</i> Daily records, such as weight tags and statements.
53	<b>History, Sanitation</b>	P	V, H	<i>Authority:</i> GC 34090 <i>Note:</i> City-owned closed dumpsite.
54	<b>Rates</b>	S+2 yrs.	H	<i>Authority:</i> GC 34090 <i>Note:</i> Utility refuse rates.

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55	<b>Recycling Programs</b>	S+2 yrs.	H	<i>Authority:</i> GC 34090 <i>Note:</i> Construction and Demolition Program; Commercial Recycling (excludes work orders).
56	<b>Regulations</b>	S+2 yrs.	V	<i>Authority:</i> GC 34090 <i>Note:</i> Includes legislation.
57	<b>San Joaquin Valley Air Pollution Control District Road Report</b>	CU+5 yrs.	H	<i>Authority:</i> SJVAPCD, Rule 8011.6.2 & 8061.6.2 <i>Note:</i> Annual report submitted to the San Joaquin Valley Air Pollution Control District to determine dust particle emissions in relation to street sweeping.
58	<b>Report – Special Programs</b>	CU+5 yrs.	H	<i>Authority:</i> GC 34090 <i>Note:</i> Includes Spring Cleanup and Leaf Collection programs.
59	<b>Report – Studies</b>	CL+7 yrs.	H	<i>Authority:</i> GC 34090
60	<b>Report – Tonnage</b>	CU+2 yrs.	H	<i>Authority:</i> GC 34090 <i>Note:</i> Monthly and yearly totals.
61	<b>Waste Tire Manifest Program</b>	CU+3 yrs.	H	<i>Authority:</i> GC 34090; <a href="http://www.calrecycle.ca.gov/Tires/Forms/Manifest">www.calrecycle.ca.gov/Tires/Forms/Manifest</a> . <i>Note:</i> Comprehensive Trip Log forms.
<b>Streets/Sidewalks/Street Lights/Traffic Signals</b>				
62	<b>Permits – Encroachment</b>	P	V, H	<i>Authority:</i> CalTrans Encroachment Permit Manual 206.4. <i>Note:</i> CalTrans Encroachment Permit.
63	<b>Signage</b>	T+2 yrs.	H	<i>Authority:</i> GC 34090 <i>Note:</i> Maintenance Records.

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64	Traffic Signals	P	H	<i>Authority:</i> GC 34090 <i>Note:</i> Testing and routine—monthly maintenance, conflict monitor certifications, timing sheets.
<b>Trees</b>				
65	Pesticide Control	CU+3 yrs.	V	<i>Authority:</i> 16 CCR 1970 <i>Note:</i> Summary Use Reports, Recommendations, work sheets, and any other records pertaining to the City's pesticide control program.
66	Tree Accident Reports	CU+3 yrs.	H	<i>Authority:</i> GC 34090 <i>Note:</i> Reports related to a tree or tree branch that falls and damages personal property.
67	Tree City USA Application	S+2 yrs.	H	<i>Authority:</i> GC 34090 <i>Note:</i> Annual application to renew membership.
68	Tree Removal Requests	CU+2 yrs.	H	<i>Authority:</i> GC 34090
69	Urban Forestry Guidelines	S+1 yr.	H	<i>Authority:</i> GC 34090 <i>Note:</i> Guidelines are updated annually.
<b>Wastewater Treatment Facility (WWTF)/Laboratory</b>				
70	Inventory, Equipment	S+3 yrs.	H	<i>Authority:</i> GC 34090, 40 CFR 122.41(j)(3), and NPDES Permit CA CA0079219, WDR-R5-2014-0096 and Standard Provisions Permit Compliance, Attachment D
71	Levees	CU+5 yrs.	V, H	<i>Authority:</i> GC 34090, 40 CFR 122.41(j)2, and NPDES Permit CA CA0079219, WDR-R5-2014-0096 and Standard Provisions Permit Compliance, Attachment D <i>Note:</i> Inspections and maintenance.

