



CITY OF BELVEDERE – ADMINISTRATIVE POLICY MANUAL

**POLICY 7.5
RECORDS RETENTION SCHEDULE**

Adoption Date:	3/14/2011	Adopted by:	City Council Resolution 2011-08
Revised Date:	11/14/2011 3/11/2019	Revised by:	City Council Resolution 2011-31 City Council Resolution 2019-03
Authority:	City Council		

A newly consolidated and cross-referenced records retention schedule for the City of Belvedere was adopted by the City Council on March 14, 2011, by Resolution No. 2011-08. Since that time it has been amended by Resolution No. 2011-31 and Resolution No. 2019-03.

The schedule begins on the next page.

AS REVISED & ADOPTED 3/11/2019
CONSOLIDATED RECORDS RETENTION
SCHEDULE FOR THE CITY OF BELVEDERE

NOTES: • Entries in the Statutory Minimum column, unless otherwise stated, refer to the period of time that either the record in its original format (e.g., paper, cassette tape) or electronic copy, but not both, must be retained. • Policies 7.1 and 7.3 of the Belvedere Administrative Policy Manual, as it may be amended from time to time by the City Council, is hereby incorporated by reference in this Records Retention Schedule.

ABBREVIATIONS USED: "CCAC" City Clerks Assoc. of California; "CCR" California Code of Regulations; "D.M.V." California Dept. of Motor Vehicles; "FPPCR" Fair Political Practices Commission Regulations; "HSC" California Health & Safety Code; "L.F." Laserfiche; "N.S.S.A." no specific statutory authority; "P.O." paper original.

CO DE	DOCUMENT	REFERENCE	STAT. MIN.	C.O.B., IF DIFFERENT	NOTES
	AFFIDAVITS OF PUBLICATION – SEE POSTING & DOCUMENT DISTRIBUTION LOG				
	AGENDAS – SEE LEGISLATIVE RECORDS				
	ASSESSOR’S TAX ROLL (COPY PROVIDED BY COUNTY)	N.S.S.A.		SUPERCEDED + 5	DEST. AUTH. NOT REQ'D.
	ASSESSOR’S MAPS – SEE MAPS				
	AUCTIONS OF CITY PROPERTY – SEE FINANCE DEPT.				
	BLOGS – SEE WEBSITE POSTINGS				
AA	BOND ISSUES – FINAL DOCUMENTATION	GC 53921; CCCP 337.5.	COMPL. + 10 YRS.		KEPT IN FINANCE DEPT.
	BUILDING ADDRESS FILES – CODE ENFORCEMENT ACTIONS – SEE CODE ENFORCEMENT ACTION CASE FILES & LOG ENTRIES				
	BUILDING ADDRESS FILES – RECORDS WITH SPECIFIC RETENTION PERIODS				
	FOR NEW STRUCTURES, LARGE ADDITIONS, AND MAJOR REMODELS FOR WHICH A PERMIT HAS BEEN ISSUED: <ul style="list-style-type: none"> • CERTIFICATE OF OCCUPANCY; • CONSTRUCTION PLANS - APPROVED OR LATEST APPROVED REVISION THERETO; • CONSTRUCTION PERMIT & INSPECTION RECORD; • CUT SHEETS, INSTALLATION INSTRUCTIONS, & MANUALS FOR COMPONENTS INSTALLED AS PART OF A PROJECT – WHICH HAVE A PLAN REVIEW ACCEPTANCE STAMP FROM THE PLAN CHECKER OR A BUILDING DEPT. APPROVAL STAMP; • POLICE REPORTS; • REVISED PLAN SUBMITTAL FORM & ATTACHMENTS; • SPECIAL INSPECTION REPORTS; • STOP WORK ORDERS; • STRUCTURAL PLANS & DETAILS; • STRUCTURAL OBSERVATIONS. • TEMPORARY CONDITIONAL OCCUPANCY AGMT. 	HSC 19850. CCR, TITLE 24: PT. 2, VOL. 1, SEC. 107.5; PT. 2.5, SEC. R106.5.	SEE ATTACHMENT "B."	1 COMPL. SET ON L.F. - PERM.	

