

RESOLUTION NO. 2018-182

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ELK GROVE
UPDATING THE RECORDS RETENTION SCHEDULES FOR ALL RECORDS
MAINTAINED BY THE DEVELOPMENT SERVICES DEPARTMENT AND THE
PUBLIC WORKS DEPARTMENT**

WHEREAS, the Development Services Director and Public Works Director or their designees, are charged with the custody and safekeeping of records related to review and planning of private development, affordable housing, public works and capital improvement projects, contract management, building construction and code enforcement investigations by the City; and

WHEREAS, the responsible maintenance of the City's records includes adopting a policy for the retention and disposition of records; and

WHEREAS, periodic updates to record retention schedules are necessary in order to maintain consistency with current business activities, laws and technologies; and

WHEREAS, California Government Code Section 34090 requires the legislative body's approval of any policy for the disposition of records that are no longer required.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Elk Grove hereby


- 1) Adopts the Records Retention Schedules for all records maintained by the City's Development Services and Public Works Departments, attached hereto and incorporated herein as Exhibit A; and
- 2) Authorizes the department head responsible for the records identified in the schedules to employ technological methods to provide the storage and recovery of records as provided by statute and as specified in the attached Exhibit A.

BE IT FURTHER RESOLVED by the City Council of the City of Elk Grove that this Resolution replaces and supersedes all prior resolutions containing any Records Retention Schedule for the City's Development Services and Public Works Departments.


PASSED AND ADOPTED by the City Council of the City of Elk Grove this 22nd day of August, 2018.



STEVE LY, MAYOR of the
CITY OF ELK GROVE

ATTEST:


JASON LINDGREN, CITY CLERK

APPROVED AS TO FORM:


JONATHAN P. HOBBS,
CITY ATTORNEY

**EXHIBIT A
RECORD RETENTION SCHEDULE**

BUILDING	RECORD TITLE/SUBTITLE AND DESCRIPTION	HARD COPY RETENTION	ELECTRONIC RETENTION*	STATUTORY REFERENCE
	Alternate Materials or Methods of Construction and/or Design Request		Finalized + 3 years	GC 34090
	Application for Certificate of Occupancy		Finalized + 3 years	GC 34090; Title 24 C.C.R. Section 104.7
	Application for Unreasonable Hardship Exemption to Disabled Access		Finalized + 3 years	GC 34090; Title 24 C.C.R. Section 104.7
	Application/Permit Extension Request Form		Finalized + 3 years	GC 34090; Title 24 C.C.R. Section 104.7
	Authorization of Agent to Act on Property Owner's Behalf	Finalized + 4	Finalized + 4 years	GC 34090; CCP 337
	Building Department Final Review/Approval Letter		Finalized + 3 years	GC 34090