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72	<b>Permits – National Pollutant Discharge Elimination System (NPDES)</b>	S+5 yrs.	V, H	<i>Authority:</i> GC 34090, 40 CFR 122.41(j)2, and NPDES Permit CA CA0079219, WDR-R5-2014-0096 and Standard Provisions Permit Compliance, Attachment D. (Order #97-034.)
73	<b>Laboratory Inspection Reports</b>	CU+3 yrs.	V	<i>Authority:</i> 40 CFR 141.722 (b) and (c) and 40 CFR 403.12 (o) <i>Note:</i> Audit Reports.
74	<b>Rates</b>	S+2 yrs.	H	<i>Authority:</i> GC 34090, 40 CFR 122.41(j)2, and NPDES Permit CA CA0079219, WDR-R5-2014-0096 and Standard Provisions Permit Compliance, Attachment D <i>Note:</i> Utility wastewater rates.
75	<b>Reclamation</b>	CU+5 yrs.	V, H	<i>Authority:</i> GC 34090, 40 CFR 122.41(j)2, and NPDES Permit CA CA0079219, WDR-R5-2014-0096 and WQ-2014-0090-DWQ <i>Note:</i> Administration of recycled water program, annual reporting.
76	<b>Reports – All records or monitoring information, except those relating to sewage sludge use and disposal activities.</b>	CU+3 yrs.	V, H	<i>Authority:</i> GC 34090, 40 CFR 122.41(j)(3), and NPDES Permit CA CA0079219, WDR-R5-2014-0096 and Standard Provisions Permit Compliance, Attachment D <i>Note:</i> Refers to all reports, correspondences, sampling, and any other records that occur as part of the operation of the WWTF ( <i>excludes</i> records pertaining to sludge use and disposal activities).
77	<b>Reports – Sewage Sludge Use and Disposal Activities</b>	CU+5 yrs.	V, H	<i>Authority:</i> GC 34090, NPDES Permit CA 0079219, WDR-R5-2014-0096 and Standard Provisions Permit Compliance, Attachment D <i>Note:</i> Refers to reports, correspondences, sampling, and any other records that pertain specifically to sewage sludge use and disposal activities.
78	<b>Tests (excludes sewage sludge)</b> Bacteriological Analysis Chemical Analysis Discharge Monitoring Data Quality	CU+3 yrs.	V, H	<i>Authority:</i> GC 34090, 40 CFR 122.41(j)(3), and NPDES Permit CA CA0079219, WDR-R5-2014-0096 and Standard Provisions Permit Compliance, Attachment D <i>Note:</i> Compliance records include location, date, method and results; corrections, analysis of bacterial and chemical content, sampling data, reports, surveys, evaluation, schedules, valves, etc.

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79	<b>Tests (sewage sludge only)</b> Bacteriological Analysis Chemical Analysis Discharge Monitoring Data Quality	CU+5 yrs.	V, H	<i>Authority:</i> GC 34090, 40 CFR part 503, and NPDES Permit CA CA0079219, WDR-R5-2014-0096 and Standard Provisions Permit Compliance, Attachment D <i>Note:</i> Compliance records include location, date, method and results; corrections, analysis of bacterial and chemical content, sampling data, reports, surveys, evaluation, schedules, valves, etc.
80	<b>Violations</b>	CU+5 yrs.	V, H	<i>Authority:</i> GC 34090, 40 CFR 122.41(j)(3), and NPDES Permit CA CA0079219, WDR-R5-2014-0096 and Standard Provisions Permit Compliance, Attachment D <i>Note:</i> Retention applies to each Notice of Violation and Draft Record of Violations for Assessment of Mandatory Minimum Penalties from the California Regional Water Quality Control Board.
<b>Water Systems</b>				
81	<b>Inventory and Equipment</b>	S+2 yrs.	V	<i>Authority:</i> GC 34090
82	<b>Maintenance and Operations</b> Well, Pumping, and Consumption	P	H	<i>Authority:</i> GC 34090 <i>Note:</i> Times operational, power used, and quantity.
83	<b>Federal Groundwater Rule</b> Corrective Actions Public Notice Invalidations Records of Compliance Monitoring Performance State-specified minimum disinfectant Residual State-specified requirements for alternative treatments and failure to meet for more than 4 hours	CU+10 yrs. CU+3 yrs. CU+5 yrs. CU+10 yrs. CU+10 yrs. CU+5 yrs.	H	<i>Authority:</i> 141.405(a)(1) – (3); 141.405(b) <i>Note:</i> Items listed in this section are pursuant to California Department of Public Health letter, dated June 1, 2009, entitled “State Implementation of the Federal Groundwater Rule.”
84	<b>Master Plans</b>	P	V, H	<i>Authority:</i> GC 34090