CO DE	DOCUMENT	REFERENCE	STAT. MIN.	C.O.B., IF DIFFERENT	NOTES
	<p>FOR THE PURPOSES OF THIS SCHEDULE, THE FOLLOWING TYPES OF PROJECTS SHALL BE DEEMED "LARGE ADDITIONS" OR "MAJOR REMODELS":</p> <ul style="list-style-type: none"> • ADDING ONE OR MORE ROOMS. • KITCHEN REMODEL. • MOVING A KITCHEN TO A NEW LOCATION. • ADDING A NEW DECK. • ADDITIONS OF 100 SQ. FT. OR LARGER. • ADDING A BATHROOM. • ADDING SQUARE FOOTAGE TO A SECOND STORY. • PROJECTS OF SIMILAR SCOPE, OR AS MAY BE DETERMINED BY THE BUILDING OFFICIAL. <p>THE FOLLOWING TYPES OF PROJECTS, BY THEMSELVES, SHALL GENERALLY NOT BE DEEMED "LARGE ADDITIONS" OR "MAJOR REMODELS":</p> <ul style="list-style-type: none"> • REPAIRS. • IN-KIND REPLACEMENTS. • NEW FURNACE. • ADDING A FEW LIGHTING FIXTURES. • ADDING A DOCK. • RE-ROOFING. • LANDSCAPING WALLS OR OUTDOOR LIGHTING. • ADDING A ROOF TO A CAR DECK. 				
AB	<p>FOR PROJECTS THAT ARE <u>NOT</u> NEW STRUCTURES, LARGE ADDITIONS, OR MAJOR REMODELS, FOR WHICH A PERMIT HAS BEEN ISSUED:</p> <ul style="list-style-type: none"> • CONSTRUCTION PLANS - APPROVED OR LATEST APPROVED REVISION THERETO; • CONSTRUCTION PERMIT & INSPECTION RECORD; • CUT SHEETS, INSTALLATION INSTRUCTIONS, & MANUALS FOR COMPONENTS INSTALLED AS PART OF A PROJECT – WHICH HAVE A PLAN REVIEW ACCEPTANCE STAMP FROM THE PLAN CHECKER OR A BUILDING DEPT. APPROVAL STAMP; • POLICE REPORTS; • REVISED PLAN SUBMITTAL FORM & ATTACHMENTS; • SPECIAL INSPECTION REPORTS; • STOP WORK ORDERS; • STRUCTURAL DETAILS; • STRUCTURAL OBSERVATIONS. 	CCR, TITLE 24: PT. 2, VOL. 1, SEC. 107.5; PT. 2.5, SESC. R106.5.	COMPL. OF WORK + 180 DAYS	L.F. - 10 YRS.	
AC	FOR ALL PROJECTS:	N.S.S.A.	NONE	L.F. - 10 YRS.	

