



City of Santa Cruz Record Retention Schedule

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Resolution No. NS-30,415
Approved: December 10, 2024

The Citywide Retention Schedule should be referenced for those city records commonly prepared, owned, used, or retained by many or all departments. To maintain the integrity of those records unique to each department, refer to the Department-level retention schedule to identify and determine the appropriate record series and required retention.

Each schedule will include the following columns:

RECORD SERIES	Groups of records which deal with a record subject, result from the same activity, or have a special form. Such records are generally maintained under a single filing system, may be treated as a unit, and may contain only one or several different types of individual documents.
DEPARTMENT OF RECORD	Name of the department responsible for maintaining the original record.
RETENTION PERIOD	The minimum length of time a record shall be maintained by the City to fulfill its administrative, fiscal and/or legal function. The retention periods are expressed in years, unless otherwise noted. No record may be converted exclusively to EF where EF would not provide full legibility. (GC34090.5) Records created in EF may be retained in EF.
STATUTORY REFERENCE	Legal basis for the identified total retention period. If more than one citation is listed, the citation requiring the longest retention period applies.
NOTES / COMMENTS	Notes, comments and special instructions are mentioned here.

LEGEND: CCP = Code of Civil Procedure CCR = California Code of Regulations CFC = California Fire Code CFR = US Code of Federal Regulations
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Record Series	Department of Record	Retention Period	Statutory Reference	Notes/Comments
Abandoned Vehicle Abatement Program	Police	2 years EF	GC34090	Includes logs, vehicle tagged photos.
Abatement Programs	Parks and Recreation	Permanent HC or EF	GC34090(a) HS19850	May include blueprints, drawings, maps, photos (including negatives), plans, reports, evaluations, correspondence, use permits, variances, studies, appeals, compliance certificates, lot line adjustments or other planning-related matters brought before the legislative body.
ABC Unit Enforcement Activity	Police	2 years HC or EF (see notes)	GC34090	Retain for 2 years after record is created.
Accident Cite Letters	Police	2 years HC or EF	GC34090	
Acquisitions - Successful	Economic Development and Housing	Permanent HC or EF	GC34090(a)	No records that affect title to real property may be destroyed.

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Acquisitions – Unsuccessful	Economic Development and Housing	2 years EF (see notes)	GC34090(d)	Retain for 2 years after the end of negotiations.
Administration Files	Police	5 years HC or EF	GC34090 Department Policy	Day to day business.
Administrative Investigative Files (Including Tape Recordings) (No sustained finding of misconduct)	Police	5 years EF (see notes)	PC832.5	Retain for 5 years after completion of investigation.
Administrative Investigative Files(including tape recordings)(Sustained finding of misconduct)	Police	15 years EF (see notes)	PC832.5	Retain for 15 years after completion of investigation.
Affordable Housing Development - Special Economic Development	Economic Development and Housing	Permanent HC	GC34090(a)	No records that affect title to real property may be destroyed.
Alarm Registration	Police	2 years HC or EF (see notes)	GC34090	2 years from date of receipt

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ALPR Data	Police	30 days EF (See notes)	CC1798.90.51 Department Policy	* ALPR data that has become evidence shall be retained in accordance with designated retention period for the corresponding police report.
Annexations	Planning and Community Development	Permanent HC or EF	GC34090(a)	No records that affect title to real property may be destroyed.
Annual Financial Reports, Final Bound Volume	Finance	Permanent HC or EF	GC34090	ACFR, Single Audit
Annual Planning Survey	Planning and Community Development	Permanent	GC34090(a)	Recording data and maps. No records that affect title to real property may be destroyed.

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Annual Reports, Internal/Regulatory	Water	Permanent HC or EF	Department Policy GC34090	
Archeology Resource Program	Planning and Community Development	Permanent HC or EF	GC34090	All supporting documents including archaeological reports.
Area Plans - General	Planning and Community Development	Permanent HC	GC34090	All supporting documents
Arrest and Citation Register	Police	10 years EF	GC34090	
Assessment Districts	Economic Development and Housing	Permanent 2 years	GC34090(a) GC53753(e)(2) CCP337	Ballots - two years. No records that affect title to real property may be destroyed.
Audits	Finance	Permanent HC or EF	GC34090	General and grant program

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Authorization to Destroy Records Form	City Clerk	Permanent EF	GC34090 GC34090.5	
Backflow Prevention Device Test and Maintenance Reports	Water	3 years HC or EF	GC34090(d)	
Bad Debt Write-offs	Finance	4 years HC	GC34090(d)	
Bank Reconciliation	Finance	5 years HC (See notes)	FC30210 GC34090(d)	Retain for 5 years after Audit. Statements, summaries for receipts, disbursements and reconciliations.
Banking and Investments	Finance	2 years HC or EF	GC34090(d)	Includes Deposit slips, returned checks
Beach Reports	Fire	2 years HC or EF	GC34090(d)	Includes citations, daily logs, HQ logs, field reports, ranger logs, station logs.

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Benefit Plan Claims	Human Resources	3 years HC or EF (See notes)	29CFR1602.30,32 29CFR 1627.3 29USC1027 LC1174	Retain for 3 years from date claim is paid. May include dental, disability, education, vision including tuition reimbursement.
Benefit Plan Enrollment, Denied	Human Resources	4 years HC or EF (See notes)	GC34090(d)	Retain for 4 years after date of open enrollment.
Bicycle Licenses	Police	5 years HC or EF (See notes)	GC34090	Retain for 5 years after issuance or renewal of license
Bids/Proposals and Bid/Proposal Documentation – Successful Formal and Informal Bids	ALL	Permanent HC or EF (see notes)	GC34090 CCP337.15	Successful bids and proposals, including invitations to bid, requests for proposals, all bonds and affidavits, bid and proposal tabulation sheets, and similar supporting documentation. NOC's and other recorded documents shall be retained in the office of the City Clerk