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85	<b>Meter Operations</b>	CU+5 yrs.	V, H	<u>Authority:</u> GC 34090 <u>Note:</u> Reader reports, orders, tests, Maintenance Reports.
86	<b>Permits – Water Supply</b>	P	V, H	<u>Authority:</u> 40 CFR 122.28 <u>Note:</u> Municipalities of 100,000 or more; compliance with Clean Water Act regarding pollutants.
87	<b>Rates</b>	S+2 yrs.	H	<u>Authority:</u> GC 34090 <u>Note:</u> Utility water rates.
88	<b>Reports – Conservation</b>	CU+2 yrs.	V, H	<u>Authority:</u> GC 34090
89	<b>Reports – Corrosion Control</b>	CU+12 yrs.	V, H	<u>Authority:</u> 40 CFR 114.01 <u>Note:</u> Compliance documentation.
90	<b>Reports – Discharge Monitoring</b>	CU+5 yrs.	V, H	<u>Authority:</u> 40 CFR 122.41 <u>Note:</u> Average amount of pollution discharged into waters of Municipality.
91	<b>Reports</b> Drinking Water Corrections Sanitary Surveys Variances, Water System	CU+10 yrs.	V, H	<u>Authority:</u> 40 CFR 141.33
92	<b>Reports</b> Lead Service Line Public Education Quality Parameters Source Water State Certification	CU+12 yrs	V, H	<u>Authority:</u> 40 CFR 141.91 <u>Note:</u> Compliance documentation.
93	<b>Reports – Well Level</b>	P	V, H	<u>Authority:</u> GC 34090

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94	<b>Sources</b>	CU+2 yrs.	V, H	<i>Authority:</i> GC 34090 <i>Note:</i> Includes reports, documentation, and other records pertaining to wells, groundwater.
95	<b>Surveyor Field Notes</b>	CU+2 yrs.	V	<i>Authority:</i> GC 34090 <i>Note:</i> Any notes not part of a Capital Improvement Project.
96	<b>Surveys, Water System Sanitary</b>	CU+10 yrs.	V, H	<i>Authority:</i> 40 CFR 141.33 <i>Note:</i> Statistics, reports, and correspondence that are not part of a Capital Improvement Project.
97	<b>Tests – Bacteriological Analysis</b>	CU+5 yrs.	V, H	<i>Authority:</i> CDPH, Article 19, 64470 <i>Note:</i> Includes date, place, and time of sampling and person who collected sample.
98	<b>Tests – Chemical Analysis</b>	CU+10 yrs.	V, H	<i>Authority:</i> 40 CFR 141.33 <i>Note:</i> Includes date, place, and time of sampling and person who collected sample. PCE/MTBE sample results and field logs.
99	<b>Tests – Quality</b>	CU+12 yrs.	V, H	<i>Authority:</i> 40 CFR 141.91
100	<b>Valve Main Records</b>	P	V, H	<i>Authority:</i> GC 34090
101	<b>Violations, Drinking Water</b>	CU+3 yrs.	V, H	<i>Authority:</i> 40 CFR 141.33 <i>Note:</i> Retention applies to each violation.