CO DE	DOCUMENT	REFERENCE	STAT. MIN.	C.O.B., IF DIFFERENT	NOTES
	<ul style="list-style-type: none"> ACKNOWLEDGEMENT OF CONSTRUCTION RESPONSIBILITY ALTERNATIVE MATERIALS & METHODS APPROVAL; APPLICATION REVIEW BY OUTSIDE AGENCIES W/ OVERLAPPING JURISDICTION (TFPD, BCDC, BAAQMD, ACE); CORRESPONDENCE & EMAIL OF A SUBSTANTIVE NATURE TO/FROM THE BUILDING DEPARTMENT FILED IN BUILDING ADDRESS FILES. 				
AD	FOR PROJECTS FOR WHICH A CONSTRUCTION PERMIT WAS PROCESSED & APPROVED BUT NEVER ISSUED.	N.S.S.A.	NONE	2 YRS.	UNISSUED PERMIT - L.F. PLANS & DOCS - DO NOT LF,
AE	FOR PROJECTS FOR WHICH A PERMIT WAS ISSUED, BUT THE PROJECT WAS NEVER COMPLETED. ALL PLANS & DOCUMENTS RELATED TO THAT PROJECT.	N.S.S.A.	NONE	L.F. - 2 YRS.	
AF	FOR STRUCTURES WHICH HAVE BEEN DEMOLISHED. ALL PLANS & DOCUMENTS RELATED TO THAT PROJECT.	CCR, TITLE 24: PT. 2, VOL. 1, SEC. 107.5; PT. 2.5, SESC. R106.5.	COMPL. OF WORK + 180 DAYS	DO NOT RETAIN.	DESTROY RECORDS AFTER DEMOLITION.
	<ul style="list-style-type: none"> GEOTECHNICAL MATTERS: SOILS REPORTS, GEOTECHNICAL REPORTS, PLAN CHECK REVIEWS, & OBSERVATIONS. LAND SURVEY MAPS. 	N.S.S.A.	NONE	L.F. - PERM.	
	INDEX SHEETS GIVING THE STORAGE LOCATION OF SURVEY MAPS.	N.S.S.A.	NONE	L.F. - UNTIL SUPERCEDED.	DEST. AUTH. NOT REQ'D.
	<ul style="list-style-type: none"> BACKFLOW DEVICES - SPECIAL PLUMBING PERMITS FOR. WAIVERS FOR BACKFLOW DEVICES 	CCR106.4.2	COMPL. OF WORK + 90 DAYS	L.F. - PERM.	
AG	CONSTRUCTION TIME LIMIT PENALTY & COMPLIANCE ORDER ACTIONS. RECORDS FOR ACTIONS WHICH DO NOT RESULT IN THE PLACING OF A LIEN ON THE PROPERTY: <ul style="list-style-type: none"> CITY CLERK'S REPORT TO COUNCIL COUNCIL MINUTES COUNCIL RESOLUTIONS COUNCIL STAFF REPORTS CORRESPONDENCE TO/FROM THE BUILDING DEPARTMENT, & PROOF OF SERVICE, RELATING TO CTL PENALTIES ENCROACHMENT PERMITS NOTICE OF HEARING PARKING PLANS PENALTY CALCULATIONS STAGING PLANS 	GC 34090, 34090.5	FINAL DISPOSITION + 2	L.F. - 10 YRS.	
	CONSTRUCTION TIME LIMIT PENALTY ACTIONS. RECORDS FOR ACTIONS WHICH RESULT IN A LIEN BEING FILED AGAINST THE PROPERTY:	GC 34090, 34090.5	PERM.	L.F. - PERM.	

CO DE	DOCUMENT	REFERENCE	STAT. MIN.	C.O.B., IF DIFFERENT	NOTES
	<ul style="list-style-type: none"> • CITY CLERK'S REPORT TO COUNCIL • COUNCIL MINUTES • COUNCIL RESOLUTIONS • COUNCIL STAFF REPORTS • CORRESPONDENCE TO/FROM THE BUILDING DEPARTMENT, & PROOF OF SERVICE, RELATING TO CTL PENALTIES & COMPLIANCE ORDERS. • ENCROACHMENT PERMITS • LIEN FILINGS • NOTICE OF HEARING • PARKING PLANS PENALTY CALCULATIONS • STAGING PLANS 				
	RESIDENTIAL BUILDING RECORDS REPORT & R.B.R. APPLICATION	N.S.S.A.	NONE	L.F. OF MOST RECENT R.B.R. - UNTIL SUPERCEDED	DEST. AUTH. NOT REQ'D.
BUILDING ADDRESS FILES – RECORDS WITH MINIMAL OR NO RETENTION PERIODS					
AH	RECORDS WITHOUT HISTORIC VALUE: <ul style="list-style-type: none"> • APPLICATIONS FOR BUILDING PERMITS WHEN THE APPLICATION IS NOT THE PERMIT ITSELF • ARCHITECTURAL SPECIFICATIONS (NON-STRUCTURAL, FINISHES, HARDWARE, SYSTEMS DESCRIPTIONS, ETC.) • CARBON COPIES OF BUILDING PERMITS • CERTIFICATES OF INSURANCE. • CONSTRUCTION PLAN REVIEW LETTERS • CORRECTION NOTICES • CORRESPONDENCE & EMAIL RE. NOISE OR PARKING ISSUES, MEETING ARRANGEMENTS, & OTHER NON-SUBSTANTIVE MATTERS. • CUT SHEETS, INSTALLATION INSTRUCTIONS, & MANUALS FOR COMPONENTS INSTALLED AS PART OF A PROJECT – WHICH DO NOT HAVE A PLAN REVIEW ACCEPTANCE 	N.S.S.A.	NONE	P.O. - 2 YRS. FROM DATE CREATED OR RECEIVED.	DO NOT L.F.: ARCHIVE UNTIL DESTR. DATE.