	Building Permit Application Form	Finalized + 2	Finalized + 3 years	GC 34090; Title 24 C.C.R. Section 104.7
	Building Permit/Job Card	Permanent	Permanent	GC 34090a; Title 24 C.C.R. Section 104.7
	C&D EG Waste Management Plan Application	Permanent	Finalized + 3 years	GC 34090; Title 24 C.C.R. Section 104.7
	Certificate of Occupancy	Permanent	May also keep Electronic Copy (EC)	GC 34090
	City Courtesy/Expiration Letter(s) sent		Finalized - 3 years	GC 34090
	City of Elk Grove Voucher Documentation		Finalized - 3 years	GC 34090
	City Owner Notification Letter		Finalized - 3 years	GC 34090
	City Payment Receipt(s)		Finalized - 3 years	GC 34090
	Closure = The Permit, Finalized Date or Certificate of Occupancy Issued Date		Finalized - 3 years	GC 34090
	Commercial Fee Quote Worksheet		Finalized - 3 years	GC 34090
	Construction Plans (Structural/Architectural/MEP, etc.)	Permanent	Finalized - 3 years	GC 34090; Title 24 C.C.R. Section 104.7
	Construction Specifications	Finalized + 10	May also keep EC	H&S 19850; Title 24 C.C.R. 1.8.4.3.1; CCP 337, 337.1, GC 34090a; CCP 337, 337.1, 337.15
	Construction/Structural Calculations	Finalized + 10	Permanent	GC 34090; CCP 337, 337.1, 337.15
	Developer Credit Documentation	Finalized + 3	May also keep EC	GC 34090
	Energy Acknowledgement Forms		Finalized - 3 years	GC 34090
	Energy Compliance Reports		Finalized - 3 years	GC 34090
	Fee Estimate/Summary Document(s)		Finalized - 3 years	GC 34090
	Geotechnical Reports		Finalized - 3 years	GC 34090; Title 24 C.C.R. Section 104.7
	Hazardous Materials Survey		Finalized - 3 years	GC 34090
	Home Owners Association Approval Documentation		Finalized - 3 years	GC 34090
	In-Progress Roofing Agreement		Finalized - 3 years	GC 34090
	Manufactured Homes - HCD 433A		Finalized - 3 years	GC 34090
	Master Batch Application		Finalized - 3 years	GC 34090
	Memorandum of Understanding Concurrent Plan Review Request	Current + 4	Finalized - 3 years	GC 34090; Title 24 C.C.R. Section 104.7
	Non-Occupied Utility Request		May also keep EC	GC 34090; CCP 337
	Notice to Applicants Tenant Improvement Projects - Signed Document		Finalized + 3 years	GC 34090
	Notice to Property Owner Form		Finalized + 3 years	GC 34090
	Outside Agency Fee Quotes		Finalized + 3 years	GC 34090
	Outside Agency Receipts		Finalized + 3 years	GC 34090
	Outside Agency Release Documentation	Current + 4	Finalized + 3 years	GC 34090
	Permit Release Requirements Document - Applicant signed	Current + 4	May also keep EC	GC 34090; CCP 337
	Permit Release Requirements Document - Staff signed	Current + 4	May also keep EC	GC 34090; CCP 337
	Request for Medium Pressure Gas Service		Finalized + 3 years	GC 34090
	Request to Cancel Permit/Refund of Permit Fee		Finalized + 3 years	GC 34090; Title 24 C.C.R. Section 104.7
	Revision/Deferral Form		Finalized + 3 years	GC 34090