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Bids and Bid Documentation – Unsuccessful Formal and Informal Bids	ALL	2 Years HC or EF	GC34090 GC34090(d) CCP337	
Body Worn Camera Footage; Dash Camera Footage; Drone Footage; Interview Video Recording (5150)	Police	2 years EF	Department Policy PC832.18	
Body Worn Camera Footage; Dash Camera Footage; Drone Footage; Interview Video Recording (Accidental Recording)	Police	60 days EF	Department Policy PC832.18	
Body Worn Camera Footage; Dash Camera Footage; Drone Footage; Interview Video Recording (Citizen Complaint – no sustained finding of misconduct)	Police	5 years EF	Department Policy PC832.5 PC832.18	
Body Worn Camera Footage; Dash Camera Footage; Drone Footage; Interview Video Recording (Citizen Complaint – sustained finding of misconduct)	Police	15 years EF	Department Policy PC832.5 PC832.18	
Body Worn Camera Footage; Dash Camera Footage; Drone Footage; Interview Video Recording (DOA)	Police	5 years EF	Department Policy PC832.18	

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Body Worn Camera Footage; Dash Camera Footage; Drone Footage; Interview Video Recording (Domestic Violence)	Police	10 years EF	Department Policy PC832.18	
Body Worn Camera Footage; Dash Camera Footage; Drone Footage; Interview Video Recording (Felony)	Police	10 years EF	Department Policy PC832.18	
Body Worn Camera Footage; Dash Camera Footage; Drone Footage; Interview Video Recording (Field Interview)	Police	Permanent EF	Department Policy PC832.18	
Body Worn Camera Footage; Dash Camera Footage; Drone Footage; Interview Video Recording (Gang Related)	Police	Permanent EF	Department Policy PC832.18	
Body Worn Camera Footage; Dash Camera Footage; Drone Footage; Interview Video Recording (Homicide)	Police	Permanent EF	Department Policy PC832.18	
Body Worn Camera Footage; Dash Camera Footage; Drone Footage; Interview Video Recording (Major/Critical Incident)	Police	Permanent EF	Department Policy PC832.18	
Body Worn Camera Footage; Dash Camera Footage; Drone Footage; Interview Video Recording (Misdemeanor)	Police	2 years EF	Department Policy PC832.18	

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Body Worn Camera Footage; Dash Camera Footage; Drone Footage; Interview Video Recording (Missing Person)	Police	Permanent EF	Department Policy PC832.18	
Body Worn Camera Footage; Dash Camera Footage; Drone Footage; Interview Video Recording (Non Evidentiary)	Police	60 days EF	Department Policy PC832.18	
Body Worn Camera Footage; Dash Camera Footage; Drone Footage; Interview Video Recording (Officer Injury)	Police	Permanent EF	Department Policy PC832.18	
Body Worn Camera Footage; Dash Camera Footage; Drone Footage; Interview Video Recording (Pending Review)	Police	Permanent EF	Department Policy PC832.18	
Body Worn Camera Footage; Dash Camera Footage; Drone Footage; Interview Video Recording (Sex Assault)	Police	Permanent EF	Department Policy PC832.18	
Body Worn Camera Footage; Dash Camera Footage; Drone Footage; Interview Video Recording (Traffic Collision)	Police	10 years EF	Department Policy PC832.18	
Body Worn Camera Footage; Dash Camera Footage; Drone Footage; Interview Video Recording (Traffic Stop)	Police	2 years EF	Department Policy PC832.18	

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Body Worn Camera Footage; Dash Camera Footage; Drone Footage; Interview Video Recording (Training)	Police	4 years EF	Department Policy PC832.18 GC12946	
Body Worn Camera Footage; Dash Camera Footage; Drone Footage; Interview Video Recording (Use of Force)	Police	Permanent EF	Department Policy PC 832.18	
Body Worn Camera Footage; Dash Camera Footage; Drone Footage; Interview Video Recording (VeriPic)	Police	Permanent EF	Department Policy PC832.18	
Bonds (copies)	Water	6 years EF (see notes)	GC34090(d) GC34090.7	Bid Bonds, Payment Bonds (Labor and Material Bond), Performance Bonds, and Warranty Bonds City Clerk maintains original documents.

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Bonds	Finance	10 years (see notes)	GC34090(a)(b) CCP337.5	Retain for 10 years after payment. Some originals are kept in City Clerk's Department. The Finance Department can check document out from City Clerk for working purposes. GC43901 requires that you list publications requirements before destroying. All destruction must be approved by City Attorney. Bonds insuring real property must be retained permanently.
Bridges	Public Works	Permanent EF	GC34090 Department Policy	Includes Drawings and Geotechnical Reports
Brochures	Parks and Recreation Public Works	5 years HC or EF	GC34090	

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Budget	Finance	Permanent HC and EF (see notes)	GC34090	Bound Volume held by City Clerk.
Budgetary Accounting Reports	Finance	Permanent EF	GC34090	
Building Inspection	Planning and Community Development	Permanent HC or EF	GC34090	Correspondence, fees, appeal requests, reports, findings/results.
Building Permits, Plans and Submittals	Planning and Community Development	Permanent HC or EF	GC34090(a) GC34090.5 HS19850	Includes signs and grading. No records that affect title to real property may be destroyed.

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Record Series	Department of Record	Retention Period	Statutory Reference	Notes/Comments
Building Plans (other)	Planning and Community Development	Permanent HC or EF (see notes)	GC34090(a)	Retain plans during the life of the building. Pursuant to the Reilly Act – pertains to schools and public buildings that are not exempt from the Architectural Practices Act. No records that affect title to real property may be destroyed.
Business Licenses	Finance	5 years HC or EF (see notes)	GC34090(d) CCP 337	Payments and reports. Retain 5 years after termination.
California Environmental Quality Act (CEQA)	Planning and Community Development	Permanent HC or EF	GC34090(a) CEQA Guidelines	Exemptions, EIR, Mitigation monitoring, negative declaration, notices of completion and determination, comments, statements of overriding considerations. No records that affect title to real property may be destroyed.