CO DE	DOCUMENT	REFERENCE	STAT. MIN.	C.O.B., IF DIFFERENT	NOTES
	<p>STAMP FROM THE PLAN CHECKER OR A BUILDING DEPT. APPROVAL STAMP.</p> <ul style="list-style-type: none"> • INTERNAL REVIEW OF CONSTRUCTION PLANS. • ENERGY CALCULATIONS [CERTIF. OF COMPLIANCE PRINTED ON PLANS] • ENGINEERING CALCULATIONS • ENCROACHMENT PERMIT (ROAD CLOSURE) EXCEPT FOR THOSE REGARDING COMPLIANCE ORDERS OR CONSTRUCTION TIME LIMIT PENALTIES. • FINAL APPROVAL NOTICE • INVOICES & SHIPPING LISTS FOR MATERIALS. • GANTT CHARTS. • INSPECTION REQUEST • MONEY RECEIPTS • OWNER/CONTRACTOR AGREEMENTS. • OWNER/SPECIAL INSPECTION CONTRACTS. • PERMIT ISSUANCE CHECKLIST. • PERMIT FEE RE-VALUATIONS & ATTACHED DOCUMENTATION • PEST REPORTS • PHOTOS • PLAN CHECK COMMENTS & RESPONSES • PLAN CHECK CORRECTION LISTS • PRE-CONSTRUCTION MEETING AGENDAS & MINUTES; • PROJECT TIMELINE • PROJECT WORKSHEETS • PROPERTY OWNER'S PACKAGE • RECORD OF SPECIAL INSPECTIONS • RETURN OF REFUNDABLE DEPOSIT • REQUEST FOR DUPLICATION OF PLANS • ROUGH DRAFTS OF CORRESPONDENCE • SCHOOL DISTRICT FEE CERTIFICATIONS. • SPECIAL INSPECTION & TESTING AGREEMENT • STAGING PLANS & PARKING PLANS, EXCEPT FOR THOSE REGARDING COMPLIANCE ORDERS OR CONSTRUCTION TIME LIMIT PENALTIES. • STATEMENT OF TOTAL PROJECT COSTS FOR RE-VALUATION • STRUCTURAL CALCULATIONS [BUT KEEP STRUCTURAL PLANS & DETAILS] • TRANSMITTAL SHEETS & FAX COVER SHEETS • WASTE MANAGEMENT PLAN APPEALS TO THE CITY COUNCIL. • WASTE MANAGEMENT PLAN APPLICATION • WASTE MANAGEMENT PLAN COMPLIANCE DOCUMENTATION. • WASTE MANAGEMENT PLAN PERFORMANCE SECURITY REFUND VALUATIONS & SUPPORTING DOCUMENTATION. 				