RECORD RETENTION SCHEDULE

Signed Approved Plan Reviewer Router from all Depts.	Finalled + 3 years	GC 34090
Smoke Alarm & Carbon Monoxide Certification Form	Finalled + 3 years	GC 34090
Special Inspection and Testing Agreement	Current + 4 May also keep EC	GC 34090; CCP 337
Specific Letters of Intent/Compliance from Applicant	Current + 4 May also keep EC	GC 34090; CCP 337
Truss Calculations	Finalled + 10 Permanent	GC 34090; CCP 337, 337.1, 337.15
Truss Review Letter. Signed by the engineer of record	Finalled + 3 years	GC 34090
Street Names & House Numbers	May also keep EC Permanent	GC34090a

RECORD RETENTION SCHEDULE

RECORD TITLE/SUBTITLE AND DESCRIPTION	HARD COPY RETENTION	ELECTRONIC RETENTION*	STATUTORY REFERENCE
PLANNING			
Correspondence Unrelated to Specific Projects		Current + 2 years	GC34090d
Entitlement Project Files			
Application Form		Current + 4 years	GC 34090; CCP 337
Project Description		Permanent	GC 34090
All Project Exhibits		Permanent	GC 34090
All Project Correspondence		Permanent	GC 34090
Project Analysis Documents		Permanent	GC 34090
CEQA Compliance Documentation		Permanent	GC 34090 + CEQA Guidelines
Notice of Exemption		Permanent	CEQA 15062 (c) (2)
Notice of Intent		Permanent	CEQA 21152
Public Review Version of Initial Study		Permanent	CEQA 15095
Technical Studies		Permanent	CEQA 15095
Public Review Version of Environmental Impact Report		Permanent	CEQA 15095
Public Review Version of Final Environmental Impact		Permanent	CEQA 15095
All Public Comment Letters Received		Permanent	CEQA 15208
Notice of Determination		Permanent	CEQA 15094
Payment Receipt from County Clerk Recorder filing(s)		Current + 2 years	GC 34090
Final PC Staff Reports		Permanent	GC 34090
Approved Conditions of Approval	Permanent	Permanent	GC 34090
Zoning Administrator Records			
Approved Agendas		Permanent	GC 34090
Approved Minutes		Permanent	GC 34090
Materials related to Agenda Items		Permanent	GC 34090
Correspondence produced by ZA		Permanent	GC 34090
Planning Commission Records		Current + 2 years	GC 34090
Approved Agendas			
Approved Minutes		Permanent	GC 34090
Approved Minutes		Permanent	GC 34090
Planning Commission Packets including all Staff Report		Current + 2 years	GC 34090
Historic Preservation Committee Records			
Approved Minutes		Permanent	GC 34090
Approved Agendas		Permanent	GC 34090
Materials related to Agenda Items		Current + 2 years	GC 34090
Correspondence produced by HPC		Current + 2 years	GC 34090
Trails Committee Records			
Approved Agendas		Permanent	GC 34090
Approved Minutes		Permanent	GC 34090
Materials related to Agenda Items		Current + 2 years	GC 34090
Correspondence produced by TC		Current + 2 years	GC 34090
Land Uses, non conforming		Permanent	GC34090a
General Plan and Elements	Permanent	Permanent	GC-34090
Adopted Specific Plans	Permanent	Permanent	GC-34090
Adopted Special Planning Area documents	Permanent	Permanent	GC-34090
City-Initiated Planning Projects	Permanent	Permanent	GC34090 + CEQA Guidelines
Written records of project initiation			
Related Correspondence		Permanent	GC 34090
Exhibits		Permanent	GC 34090
Documents produced as part of a specific project		Current + 2 years	GC 34090
Historic Preservation Inventory		Permanent	GC 34090
Official Zoning Interpretations		Permanent	GC34090d
			GC34090; Chapter 23.12.040 of EG-Municipal Code

RECORD RETENTION SCHEDULE

RECORD TITLE/SUBTITLE AND DESCRIPTION	HARD COPY RETENTION	ELECTRONIC RETENTION*	STATUTORY REFERENCE
Benchmark Data	NA	Current Year + 2 years	GC34090d
Construction Inspection Logs and Reports	NA	Current Year + 2 years	GC34090
Engineering Studies and Reports	NA	Current Year + 10 years	GC34090
Drainage Studies of Publicly-maintained facilities	NA	Permanent	GC34090
Final Map Monument Ties	NA	Permanent	GC 34090
Improvement Standards and Construction Specifications	NA	Current Year + 2 Years	GC34090a
Project Correspondence (letters, memo, emails, etc.)	NA	Current Year + 2 years	GC34090d
Project Files	NA	Current Year + 2 years	GC34090d
Record Drawings (Civil/Landscape Plans)	NA	Permanent	GC34090
Reimbursement Request Binders (Roadway Fee Program, CFD's, etc.)	NA	Current Year + 2 years	GC34090; CCP 337
Project specifications; geotechnical reports	NA	Permanent	GC34090
Street/Alley (Abandonment/Vacation)	NA	Current Year + 4 years	GC34090d; CCP 337

Notes:

1. Hard copies must be retained until an appropriate electronic record is made; or until the retention period has been satisfied. After either of these conditions have been satisfied, hard copy records may be destroyed.
2. The following documents are included in the City Clerk's retention policy and are therefore not retained by the Development Services and/or Public Works Departments:
 - Final Maps (City Clerk's Office retains adopted Resolution with maps attached. In addition, final maps are filed with the Sacramento County Recorder's Office)
 - Grant Deeds, Dedications, Plats and Legal Descriptions
 - Stormwater Treatment Agreements
 - Subdivision/Public Improvement Agreements, including security
3. If any item not listed in this retention policy and is not listed in the items retained by the City Clerk's Office; consultation with the Development Services Director is required prior to record destruction.

