

RESOLUTION NO. 2024-231

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ELK GROVE
ESTABLISHING AN UPDATED RECORD RETENTION POLICY FOR THE PUBLIC
WORKS DEPARTMENT AND ITS DIVISIONS**

WHEREAS, the Public Works Director (or designees) for the City of Elk Grove (City) is charged with the custody and safekeeping of records related to review and planning of permits, capital improvement projects, reports, plans, correspondence, and state and federal grants; and

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

WHEREAS, California Government Code Section 34090 allows for electronic retention of records if that retention is performed in compliance with California Government Code Sections 12168.7 and 34090.5; and

WHEREAS, California Government Code Section 34090 requires the legislative body to approve 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 adopts the revised Record Retention Policy for the records maintained by the City's Public Works Department and its divisions, attached hereto as Exhibit A and incorporated herein by reference; and

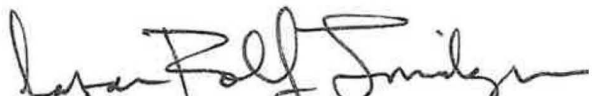
BE IT FURTHER RESOLVED by the City Council of the City of Elk Grove that the Record Retention Policy established for the Public Works Department and its divisions by this resolution supersedes any Record Retention Policy that may have been established for the Public Works Department by any prior resolution(s), or portion(s) thereof.

PASSED AND ADOPTED by the City Council of the City of Elk Grove this 11th day of December 2024



BOBBIE SINGH-ALLEN, 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 POLICY - PUBLIC WORKS DEPARTMENT

PUBLIC WORKS - GENERAL

RECORD TITLE/SUBTITLE AND DESCRIPTION	ELECTRONIC RETENTION	STATUTORY REFERENCE
Benchmark Data	Current Year +2 years	GC 34090
Contractor	Closed +2 years	GC 34090
Correspondence	Current Year +2 years	GC 34090
Drawings, Project Plan	Current Year +3 years	GC 34090, 65864
Franchises	Permanent	GC 65864, 65869.5, 34090
General Subject Files	Current Year +2 years	GC 34090
Grant Documents	Closed +5 years	24 CFR 570.502(a)(7); 2 CFR 200.333
Incident Files	2 years	GC 34090
Logs	Current Year +5 years	GC 34090
Maps & Plats	Permanent	GC 34090a
Permits, Notice and Orders; Administrative Citations; Certified Mail Receipt; Other	Closed +2 years	24 CCR 104.7; GC 12168.7; GC 34090; 2 CCR 22620.2 and 22620.7
Photographs	Supersede +2 years	GC 34090
Projects, Not Completed or Denied	Closed +2 years	GC 34090
Reports	Current Year +2 years	GC 34090
Studies, Special Projects & Areas	Closed +2 years	GC 34090
Drainage Studies for Non-Publicly Maintained	Permanent	GC 34090
Surveys	Permanent	GC34090a
Disposition Agreements	Closed +10 years	GC 34090a; GC 7928.705
Appraisals	Closed +2 years	GC 34090; GC 7928.705
Relocation Files	Closed +2 years	GC 34090
Service Requests, Work Orders, Inspections, Cases	Closed +7 years	GC 34090

PUBLIC WORKS – ENGINEERING

RECORD TITLE/SUBTITLE AND DESCRIPTION	ELECTRONIC RETENTION	STATUTORY REFERENCE
As-Built Drawings, Project Specifications	Permanent	GC 34090
Design Exceptions	Permanent	GC 34090
Capital Improvement Projects (Design)	Closed +10 years	GC 34090; CCP 337.15
Capital Improvement Projects (Non-Design)	Closed +4 years	GC 34090; CCP 337; CFR 200.334
Development Construction Insp. Reports	Closed +10 years	CCP 337.15
Drawings, Traffic Control Plan	Closed +2 years	GC 34090
Special Districts	Permanent	GC 34090a
Traffic Data	Closed +2 years	GC 34090
Traffic Signals Timing	Closed +2 years	GC 34090

PUBLIC WORKS – OPERATIONS

RECORD TITLE/SUBTITLE AND DESCRIPTION	ELECTRONIC RETENTION	STATUTORY REFERENCE
Maintenance/ Construction Projects	Closed +4 years	GC 34090; CCP 337
Sidewalk Notices and Program Documents	Closed +7 years	GC 34090
DMV Confidential License Plate Records	Closed +2 years	GC 34090
Fuel Island Inspection Sheet	Closed +2 years	GC 34090
Fleet Vehicles and Equipment	Life of vehicle +4 years	8 CCR 3203 (b)(1); CCP 337 et seq.; GC 34090

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. "Current Year" means the year the record was created.
3. 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.
4. The following documents are included in the City Clerk's retention policy and are therefore not retained by the Public Works Department:
 - a. Unsuccessful Bids and Proposals
5. If any record is not listed in this retention policy or listed in the items retained by the City Clerk's Office, consultation with the Public Works Director is required prior to record destruction. GC 34090.5.

CERTIFICATION
ELK GROVE CITY COUNCIL RESOLUTION NO. 2024-231

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 December 11, 2024 by the following vote:

AYES: **COUNCILMEMBERS:** *Singh-Allen, Robles, Brewer, Spease, Suen*

NOES: **COUNCILMEMBERS:** *None*

ABSTAIN: **COUNCILMEMBERS:** *None*

ABSENT: **COUNCILMEMBERS:** *None*



Jason Lindgren, City Clerk
City of Elk Grove, California