CO DE	DOCUMENT	REFERENCE	STAT. MIN.	C.O.B., IF DIFFERENT	NOTES
	DRAFT CONSTRUCTION PLANS.	N.S.S.A.	NONE	UNTIL NO LONGER NEEDED.	DEST. AUTH. NOT REQ'D.
	DOCUMENTS RETAINED ELSEWHERE IN CITY FILES: <ul style="list-style-type: none"> CHECK REQUESTS. CITY COUNCIL MEETING MINUTES EXCERPTS, EXCEPT FOR THOSE RELATING TO COMPLIANCE ORDERS & CONSTRUCTION TIME LIMIT PENALTIES. COURTESY NOTICE – PENDING BUILDING PERMIT – <i>SEE POSTING & DOCUMENT DISTRIBUTION LOG</i> ENCROACHMENT PERMITS, EXCEPT FOR THOSE RELATING TO COMPLIANCE ORDERS & CONSTRUCTION TIME LIMIT PENALTIES. <i>SEE ENCROACHMENT PERMIT BINDERS.</i> PLANNING COMMISSION MEETING MINUTES EXCERPTS. PLANNING DEPARTMENT NOTICES. RECEIPTS FOR MONEY PAID TO CITY. SANITARY DISTRICT 5 PERMIT TO CONNECT. 	GC 34090.7	UNTIL NO LONGER REQ.		DEST. AUTH. NOT REQ'D.
	<ul style="list-style-type: none"> RECORDS WHOSE ADDRESS CANNOT BE ASCERTAINED. RECORDS THAT HAVE NEITHER DATE NOR PERMIT NUMBER TO IDENTIFY THEM. ILLEGIBLE RECORDS. 	N.S.S.A.	NONE	DISCARD - DEST. AUTH. NOT REQ'D.	
AK	BUILDING ADDRESS FILE RECORDS NOT LISTED ELSEWHERE IN THIS SCHEDULE.	N.S.S.A.	NONE	P.O. OR L.F. - 2 YRS. OR SUCH LONGER PERIOD AS MAY BE SET BY STATUTE.	
BUILDING DEPT. PRE-CONSTRUCTION MEETING AUDIO RECORDINGS – SEE PRE-CONSTRUCTION MEETING AUDIO RECORDINGS					
	BUILDING PERMIT BINDERS	N.S.S.A.	NONE	L.F. - PERM.	
BUILDING PERMITS – FOR INDIVIDUAL ADDRESSES – SEE BUILDING ADDRESS FILES					
AL	BUSINESS LICENSE – SEE ALSO FINANCE DEPT. <ul style="list-style-type: none"> APPLICATION FOR BUSINESS LICENSE BUSINESS LICENSE ROSTER 	GC 34090, 34090.5	2 YRS.		DO NOT L.F.
CAMPAIGN STATEMENTS – SEE FPPC FORMS - ELECTIONS					
CITIZEN OF THE YEAR					
AM	NOMINATION LETTERS AND OTHER DOCUMENTS RELATED TO SELECTION OF THE BELVEDERE CITIZEN OF THE YEAR	GC 34090, 34090.5	2 YRS.		
CITY ENGINEER SUBJECT FILES					
AN	PUBLIC WORKS CONTRACTING - GENERAL	GC 34090, 34090.5	SUPERCEDED + 2 YRS.		
AO	FILES CONTAINING NOTES RE. SPECIFIC ADDRESSES	GC 34090, 34090.5	2 YRS.		
AP	<ul style="list-style-type: none"> GENERAL SUBJECT FILES FOR OTHER AGENCIES (E.G. BCDC, SANITARY DIST. 5, JPA, ETC.) NATIONAL FLOOD INSURANCE - GENERAL 	GC 34090, 34090.5	2 YRS.	MINIMUM - 10 YRS.	
CITY PROPERTY					