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Campaign Disclosure Reports – Statements Elected	City Clerk	Permanent HC and EF (See notes)	GC81009(b) GC81009(g) California Fair Political Practices Commission	Original of Elected City Council Members/Mayor, including candidate supporting committees. After 2 years on file, statement may be digitized and originals discarded.
Campaign Disclosure –Statements: Non-incumbent candidates not elected and committees supporting candidates not elected	City Clerk	10 Years 5 Years HC and EF (See notes)	GC81009(b) California Fair Political Practices Commission (See notes)	Retain hardcopy filings for 5 years from the election in which candidate participated. Retain for 10 years if filed electronically. After 2 years on file, statement may be digitized and originals discarded.
Campaign Disclosure Statements: All committees not listed above	City Clerk	7 Years HC and EF (See notes)	GC81009(b) California Fair Political Practices Commission (See notes)	e.g. ballot measure committees. Retain 7 years from the termination of the committee. After 2 years on file, statement may be digitized and originals discarded.
Cancelled Checks (Accounts Payable)	Finance	5 years HC or EF (see notes)	GC34090(d) CCP337	Retain for 5 years after audit.
Capital Improvement Projects	Public Works	Permanent	GC34090	

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Case Files	Planning and Community Development	Permanent	GC34090(a)	Includes: building, housing and mobile home code violation records, including inspections; public nuisance, rubbish and weed abatement, vehicle abatement, citations, general. No records that affect title to real property may be destroyed.
Certificates of Participation for Financing	Finance	Permanent HC or EF	Department Policy	Including Agreements, Bank Statements and Requisitions.
Certified Payroll (CIP Projects)	ALL	3 years HC or EF (see notes)	LC1174	After the filing of a Notice of Completion. Labor code notes will be kept on file for no less than 3 years.
Citations, Non-recordable Offenses	Police	10 years HC or EF	GC34090 Department Policy	Vehicle Code, Municipal Code, Business and Professions Code.
Citations, Recordable Offenses	Police	Permanent HC and EF (see notes)	GC34090 Department Policy	HC for 10 years, then EF.

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Citizens' Complaints (No sustained finding of misconduct)	Police	5 years HC or EF	PC832.5	Related reports and/or findings against sworn personnel.
Citizens' Complaints (Sustained finding of misconduct)	Police	15 Years HC or EF	PC832.5	Related reports and/or findings against sworn personnel.
City Charter and History of the City of Santa Cruz	City Clerk	Permanent HC	GC50110 GC23713	Retain at least 1 hard copy in department File and forward 3 reference copies for each revision as required by Government Code 50110. One copy of amendments, revisions or repealed section shall be recorded with the County Recorder.

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City Council Meetings	City Clerk	Permanent 3 years 2 years (See notes)	GC34090(d); GC34090(e) GC34090.7	<u>Permanent – Original Paper format and EF</u> • Resolutions • Ordinances • Minutes <u>Permanent EF</u> • Original agendas • Special Meeting Notices • Agenda Packets • Proof of Publication/Affidavit of Posting • By-laws <u>3 years</u> • Audio/video recordings <u>2 Years – EF</u> • All other Administrative Records
Claims (Liability)	Finance	Permanent EF	GC34090	ISO Claim Search Forms, Investigative Material (i.e., photos, maps, and reports from the Police Department). Correspondence i.e., acknowledgment, and Council meeting notification. Paid or rejected.

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Claims for Payment	Police	5 years HC or EF	Department Policy	Fixed assets acquisition; grant funded projects, general, routine.
Compensation Plans and Salary Schedules	Human Resources	6 years HC or EF	Department Policy	
Complaint Forms	Fire	5 years HC or EF	CFC104.6	
Concealed Weapons Permits	Police	2 years HC or EF (see notes)	GC34090	Retain for 2 years after license expiration. Includes retired peace officers.
Condemnations	Planning and Community Development	Permanent HC or EF	GC34090(a)	No records that affect title to real property may be destroyed.
Conflict of Interest Code	City Clerk	Permanent EF (see notes)	GC34090 GC34090.5	Retain current code.
Construction Works	Water	Permanent HC or EF	Department Policy	As-built record drawings and Engineering Reports/Studies.

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Consultant Reports, Surveys and Studies	ALL	5 Years HC or EF	GC34090(d)	This retention applies if not submitted through Legislative History.
Contracts and Agreements	City Clerk	Permanent HC and/or EF (See notes)	GC34090	Includes: Leases, M.O.U.s, Service Agreements, Equipment, Supplies, Revenue, Franchises, Subcontract with Community Agencies, No Protests (Re-Assessment District Formation), Performance Bonds, Health Care Providers, Subdivision, Design Consultation, Construction Management, for Sale or Purchase of Property, Cable, Sewer Main Extension, Construction, Change Orders, Term Amendments, Amendments. Recorded Agreements are retained permanently in original hard copy format with the office of the City Clerk

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Control Sets-Residential (Maps)	Planning and Community Development Public Works	Permanent HC or EF (see notes)	GC34090(a) HS 19850	Zoning, tentative subdivision, parcel, land use map, aerial photos, specific plans. Duplicate sets may be destroyed after two years. No records that affect title to real property may be destroyed.
COPPS Projects	Police	2 years HC or EF	GC34090	
Correspondence, General	ALL	2 years HC or EF	GC34090(d)	Including Oral Communications sign-up sheets. Excludes correspondence submitted with staff reports by staff and the public for legislative history purposes
Creditor's Claims – Municipal Utilities	Finance	5 years HC or EF	GC34090(d)	

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Daily Revenue Reports/Vouchers	Police	2 years HC or EF	GC34090	
Dealer Record of Sale	Police	2 years HC or EF	GC34090	
Deeds Index	City Clerk	Permanent EF	GC34090 GC34090.5	
Deferred Compensation	Finance	5 years HC or EF (see notes)	GC34090(d) 29 CFR 1625.3	Retain for 5 years after employment ends. Records of employee contributions and city payments.
Department Policies and Procedures	ALL	Current version + 2 years HC or EF	Department Policy GC34090(d)	

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Dogs on UCSC Campus Policy	City Clerk	Permanent EF	Muni Code 8.14.199 (b)(2)	Adopted rules are filed with the University of California at Santa Cruz and filed with the UCSC campus police department. Three copies of such rules shall also be filed with the Office of the City Clerk of the City of Santa Cruz.
DOJ Annual Reports	Police	2 years HC or EF	GC34090	
Downtown Plans	Planning and Community Development	Permanent HC or EF	GC34090	Special program for municipalities- coordination of services; strategic planning.
Earthquake Recovery/Reconstruction Projects	Planning and Community Development	10 years HC or EF (see notes)	CCR337.15	Retain for 10 Years after project is complete. Supporting documents including bidder list, specifications, reports, plans, work orders, schedules, etc.
Easements and Rights of Ways Index	City Clerk	Permanent EF	GC34090 GC34090.5	

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Elections – Ballot Measures	City Clerk	2 Years EF	GC34090(d)	Records include: Signature Statements for Arguments and Rebuttals; City Attorney’s Ballot Title and Summary; Ballot Measure Fiscal Analysis; Notice of Intent to Circulate Initiative Petitions; Statement of Vote. City Attorney Ballot Title and Summary and Finance Director’s Fiscal Analysis will be saved in perpetuity both through the Legislative History process and the Statement of California Information Guide for all successful ballot measures.
Eligibility Lists	Human Resources	4 years HC or EF	Department Policy	
Emails	ALL	2 years EF (see notes)	GC34090(d) Administrative Procedure Order (APO) I-82	Emails that are transitory in nature should be deleted as soon as no longer needed. Emails that have administrative value should be kept no less than 2 years. Emails that contain content related to another record series should be kept for the retention period applicable to that record series.