RECORD RETENTION SCHEDULE

CODE ENFORCEMENT	RECORD TITLE/SUBTITLE AND DESCRIPTION	HARD COPY RETENTION	ELECTRONIC RETENTION*	STATUTORY REFERENCE
	Notice and Orders	Closed + 5	May also keep EC	GC 34090; Title 24 C.C.R. Section 104.7
	Administrative Citations		Closure + 5 years	GC 34090
	Notice to Abate Forms		Closure + 5 years	GC 34090; Title 24 C.C.R. Section 104.7
	Case Notes - Investigatory notes		Closure + 5 years	GC 34090
	Case cover sheets		Closure + 5 years	GC 34090
	Administrative Warrants	Closed + 5	May also keep EC	GC 34090
	Warrant Posting Notices		Closure + 5 years	GC 34090; Title 24 C.C.R. Section 104.7
	Correspondence		Closure + 5 years	GC 34090
	Certificates of Nuisance Copies	Closed + 5	May also keep EC	GC 34090; Title 24 C.C.R. Section 104.7
	Certificates of Abatement Copies	Closed + 5	May also keep EC	GC 34090; Title 24 C.C.R. Section 104.7
	Courtesy Notices		Closure + 5 years	GC 34090; Title 24 C.C.R. Section 104.7
	Rental Property Registration forms		Closure + 5 years	GC 34090
	Rental Property De-Registration forms		Closure + 5 years	GC 34090
	Vacant Property Registration forms		Closure + 5 years	GC 34090
	Vacant Property De-Registration forms		Closure + 5 years	GC 34090
	Code Enforcement Action Check-List		Closure + 5 years	GC 34090
	Parcel Information/Map	Closed + 5	May also keep EC	GC 34090
	Certified Mail Receipt		Closure + 5 years	GC 34090
	Vehicle Abatement Final Notices	Closed + 5	May also keep EC	GC 34090; Title 24 C.C.R. Section 104.7

RECORD RETENTION SCHEDULE

HOUSING	RECORD TITLE/SUBTITLE AND DESCRIPTION	HARD COPY RETENTION	ELECTRONIC RETENTION*	STATUTORY REFERENCE
	CDBG/NSP Project Files			
	Consolidated Plan/Action Plan/CAPER		Grant closeout + 4 years	24 CFR 570.502
	Applications		Grant closeout + 4 years	24 CFR 570.502
	Environmental Reviews		Grant closeout + 4 years	24 CFR 570.502
	Subrecipient Agreements	Grant closeout + 4 years	May also keep EC	24 CFR 570.502
	Regulatory Agreements/Loan Documents	Loan payoff/forgiveness + 5 years	May also keep EC	24 CFR 570.502
	Invoices		Grant closeout + 4 years	24 CFR 570.502
	Reports		Grant closeout + 4 years	24 CFR 570.502
	Correspondence		Grant closeout + 4 years	24 CFR 570.502
	Loans (AHF, HOME, CalHome, CDBG/NSP)			
	Applications	Date of loan + 5 years	Life of loan	GC 34090
	Underwriting	Date of loan + 5 years	Life of loan	GC 34090
	Environmental Reviews		Loan payoff + 5 years	GC 34090
	Property Restriction Documents (IRA, Regulatory Agreement, etc.)	End of restriction + 5 years	May also keep EC	GC 34090
	Loan Documents (Loan Agreement, Note, DOT, etc.)	Loan payoff/forgiveness + 5 years	May also keep EC	GC 34090
	Payment Information		Loan payoff + 5 years	GC 34090
	Reporting		Loan payoff + 5 years	GC 34090
	Other Grants			
	Applications		Grant closeout + 5 years	GC 34090
	Grant Agreements		Grant closeout + 4 years	GC 34090
	Invoices		Grant closeout + 5 years	GC 34090
	Reports		Grant closeout + 5 years	GC 34090
	Correspondence		Grant closeout + 5 years	GC 34090