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<b>Water Quality Control (WQC)</b>				
102	<b>Industrial Pretreatment Companies</b> Billing Compliance Documentation Daily Inspection Logs Enforcement Hazardous Materials Business Plan Industrial User Surveys Inspections/Meetings Material Safety Data Sheets (MSDS) Pretreatment System Blueprints Production Schedules Significant Non-Compliance Publications Spill Control Plans	CU+5 yrs.	H	<i>Authority:</i> 40 CFR 403.12 (O) 2, 3; GC 34090(e); GC 34090  <i>Note:</i> "Billing" includes Monthly Sewer Service Charge; "Publications" includes Proofs-of-Publication.
103	<b>Industrial Pretreatment Companies – Pretreatment Compliance Inspections</b>	CU+5 yrs.	V, H	<i>Authority:</i> 40 CFR 141.722 (b) and (c) <i>Note:</i> SWRCB may contract out to private company (includes correspondence, pretreatment audit checklist, copy of contractor's report to the SWRCB, SWRCB's report to City, and City's response.
104	<b>Industrial Pretreatment Companies – Industrial Flows</b>	P	V, H	<i>Authority:</i> GC 34090(e) <i>Note:</i> Includes monthly Industry flows, monthly WWTF flows, monthly Industry meter readings.
105	<b>Permits</b>	CU+3 yrs.	V, H	<i>Authority:</i> 40 CFR 403.12 (b-q) <i>Note:</i> Industrial Pretreatment Permit, Septic Haulers' Permit, and Dry Cleaners Permits, Well Drilling/Boring Permits, and Food Services Establishments Fats, Oils & Grease General Permits.
106	<b>Consumer Confidence Report</b>	CU+5 yrs.	V	<i>Authority:</i> 40 CFR 141.33
107	<b>Industrial Pretreatment Inspection Report</b>	CU+3 yrs.	V	<i>Authority:</i> 40 CFR 403.12 (b-q) <i>Note:</i> Audit Reports.

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108	<b>Incident Reports</b>	CL+7 yrs.	V	<u>Authority:</u> 29 CFR 1904.2; 29 CFR 1904.6 <u>Note:</u> Includes hazardous materials spills, such as oil, pesticides, etc.
109	<b>Sanitary Sewer Overflows (SSO's)</b>	CU+3 yrs.	V	<u>Authority:</u> 40 CFR 31.42(b)1 <u>Note:</u> SSO's generated by the sewer department or on-call supervisor responding to an SSO. Reports maintained by the Environmental Control Division.
110	<b>Septic Haulers – Forms and Manifests</b>	CL+3 yrs.	V, H	<u>Authority:</u> 40 CFR 403.12 (o)1(i – v)2
111	<b>Title 22 Compliance Testing – Chemical Analyses</b>	CU+10 yrs.	V, H	<u>Authority:</u> 40 CFR 141.33 <u>Note:</u> Includes location, date, method and results, corrections, and analysis of testing, communications to and from various State organizations (RWQCB, CDPH, SWRCB), and communications to and from ELAP.
112	<b>Title 22 Compliance Testing – Industrial Pretreatment</b>	CU+3 yrs.	V, H, C	<u>Authority:</u> 40 CFR 403.12 (O) 2,3 <u>Note:</u> Compliance records include location, date, method and results, corrections, and analysis of priority pollutants and conventional pollutants testing.
113	<b>Title 22 Compliance Testing – Microbiological, Turbidity</b>	CU+5 yrs.	V, H	<u>Authority:</u> 40 CFR 141.33 <u>Note:</u> Laboratory results for drinking and wastewater, communications to and from various State organizations (RWQCB, CDPH, SWRCB), and communications to and from ELAP.
<b>SUPPORT SERVICES</b>				
<b>Personnel</b>				
1	<b>Benefit Plan Enrollment Forms</b>	T+3 yrs.	V, C	<u>Authority:</u> GC 34090
2	<b>Employee Handbook</b>	S+2 yrs.	V	<u>Authority:</u> GC 34090 <u>Note:</u> General employee information, including benefit plans.