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Emergency Preparedness Plan	Fire	2 Years HC or EF	GC34090(d) Department Policy	
Employee Records - General and Terminated	Human Resources	7 years HC or EF	Department Policy	
Employee Records – Retired	Human Resources	Permanent HC or EF	Department Policy	
Employee Safety Logs Retained by City	Public Works	5 years HC or EF	Department Policy	Does not include personal working diaries kept by individual employees for personal reference without City direction.
Employment Programs	Human Resources	4 years HC or EF	Department Policy	Does not include employee records.
Encroachment Permits	City Clerk	Permanent HC and EF	GC34090(a) GC34090.5	No records that affect title to real property may be destroyed.
Engineering - Drainage	Public Works	Permanent HC or EF	GC34090	

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Engineering - Sewer Videotapes	Public Works	Current version + 2 years HC or EF	GC34090(d)	
Engineering Reports and Studies, Environmental Impact Reports	Water	Permanent HC or EF	Department Policy	
Engineering Surveys	Public Works	Permanent HC or EF	GC34090	
Environmental Impact Reports	Planning and Community Development	Permanent HC or EF	GC34090 GC34090.5	
Environmental Protection Guidelines	Public Works	Current version +2 years	GC34090(d)	
Environmental Protection Reports	Planning and Community Development	10 Years HC or EF	40CFR122.21	Environmental Protection Agency (EPA).
Ethics Training Certificates	City Clerk	5 Years (see notes) HC or EF	GC53235.2(b)	Retain original certificate for 5 years after filing.

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Facilities – Field Trip Waivers	Parks and Recreation	2 years HC or EF	GC34090(d)	
Facilities – Marketing/Publicity/Program Info./Press Release	Parks and Recreation	2 years HC or EF	GC34090(d)	Excluding brochures
Facilities – Use Permits	Parks and Recreation	2 years HC or EF	Department Policy	
FEMA	ALL	3 years HC or EF (see notes)	FEMA Public Assistance Program and Policy Guide (eff. June 1, 2020) Pg 203 2CFR200.334	Retain for 3 years from after settlement or from the date of submission of the final expenditure report.
Field Interview Cards	Police	Permanent HC or EF	GC34090 Department Policy	
Field Safety Reports	Parks and Recreation Public Works	5 years HC or EF	GC34090 Department Policy	

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Field Training Evaluations	Police	4 years HC or EF (see notes)	GC34090 GC12946 Department Policy	Retain for 4 years after employment ends.
Financial Reports, Drought Periods	Finance	2 years HC or EF (see notes)	GC34090(d)	Retain for 2 years after Audit. Real Property or Liens.
Fire Inspection Reports	Fire	5 years HC or EF	CFC104.6	
Fire Investigation Reports – Arson (Homicide)	Fire	Permanent HC and EF	PC799	Supporting prosecution resulting from homicide.
Fire Investigation Reports – Arson (Other)	Fire	Permanent HC and EF	PC800	Great bodily harm, inhabited structure or property.
Fire Zones/Land Use Relationships	Planning and Community Development Parks and Recreation	2 years HC or EF (see notes)	GC34090(d)	2 Years after closed enforcement case. Supporting code enforcement activity. Most Fire Zones are located on City owned property.

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Firearm Qualifications	Police	2 years HC or EF (see notes)	GC34090	2 years from date of qualification.
Five Year Sprinkler Reports (duplicates)	Fire	5 years HC	CFC104.6	Copies are provided by a private company. If action is required, copies are attached and permanently retained with the safety notice (see Notices).
Flood Control	Public Works	5 years HC or EF	GC34090(d) Department Policy	Includes Administration, General, Operations, Storm Drains.
Flood Control, FEMA Flood Maps	Public Works	Permanent HC and EF (see notes)	GC34090	HC for 10 years, then EF.
Form 700 Statements of Economic Interests	City Clerk	7 Years HC and EF (see notes)	GC81009(e) California Fair Political Practices Commission	If original is HC: After 2 years it can be converted to EF.
Garage – Equipment Repair Orders/Time Records	Public Works	7 years HC or EF (see notes)	Department Policy	Or for life of vehicle.

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Garage – Parts Inventory	Public Works	2 years HC or EF	GC34090(d)	Includes telephones and radios
Garage – UPS Charge Receipts	Public Works	2 years HC or EF	GC34090(d)	
General Ledger Working Papers	Finance	5 years HC or EF (see notes)	CCP337	Retain for 5 years after closed. Incl. working papers for Annual Rpt. to State Controller; working papers for GANN's Limit and Funds Reconciliation and indirect cost plan records.
General Plan	Planning and Community Development	Permanent HC and EF	GC34090(a)	No records that affect title to real property may be destroyed
Grants	Police	5 years EF (see notes)	GC34090 Department Policy	Retain 5 years after closed. Includes requests for payment and correspondence. City Clerk maintains original documents, if awarded

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Grants	Water	3 years EF (see notes)	Department Policy	Retain 3 years after closed. Includes applications, financial reports and correspondence City Clerk maintains original documents, if awarded
Grants	Parks and Recreation	3 years EF (see notes)	Department Policy	Retain 3 years after closed. City Clerk maintains original documents, if awarded
Grants/Loans – Community Development Block Grants	Economic Development and Housing Finance	5 years HC or EF (see notes)	GC34090(d) 2 CFR200.334 OMB Cir. A-87, A-102, A-110.	Retain 5 years after closed. Includes applications, reports, and supporting documents; City Clerk maintains original documents, if awarded