RECORD RETENTION SCHEDULE

PUBLIC WORKS - GENERAL	HARD COPY RETENTION	ELECTRONIC RETENTION*	STATUTORY REFERENCE
RECORD TITLE/SUBTITLE AND DESCRIPTION			
Benchmark Data	NA	Current Year + 2 years	GC34090d
Contractor	NA	Closed + 2 years	GC34090d
Correspondence	NA	Current Year + 2 years	GC34090d
Drawings, Project Plan	NA	Current + 2 years	GC 34090d, 65864
Franchises	NA	Permanent	GC65864, 65869, 5, 34090*
General Subject Files	NA	Current Year + 2 years	GC34090d
Grant Documents	NA	Closed + 5 years	24 CFR 570.502(a)(7); 2 CFR 200.333
Incident Files	NA	2 years	GC34090d
Logs	NA	Current Year + 5 years	GC 34090d
Maps & Plats	NA	Permanent	GC34090a
Permits, Other	NA	Closed + 2 years	GC34090d; Title 24 C.C.R.:Section 104.7
Photographs	NA	Supersede + 2 years	GC34090d
Projects, Not completed or denied	NA	Closed + 2 years	GC34090d
Reports	NA	Current Year + 2 years	GC34090
Studies, Special Projects & Areas	NA	Closed + 2 years	GC34090d
Drainage studies for non-publicly maintained facilities	NA	Permanent	GC34090d
Surveys	NA	Permanent	GC34090a
Disposition Agreements	NA	Closed + 10 years	GC34090a; GC6254
Appraisals	NA	Closed + 2 years	GC34090; GC6254(h)
Relocation Files	NA	Closed + 2 years	GC34090
PUBLIC WORKS - ENGINEERING			
As-Built drawings, project specifications, geotechnical reports	NA	Permanent	GC34090
Design Exceptions	NA	Permanent	GC34090
Capital Improvement Projects (Design Professionals' Work)	NA	Closed-10	CCP337.15; CCP 337.15
Capital Improvement Projects (Non-Design Professional Work)	NA	Closed+4	GC34090; CCP 337
Development Construction Insp. Reports (Assesses value of real property)	NA	Closed+10	CCP337.15
Drawings, Traffic Control Plan	NA	Closed+2	GC34090a
Special Districts	NA	Permanent	GC34090a
Traffic Data	NA	Closed+2	GC34090d
Traffic Signals	NA	Closed+2	GC34090d
PUBLIC WORKS - MUNICIPAL FACILITY			
Encroachment Dailies	NA	Closed+7	GC34090
Facility Rentals/Use	NA	Closed+4	GC34090; CCP 337
Maintenance & Operations	NA	Closed+2	GC34090d
Work Orders or Job Cards	NA	Closed+7	GC34090d

Notes:

1. "Closed" means the year that the specific record (or project when the record is part of a project) was completed and no longer requires action by the City or another Party.
2. Hard copies must be retained until an appropriate electronic record is made, or until the retention period has been satisfied. After either of these conditions have been satisfied, hard copy records may be destroyed.
3. The following documents are included in the City Clerk's retention policy and are therefore not retained by the Development Services and/or Public Works Departments:
 - Bids and Proposals (Unsuccessful)
4. If any item not listed in this retention policy and is not listed in the items retained by the City Clerk's Office, consultation with the Public Works Director is required prior to record destruction.

**CERTIFICATION
ELK GROVE CITY COUNCIL RESOLUTION NO. 2018-182**

STATE OF CALIFORNIA)
COUNTY OF SACRAMENTO) **ss**
CITY OF ELK GROVE)

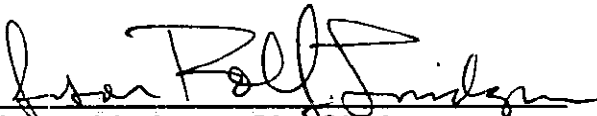
I, Jason Lindgren, City Clerk of the City of Elk Grove, California, do hereby certify that the foregoing resolution was duly introduced, approved, and adopted by the City Council of the City of Elk Grove at a regular meeting of said Council held on August 22, 2018 by the following vote:

AYES: COUNCILMEMBERS: *Ly, Suen, Detrick, Hume, Nguyen*

NOES: COUNCILMEMBERS: *None*

ABSTAIN: COUNCILMEMBERS: *None*

ABSENT: COUNCILMEMBERS: *None*



**Jason Lindgren, City Clerk
City of Elk Grove, California**