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3	<b>Employee Programs</b>	CL+2 yrs.	H	<i>Authority:</i> GC 34090; GC 12946 <i>Note:</i> Includes recognition.
4	<b>Grievance Files – Applicants</b>	CL+3 yrs.	C	<i>Authority:</i> GC 34090 <i>Note:</i> Grievances filed by applications, includes EEOC filings.
5	<b>Labor Negotiations</b>	CL+5 yrs.	H	<i>Authority:</i> 20 CFR 516.5; GC 12946, GC 34090 <i>Note:</i> Includes notes, notebooks, and correspondence.
6	<b>Medical Records</b>	T+30 yrs.	V, C	<i>Authority:</i> 29 CFR 1910.1020
7	<b>Personnel Records</b>	T+6 yrs.	V, C	<i>Authority:</i> GC 34090; GC 12946; 29 CFR 1627.3; 8 CCR Sec 3204(d)(1) et seq.; 29 CFR 1602.30 and 32; 29 USC 211(e); 29 CFR 516 <i>Note:</i> Examples would include evaluations, training, and Personnel Action Forms (PAF's), I-9 Forms, Arbitration and Grievances (Personnel Board hearings document).
8	<b>Recruitment</b>	CL+3 yrs.	H	<i>Authority:</i> GC 12946; GC 6250 et seq.; 29 CFR 1602 et seq.; 29 CFR 1607; 29 CFR 1627.3 <i>Note:</i> Applications, resumes, alternate lists/logs, ethnicity disclosures; examination materials; job bulletins; eligibility.
9	<b>Reports</b>	CU+2 yrs.	V, C	<i>Authority:</i> GC 34090 <i>Note:</i> Employee statistics and benefit activity.
10	<b>Reports – Equal Employment Opportunity (EEO-4)</b>	CU+3 yrs.	V	<i>Authority:</i> 29 CFR 1602.30 and 31
11	<b>Surveys and Studies</b>	CU+2 yrs.	V	<i>Authority:</i> GC 12946, GC 34090; 29 CFR 516.6(2); 29 CFR 1602.14 <i>Note:</i> Includes classification and salary surveys

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<b>Risk Management</b>				
12	<b>Accident Reports – City Assets</b>	CL+7 yrs.	V	<i>Authority:</i> GC 34090 <i>Note:</i> Reports and related records.
13	<b>Bids, RFQ's*, RFP's*</b> Successful Unsuccessful	CU+6 yrs.	H	<i>Authority:</i> GC 34090 * <i>Note:</i> Requests for Qualifications; Requests for Proposals regarding goods and services.
14	<b>Claims, Damage</b>	CL+5 yrs.	V	<i>Authority:</i> GC 34090; 25105.5 <i>Note:</i> Includes paid and denied claims.
15	<b>Incident Reports (Subrogation)</b>	CL+7 yrs.	V	<i>Authority:</i> GC 34090 <i>Note:</i> Theft, arson, vandalism, property damage, or similar occurrence (excluding fire/law enforcement).
16	<b>Insurance</b> Liability/Property	CU+4 yrs.	V, H	<i>Authority:</i> There is no specific statutory authority for retention of this item. However, the Secretary of State has recommended retention for this period per the authority of Section GC 34090.  Statute of limitations for contracts is 4 years; personal property 3 years (CCP Sections 337, 338; GC 34090).  <i>Note:</i> Includes insurance filed by licensees, liability policies, property policies, Certificates of Participation, deferred, use of facilities. <i>(For certificates of insurance filed separately from contracts, retain CU+2 yrs.)</i>
17	<b>Insurance Policies</b>	P	V	<i>Authority:</i> GC 34090 <i>Note:</i> City-owned policies.
18	<b>Risk Management Reports</b>	CL+5 yrs.	V	<i>Authority:</i> 29 CFR 1904 <i>Note:</i> Federal OSHA Forms; Loss Analysis Report; Safety Reports; Actuarial Studies.

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19	<b>Workers' Compensation</b>	P	V	<i>Authority:</i> 8 CCR 3204(d)(1) et seq.; 15400.2; CA Labor Code 110-139.6 <i>Note:</i> Claim Files, Reports, Incidents (working files).

– End of Retention Schedule –