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Grants/Loans – HOME Investment Partnership Program	Economic Development and Housing	5 years HC or EF (See notes)	24CFR92.508	• <u>Rental housing projects</u>: five years after the affordability period terminates. • <u>Homeownership housing projects</u>: five years after the affordability period terminates. • <u>Tenant-based rental assistance projects</u>: five years after the period of rental assistance terminates. • <u>Written agreements</u>: five years after the agreement terminates. • <u>Records covering displacements and acquisition</u>: five years after displacement and final payment to which they are entitled in accordance with § 92.353 has been received. If any action has been started before the required record retention period, records must be retained until completion of the action and resolution of all issues. City Clerk maintains original documents, if awarded

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Grants – Community Programs	Finance	5 years EF (see notes)	24CFR570.502 GC34090(d)	Retain 5 years after closed. Includes applications, reports and supporting documents City Clerk maintains original documents, if awarded
Grants – Federal, State and Financial Records	Finance	4 years HC or EF (see notes)	GC34090(d)	Retain 4 years after closed. Refer to grant application close-out procedures. City Clerk maintains original documents, if awarded
Grants - Unsuccessful	ALL	2 years HC or EF (see notes)	GC34090(d)	Retain 2 years after closed. Applications not entitled.
Grants –Urban Development and Social Service Providers	City Manager City Clerk Finance	4 years EF (see notes)	24CFR570.502 GC34090 OMB Cir. A-87, A-102, A-110	4 years after closed. Applications, reports, supporting documents City Clerk maintains original documents, if awarded
Handbooks	City Clerk	Current version + 2 years HC or EF	GC50110 Department Policy	Includes Councilmember Handbook and Advisory Body Handbook

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Hazardous Materials on City-owned Property Documentation	Economic Development and Housing	Permanent HC and EF	GC34090(a)	No records that affect the title to real property may be destroyed.
Heritage Tree Illegal Pruning/Removal Citations	Parks and Recreation	5 years HC or EF (see notes)	GC34090(d)	Retain 5 years after case closed by Urban Forester.
Heritage Tree Nuisance Notices	Parks and Recreation	2 years HC or EF (see notes)	GC34090(d)	Retain 2 years after case closed by Urban Forester.
Heritage Tree Removal Permit Application	Parks and Recreation	5 years HC or EF (see notes)	GC34090(d)	Retain 5 years from the date of removal of the tree as authorized by the permit, or five years from the date of denial of the permit application.
Historic Preservation	Planning and Community Development	Permanent HC or EF	GC34090	Plans for historical structures and landmarks Downtown and other conservation areas

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Housing - Non-HUD and Non-State Financed Projects and Programs.	Economic Development and Housing	3 Years HC or EF (See notes)	2CFR 200.334 OMB Circ. A-110.53(b)	Retain 3 years after litigation (if any), claims or audit findings have been resolved. Records for real property and equipment acquired with Federal funds shall be retained for 3 years after final disposition.
Housing – Accessory Dwelling Unit (ADU)	Economic Development and Housing	5 years HC or EF (see notes)		Retain 5 years after affordability or other LUA conditions are removed. Includes Agreements, Compliance records, etc. Affordable ADUs remain restricted in perpetuity, unless the affordability is repaid and removed.
Housing – Measure O (Inclusionary Program)	Economic Development and Housing	5 years HC or EF (see notes)		Retain 5 years after affordability ends. For projects with Inclusionary Units, restrictions last in perpetuity. Certain older projects are subject to 30-year affordability terms, and affordability expires after this time period.

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Housing Rehabilitation Loans and Projects	Economic Development and Housing	5 years HC or EF (see notes)	GC34090(d)	Retain 5 years after settled.
HS 11357(b)(c) and 11360(b) Reports	Police	2 years HC or EF (See notes)	HS11361.5(a)	Retain for 2 years after date of conviction or arrest if no conviction.
HS 11357(d) (Juvenile)	Police	Current HC or EF (See notes)	HS11361.5(a)	Retain until juvenile reaches age 18.
Hydrant Installation Orders	Water	Permanent EF	Department Policy	As-built record drawings and Engineering Reports/Studies.
Incident Reports	Fire	Permanent HC or EF	GC34090 CCP338	Includes second-in supplements and Lifeguard.
Index to Microfilm Records	Public Works Planning and Community Development	Permanent HC or EF	GC34090	

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Instructor Applications	Parks and Recreation	2 years HC or EF	GC34090(d)	
Insurance Benefits – Contracts for Services and Policies	Human Resources	6 years HC or EF (see notes)	Department Policy	Retain 6 years after expiration.
Insurance Benefits – Coverage Information and Correspondence	Human Resources	4 years HC or EF	Department Policy	
Insurance Certificates (see contracts)	ALL	Permanent EF	CCP337	
Insurance Policy Documents	Finance	Permanent HC or EF	GC34090	
Invoices for Payment - General/Routine	Finance	5 years HC or EF	GC34090(d)	
Job Specifications	Human Resources	6 years HC or EF (see notes)	Department Policy	6 years after obsolete or superseded.

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K-9 Program	Police	5 years HC or EF	GC34090	
Labor Relations/Employee Association	Human Resources	3 years HC or EF (see notes)	29USC211(c) 29CFR516.5	Retain for 3 years after employment ends. Correspondence, reports, petitions and bylaws.
Land Use Agreements	Planning and Community Development	Permanent HC	GC34090(a)	All supporting documents. No records that affect title to real property may be destroyed.
Land Use Control-Zoning Ordinance Amendments	Planning and Community Development	Permanent HC or EF	GC34090(e)	Building or site usage.
Landfill Ticket Receipts and Log	Public Works	5 years	GC34090(d) Department Policy	
Law Enforcement Bulletins/All Point Bulletins	Police	5 years HC or EF (See notes)	GC34090	Only retain if notice is relevant or applicable to SCPD.
Legal Advertising	City Clerk	4 years HC or EF	GC34090(d) CCP343	Includes public notices and legal publications.