CO DE	DOCUMENT	REFERENCE	STAT. MIN.	C.O.B., IF DIFFERENT	NOTES
	AUCTIONS OF CITY PROPERTY – <i>SEE FINANCE DEPT.</i>				
	CITY PROPERTIES INFO USED FOR GIS LAYER.			ORIGINAL OR L.F. – PERM.	GIS LAYER
	DEEDS – <i>SEE DEEDS TO REAL PROPERTY</i>				
	<ul style="list-style-type: none"> ENGINEERING FILES FOR SPECIFIC STREETS. TIDELANDS INFORMATION. LANDSLIDE RECORDS FOR SPECIFIC SITES. ENGINEERING FILES RE. ROAD IMPACT FEE. 			ORIGINAL OR L.F. – PERM.	
	FIXED ASSET INVENTORY – REFLECTS PURCHASE DATE, COST, ACCOUNT NUMBER – <i>SEE FINANCE DEPARTMENT</i>				
	LANE ABANDONMENT.			ORIGINAL OR L.F. – PERM.	GIS UPDATE
AQ	<ul style="list-style-type: none"> PARKS MASTER PLAN LANES - GENERAL 	GC 34090, 34090.5	2 YRS.	ORIGINAL OR L.F. – 10 YRS.	
	PROPERTY & VEHICLE SCHEDULES FOR INSURANCE – <i>SEE RISK MANAGERMENTS</i>				
	VEHICLE MAINT. RECORDS – <i>SEE PUBLIC WORKS MAINTENANCE FUNCTION</i>				
	VEHICLE TITLE – <i>SEE VEHICLE TITLE</i>				
CLAIMS, LIABILITY & PROPERTY – SEE RISK MANAGEMENT					
CLAIMS, WORKERS COMPENSATION – SEE WORKERS' COMPENSATION – CITY EMPLOYEES					
EL	<p>CODE ENFORCEMENT ACTION CASE FILES & LOG ENTRIES – FOR CONSTRUCTION TIME LIMIT ACTIONS, SEE BUILDING ADDRESS FILES – RECORDS WITH SPECIFIC RETENTION PERIODS</p> <p>THE ENTIRE CASE FILE, INCLUDING, BUT NOT LIMITED TO:</p> <ul style="list-style-type: none"> COMPLAINANT COMMUNICATIONS. INVESTIGATIVE NOTES, PHOTOS, & OTHER MATERIALS. CORRESPONDENCE & EMAILS. COMPLIANCE ORDERS & NOTICES. STAFF REPORTS. LIEN FILINGS. THE CORRESPONDING LOG ENTRIES IN THE CODE ENFORCEMENT ACTION LOG. 	GC 34090, 34090.5	2 YRS.	2 YRS. FROM FINAL ADJUDICATION OF THE CASE	CASE FILES FOR ALL CODE ENFORCEMENT ACTIONS, REGARDLESS OF THE DEPT. RESPONSIBLE FOR THE INVESTIGATION, ARE MAINTAINED BY THE BUILDING OFFICIAL/CODE ENFORCEMENT OFFICER. DO NOT L.F DESTROY IN A TIMELY MANNER.
COMPUTER PROGRAMS & MANUALS					
AR	<ul style="list-style-type: none"> OBSOLETE VERSIONS OF COMPUTER PROGRAMS WHICH ARE NO LONGER INSTALLED ON THE CITY'S COMPUTERS AND WHICH ARE NOT REQUIRED IN ORDER TO READ ANY OF THE ELECTRONIC DOCUMENTS RETAINED IN THE CITY ARCHIVE. MANUAL FOR THE ABOVE. 	GC 34090	2 YRS.	DESTR. OF LAST ARCHIVAL SOFT RECORD THAT CAN ONLY BE READ BY THE PROGRAM + 2 YRS.	