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Legal Opinions	City Clerk	5 years HC or EF	GC34090(b) GC34090(d)	If the legal opinions are part of Closed Session, they will be kept permanently in the Minutes, which are confidential.
Letters of Authority (LOA)	Police	2 years HC or EF	GC34090	
Litigation	City Clerk	Permanent HC and EF (see notes)	GC34090(b)	EF after 5 years from resolution of case. Includes Summons, Complaints, Writ of Mandate Consult with City Attorney's office before destruction.
Local Coastal Plan	Planning and Community Development	5 years HC or EF	GC34090(d)	All supporting documents.
Logs	Planning and Community Development	5 years HC and EF (see notes)	GC34090(d)	Retain for 5 years after closed. Includes: citations and complaints.
Lost/Found Property Reports	Police	2 years HC or EF	GC34090	

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Medical Leave	Human Resources	3 years HC and EF (see notes)	FMLA 1993; US OSHA 29CFR1602.30, 32	Retain 3 years after date of leave starts. May include family leave, certifications and tests.
Non Brown Act Meetings	ALL	2 Years EF	GC34090(d)	Agendas, Minutes, Correspondence, Recordings, etc. of meetings that are not governed by the Brown Act
Notice of Lien	Finance	Permanent HC or EF	GC34090(a)	
Notices	Fire	5 years HC	CFC104.6	Fire Prevention Safety and Sprinkler Inspections.
Notices of Completion	City Clerk	Permanent HC and EF	GC34090(d) GC34090.5	Recorded documents are retained permanently in HC and EF
Oaths of Office – Elected Officials	Human Resources	6 years HC and EF (see notes)	Department Policy	Retain for 6 years after term completion. Oaths of Office are filed with the City Clerk's office then kept in the personnel file

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Oaths of Office – Advisory Body Members	City Clerk	2 years HC or EF (see notes)	Department Policy	Retain for 2 years after completion of term.
Paid Copy	Finance	2 years HC or EF	GC34090 Department Policy	(Pink)
Park Ranger/Daily Logs/Field Reports/Incident Reports/Statistical Reports/Citations	Parks and Recreation	2 years HC or EF	GC34090(b)	Records related to any court proceeding should be reviewed by the City Attorney prior to destruction.
Parking Permits	Public Works	2 years HC or EF	GC34090(d)	
Parking Control – General	Public Works	2 years HC or EF	GC34090(d)	
Parking Control – Meter Regulations	Public Works	Current version + 2 years HC or EF	Department Policy	Rates/Regulations/Street Designations

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Parking Lot Surface/Requirements	Public Works	2 years HC or EF	GC34090(d)	
Parking Meter Coin Recorders	Finance	2 years HC or EF	GC34090(d)	
Parking Violation – Paid Copy (pink)	Public Works	5 years HC or EF	GC34090(d)	Duplicate only (does not affect originals).
Parking Violation – Payment Record	Public Works	5 years HC or EF	Department Policy	
Parking Violation Citations (book of citations)	Public Works	5 years HC	Department Policy	
Parks and Recreation Master Plan	Parks and Recreation	Permanent EF	GC34090	
Pawn Broker Receipts	Police	3 years HC or EF	BP21629	

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Payroll Timecards/Records	Finance	5 years EF (see notes)	GC34090(d) 29CFR516.5 LC1174(d) RTC 19530 IRS Reg. 31.6001-1(e)(2)	5 Years after Audit. Audit includes FEMA related payroll audits to be conducted by FEMA.
Permit files	Police	2 years HC or EF (see notes)	GC34090	If approved permit, retain 2 years after expiration of permit. Bingo, Card Room Dealer, Entertainment, Metaphysical and Taxi.
Permits	Fire	Permanent HC and EF (see notes)	CFC104.6	Occupancy, Sprinkler, Hood, Welding, Alarm. Retain original copy until project is complete. EF once project is completed.
Permits - Septic Waste Discharge	Public Works	5 years HC or EF	Department Policy	
PERS Employee Deduction Reports	Finance	5 years HC or EF (See notes)	GC34090(d) 26CFR31.6001-1 29CFR516.5, 516.6 LC1174(d)	Retain for 5 years after employment ends.

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Personal History Investigation Files (hired and non-hired applicants)	Police	4 years HC or EF (see notes)	GC12946	Retain for 4 years after date of employment action, including termination or retirement. Including background checks and fingerprint cards.
Personnel Files	Police	4 years HC or EF (see notes)	GC12946	Retain 4 years after date of employment action, including termination or retirement.
Pitchess Motions	Police	5 years HC or EF	GC34090 PC 832.5	
Planning Administration	Planning and Community Development	2 years HC or EF (see notes)	GC34090(d)	Internal working files including correspondence. Files will be reviewed annually. Some may require retention longer than prescribed herein.
Planning Department Policies and Procedures	Planning and Community Development	5 years HC or EF	Department Policy	

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Planning Permits and Projects	Planning and Community Development	Permanent HC or EF	GC34090(a) HS19850	Zoning and Use Permits, all applications for discretionary approval/action. No records that affect title to real property may be destroyed.
Police Reports	Police	Permanent EF	GC34090 PC799 PC803 Department Policy	Excluding reports that fall into separate category listed in retention schedule.
Policies, Procedures and General Orders	Police	Permanent HC or EF	GC34090 Department Policy	
Press Release	All	2 years HC or EF	GC34090(d)	Except for releases related to records with longer retention periods.
Property Appraisals	Economic Development and Housing	2 years HC or EF (see notes)	GC34090(d)	Retain 2 years from date of acquisition, completion of project, or after it was obtained.
Property Drug Destruction and Firearm Destruction Lists	Police	10 years HC or EF	GC34090	

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Property - Occupancy Lists/ Correspondence/Lease Agreements	Finance	Permanent HC and EF (see notes)	Department Policy	EF after 5 years acceptable. City-owned real property (includes rentals and leased properties). Tenant rental statements.
Property Inventory Records	Finance	3 years HC or EF (see notes)	GC34090(d)	Retain for 3 years after audit Other than real property, Perpetual Records beginning 1981.
Property Lease Records	Economic Development and Housing	5 years HC or EF (see notes)	GC34090 CCP 337	Retain for 5 years after termination of lease, end of hold over, and/or termination of litigation. City Clerk maintains original agreements.
Property Logbook	Police	10 years HC or EF	GC34090	
Property – Unsuccessful Lease Negotiations	Economic Development and Housing	2 years HC or EF (see notes)	GC34090(d)	Retain for 2 years after negotiations cease.

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Property, Real and Easements– Acquisitions and Surplus	Water	Permanent HC and EF	GC34090(a)	City Clerk maintains original hard copy.
Public Hearing Notices and Action (Speed) Letters	City Clerk	5 years EF	GC34090(d)	
Public Records Requests	PD/FD/CD/CC	2 Years EF	GC34090	City Clerk is the department of record for all requests, except those submitted directly to the listed departments.
Public Works Utility Maps	Public Works	Permanent HC or EF	GC34090	Includes Storm Drains; CAD; Traffic Signalization Charts; Parking District Deficiency Fee Zone; Facilities
Publications	ALL	2 years EF	GC34090(d) GC34090.5 GC50110 and 115	Election Brochures, Surf City News, One Person's Trash, Refuse and Recycling, Santa Cruz Municipal Utility Review Newsletters, etc.
Purchase Orders	Finance	5 years HC or EF (see notes)	GC34090(d)	Retain for 5 years after Audit.
Purchase Requisition Copies	Finance	5 years HC or EF	GC34090 CCP337	

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Pursuit Reports (CHP 187A)	Police	2 years HC or EF	GC34090	
Rate Change Reports and Studies	Water	Permanent EF	Department Policy	Includes Cost of Service analyses used to establish rates
Reclassification Requests, Notes, Questionnaires, Charts, Surveys, etc.	Human Resources	4 years EF (see notes)	Department Policy	Retain file copy 4 years after effective date of reclassification.
Record of Court Referrals/Community Service Workers	Parks and Recreation Public Works	2 years EF	GC34090(d)	
Recreation/Cultural -National Register Nominations	Planning and Community Development	Permanent EF	GC34090(a)	Historical. All supporting documents. No records that affect title to real property may be destroyed.
Recruitment	Human Resources	4 years EF (see notes)	GC12946 29CFR1602 et seq 29CFR 1627.3 29CFR 1607.4	Retain for 4 years after close Applications, resumes alternate lists/logs, indices; ethnicity disclosures, examination materials; examination answer sheets, job bulletins, eligibility, electronic databases.

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Recycling Programs	Public Works	2 years EF	Department Policy	
Refuse Work Orders (Working Papers)	Water	2 years HC or EF	GC34090(d)	
Registrants – Arson (Adults)	Police	5 years Permanent HC or EF (See notes)	PC457.1(b)(2)	Jan. 1, 1985- Nov. 29, 1994 – Required to register for 5 years from date of confinement or sentencing (if not confined). After Nov. 30, 1994 – Registration is required for life.
Registrants – Arson (Juveniles)	Police	Current HC or EF (see notes)	PC457.1(b)(3)	Registration is required until age 25 or record is sealed.
Registrants – Sex (Adults)(Tier 1)	Police	10 years HC or EF (see notes)	PC290	Retain for 10 year minimum. Registrant may be removed from list per PC 290 (d)(1).
Registrants – Sex (Adults) (Tier 2)	Police	20 years HC or EF (see notes)	PC290	Retain for 20 year minimum. Registrant may be removed from list per PC 290 (d)(2).

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Registrants – Sex (Adults) (Tier 3)	Police	Permanent HC or EF (see notes)	PC290	*Retain for life of registrant per PC 290(d)(3).
Registrants – Sex (Juveniles)	Police	Permanent HC or EF (see notes)	PC290(d)	Registration is required until record is sealed per WI 781.
Registrations	Parks and Recreation	2 years HC or EF	GC34090(d)	Includes release waivers, classes/sports.
Regulations of Public Lands and Buildings	Public Works Parks and Recreation	5 years HC or EF	GC34090(d)	
Regulatory Agencies Correspondence	Public Works	2 Years HC or EF	Department Policy	
Regulatory Agencies Directives	Public Works	5 Years HC or EF	Department Policy	
Regulatory Permits	Public Works	5 years HC and EF	GC34090(d)	

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Relocation – Plan, Documentation, and Relocatee and Specific Parcel Files	Economic Development and Housing	3 years after closed/10 years HC or EF (See notes)	49CFR24.9(a)	Retain records an additional 10 years if litigation was part of the project process. Closed represents full, final payment to each individual/household relocated under the relocation plan or the completion of construction for the project, whichever comes last. Relocatees' files are confidential.
Rental Inspection Program	Planning and Community Development	Permanent HC or EF	GC34090(a)	Registration forms, affidavits, notices, statements correspondence and photos No records that affect title to real property may be destroyed
Report Billing Logs	Police	2 years HC or EF	GC34090	
Reports (Federal and State)	Planning and Community Development	Permanent HC or EF	GC34090(a)	Code enforcement statistics; may contain records affecting title to real property or liens thereon. No records that affect title to real property may be destroyed.

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Reports-Annual Financial and State Controller	Finance	Permanent HC or EF	GC34090	
Reports-Revenue Analysis and Taxation	Finance	Permanent HC or EF	GC34090	
Requests for Dismissal	Police	2 Years HC or EF	GC34090	
Ride Alongs	Police	2 years HC or EF	GC34090	
RIPA Reports	Police	3 years HC or EF	11 CCR 999.228	
Risk Management Reports	Human Resources Finance	5 years HC or EF (see notes)	OMB 1220-0029 29CFR1904.4 GC34090(d)	Retain for 5 years after close. Human Resources keeps OSHA 300 Form only.
Roll Call Information	Police	5 years HC or EF	GC34090 Department Policy	

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Safety Employees	Human Resources	5 years HC or EF (see notes)	29CFR1627.3 29CFR1602.30,32 29CFR516.6 et seq.	Retain for 5 years after employment ends. Police, fire, may include: release authorization, certifications, outside employment, commendations, disciplinary actions, terminations, oaths of office, evaluations.
Safety Meeting Records	Parks and Recreation Public Works	2 years HC or EF	GC34090(d) Department Policy	
Salary Records	Finance	3 years HC or EF (see notes)	GC34090(d) 29CFR516.2	Retain for 3 years after employment ends. Deduction authorization, beneficiary designations, unemployment claims and garnishments.
Sealed Records (Factually Innocent)	Police	3 years HC or EF (see notes)	WI781.5 PC851.8	Retain for 3 years from date of arrest.
Sealed Records (Juvenile)	Police	5 years HC or EF (see notes)	WI781	Retain for 5 years from date record is ordered sealed.

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Service Installation Orders	Water	Permanent HC or EF	Department Policy	As-built record drawings and Engineering Reports/Studies.
Sewer Connections	Public Works	2 Years HC or EF	GC34090(d)	
Sergeants' Logs	Police	2 years HC or EF	GC34090	
Shift Assignment Logs and Work Schedules	Police	2 years HC or EF	GC34090	
Shift Exchange Requests	Police	3 years HC or EF	GC34090 Department Policy	
Sidewalk Vending Citations	Finance	2 years HC or EF (see notes)	GC34090	Retain for 2 years after paid or resolved.
Sidewalk Vending Citations – Supporting Documentation	Planning	2 Years HC or EF	GC34090(d)	

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Solid Waste – Capital Improvement Project	Public Works	Permanent EF after 10 years	Department Policy	
Solid Waste - Collection Routes	Public Works	2 years HC or EF	Department Policy	
Solid Waste - Management Facility Permitting	Public Works	Permanent EF after 10 years	Department Policy	Related to regulatory operation.
Solid Waste - Rates	Public Works	3 years HC or EF	GC34090(d)	City Clerk maintains legislative history.
Special Event Applications	Police	2 years HC or EF	GC34090	
Special Events Files (Non-City Sponsored)	City Manager Parks and Recreation	2 Years HC or EF	GC34090(d)	Including Permits.
Special Programs - General	Public Works	5 years HC or EF	GC34090	

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Special Programs - Toxics	Public Works	Permanent HC or EF	GC34090	
Stored Impound/Vehicles Reports (No crime involved)	Police	2 years HC or EF	GC34090	
Street Dedication, Naming and Addressing	Planning and Community Development Public Works	Permanent HC and EF	GC34090(a)	
Streetlighting Inventory	Public Works	5 years HC or EF	GC34090	
Streets and Sidewalks - Administration	Public Works	2 years HC or EF	GC34090(d)	
Streets and Sidewalks - Maintenance	Public Works	5 years HC or EF	GC34090	
Streets and Sidewalks – Utility Undergrounding	Public Works	5 years HC or EF (see notes)	Department Policy	Retain 5 years past completion.

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Subdivisions	Public Works	Permanent HC and EF	GC34090(a)	
Subdivisions – Soils Reports	Public Works	Permanent HC or EF	GC34090	
Subpoenas	ALL	2 years (see notes)	GC34090	Retain for 2 years after response. If part of litigation, refer to Litigation Record series.
Subpoenas (Officers)	Police	2 years HC or EF (see notes)	GC34090	Retain for 2 years from court appearance date noted on subpoena.
Successor Agency Reports	Economic Development and Housing	5 years HC or EF	GC34090(d)	
Surveys and Studies	Human Resources	2 years HC or EF	GC34090(d) GC12946 29CFR516.6(2) 29CFR1602.14	Including classifications, wage rates.
Tax Assessments	Finance	Permanent HC or EF	GC34090	

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Taxes (Payment Records)	Finance	5 years HC or EF	CCP338	Includes, Admission Tax, Parking Tax, Transient Occupancy Tax and Utility Tax.
Taxicab - General	City Clerk	15 Years HC or EF	GC34090 GC53075	
Teams Posts	ALL	6 Months HC or EF (see notes)	64 Ops.Cal.Atty.Gen. 317, 323 (1981)	Teams posts are for temporary communication. If a post falls into a category requiring longer retention, staff should copy and save it to the appropriate file.
Teams Chats	ALL	30 days HC or EF (see notes)	64 Ops.Cal.Atty.Gen. 317, 323 (1981)	Teams chats are for informal, temporary communication. If a message falls into a category requiring longer retention, staff should copy and save it to the appropriate file.
Teletypes and Log	Police	2 years HC or EF (see notes)	GC34090	Only retain if relevant or applicable to SCPD.
Temporary Encroachment Permits	Public Works	2 years HC or EF	GC34090(d)	Includes: traffic control, street closure, public right-away.

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Time Off Requests	Police	3 years HC or EF	GC34090 Department Policy	
Tow Logs	Police	2 years HC or EF	GC34090	Private Property Tows and Repossessions.
Traffic Control - Circulation	Public Works	5 Years HC or EF	Department Policy	
Traffic Control - Intersections	Public Works	Permanent HC or EF	GC34090	
Traffic Control - Shuttles	Public Works	2 Years HC or EF	GC34090(d)	
Traffic Control - Signalizations	Public Works	Permanent HC or EF	GC34090	
Traffic Control - Vehicle Collision Reports	Public Works	3 years HC or EF	Department Policy GC34090	Copies of Police traffic accident reports.

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Training Records	Fire	2 years HC or EF (see notes)	GC34090(d)	Retain for 2 years after employment ends: Certifications/Designations.
Training Records	Human Resources	3 years HC or EF (see notes)	GC34090(d)	Retain for 3 years after employment ends: Employee registrations, volunteer program training, class training materials, internships, certificates.
Training Records	Police	4 years HC or EF (see notes)	GC34090 GC12946	Retain for 4 years after employment ends. Includes Training Approval Reports.
Transportation Administration	Public Works	2 years HC or EF	GC34090(d)	
Transportation FAU (Federal Aid Urban) Program	Public Works	5 years HC or EF	Department Policy	
Tree/Shrub Permits Approved by Staff	Parks and Recreation	2 years HC or EF	GC34090(d)	
Unemployment Insurance	Human Resources	4 years HC or EF	Department Policy	

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Uniform Crime Report	Police	10 Years HC or EF	GC34090	Department of Justice statistics.
Vehicle Smog Certificate Work Order	Public Works	Current HC or EF (see notes)	Department Policy	Retain for life of vehicle.
Volunteers Applications/Assignments	Human Resources	2 years HC or EF (see notes)	GC34090(d)	Retain for 2 years after employment ends.
Warrant Board	Police	2 years HC or EF	CG34090	
Warrant Outstanding	Police	Permanent EF	CLETS Department Policy	Outstanding Warrant = Entered into CLETS.
Wastewater Management - Administration	Public Works	2 years HC or EF	GC34090(d)	
Wastewater Management - Facilities	Public Works	Permanent HC or EF	GC34090	
Wastewater Management - Outfall	Public Works	Permanent HC or EF	GC34090	

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Water Main Connections (Recorded Document)	City Clerk	Permanent HC and EF	GC34090(a)	Recorded documents are retained permanently in HC and EF.
Water Master Plans	Water	Permanent HC or EF	GC34090	
Water Rights (Permits and Licenses)	Water	Permanent HC or EF	GC34090	
Water System Audits, Internal	Water	Permanent HC or EF	GC34090 Department Policy	
Wharf Master Plan	Parks and Recreation	Permanent HC or EF	GC34090	
Wharf Parking Receipts	Public Works	2 years HC or EF	GC34090(d)	

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