CO DE	DOCUMENT	REFERENCE	STAT. MIN.	C.O.B., IF DIFFERENT	NOTES
	CONSTRUCTION CODES (PRIMARY & SECONDARY)	N.S.S.A.		AT LEAST 1 COPY OF EACH - PERM.	
	CONTRACTS				
AS	<ul style="list-style-type: none"> CONSTRUCTION CONTRACTS CONSTRUCTION BONDS CONSTRUCTION INSURANCE 	GC 34090, 34090.5	2 YRS.	L.F. - EXPIRATION + 5 YRS.	SCAN ALL TOGETHER IN THE CONTRACT FILE.
AT	NON-CONSTRUCTION CONTRACTS & AGREEMENTS.	GC 3409-, 34090.5	2 YRS.	EITHER P.O. OR L.F. - EXPIRATION + 5 YRS.	
AU	CONTRACTS, TO WHICH THE CITY IS NOT A PARTY.	N.S.S.A.		UNTIL NO LONGER REQUIRED.	
	CORRESPONDENCE & EMAIL, CHRONOLOGICAL FILES OF				
AV	<ul style="list-style-type: none"> OUTGOING CORRESPONDENCE OF CITY EMPLOYEES. 	GC 34090, 34090.5		10 YRS.	
AW	<ul style="list-style-type: none"> OUTGOING CORRESPONDENCE OF MEMBERS OF LEGISLATIVE BODIES. 	GC 34090, 34090.5	2 YRS.	5 YRS.	
	<ul style="list-style-type: none"> EMAIL OF CITY EMPLOYEES OR MEMBERS OF LEGISLATIVE BODIES NOT OTHERWISE RETAINED UNDER ANOTHER CATEGORY IN THIS RETENTION SCHEDULE (SEE BEL VEDERE ADMINISTRATIVE POLICY 7.2) 	GC 34090	2 YRS.		EMAIL OLDER THAN 2 YRS WILL BE AUTO-DELETED FROM EMAIL SYSTEM. DEST. AUTH. NOT REQ'D.
	DEEDS TO REAL PROPERTY			EITHER P.O. OR L.F. - PERM.	
	ELECTIONS, CITY - SEE ALSO FPPC FORMS - ELECTIONS				
AX	CITY COUNCIL ELECTION NOMINATION DOCUMENTS.	EC 17100		TERM OF OFFICE FOR WHICH THEY WERE FILED + 4 YRS., OR SUCH PERIOD AS SET BY ELECTIONS CODE 17100(b). PROMPT DESTR. REQUIRED AT END OF STATED RETENTION PERIOD.	
AY	<ul style="list-style-type: none"> CERTIFICATE OF CANVASS OF VOTE BY COUNTY CLERK CERTIFICATE OF ELECTION ONE COMPL. COPY OF THE PACKET DISTRIBUTED TO CANDIDATES. 	GC 34090, 34090.5	2 YRS.		RETAIN FOR REF. UNTIL SUPERCEDED.
	OATHS OF OFFICE FOR COUNCIL MEMBERS	GC 34090, 34090.5	2 YRS	L.F.--PERM.	
AZ	<p>ELECTION-RELATED RECORDS WHICH ARE NOT LISTED ABOVE, INCLUDING:</p> <ul style="list-style-type: none"> CONSENT TO USE CITY BUILDINGS AS POLLING PLACE. SAMPLES & GUIDELINES PROVIDED BY THE COUNTY REGISTRAR OF VOTERS & OTHER SOURCES. MEMOS TO/FROM CANDIDATES, COMMITTEES, FPPC, REGISTRAR OF VOTERS, ETC. SCHEDULES, CALENDARS, AND NOTES. 	GC 34090, 34090.5	2 YRS.		DO NOT L.F. DESTROY AFTER 2 YRS. WHEN NO LONGER NEEDED.
	ELECTRONIC DOCUMENTS – SEE SPECIFIC TYPE OR CONTENT				

CO DE	DOCUMENT	REFERENCE	STAT. MIN.	C.O.B., IF DIFFERENT	NOTES
	EMAIL – SEE CORRESPONDENCE				
BI	ENCROACHMENT PERMIT BINDERS	N.S.S.A.	NONE	P.O. - 5 YRS.	ENCROACHMENT PERMITS MAY BE NEEDED WHEN CTL APPEALS COME UP AS LONG AS FOUR YEARS AFTER THE START OF A PROJECT. THEREFORE, THE BINDERS OF ENCROACHMENT PERMITS WILL BE RETAINED, IN THEIR PAPER FORM, FOR 5 YEARS. DO NOT L.F.
	FACEBOOK – SEE WEBSITE POSTINGS				
	FINANCE DEPARTMENT				
BA	<ul style="list-style-type: none"> ACCOUNTS PAYABLE – INVOICES, CHECK COPIES, SUPPORTING DOCUMENTATION ACCOUNTS RECEIVABLE 			AUDIT + 4	
BB	ANNUAL FINANCIAL REPORTS			AUDIT + 7	
	ASSESSOR'S UNSECURED TAX ROLL – <i>SEE ASSESSOR'S TAX ROLLS</i>				
	AUDITS			PERM.	
BC	BANK RECONCILIATIONS – STATEMENTS, SUMMARIES FOR RECEIPTS, DISBURSEMENT & RECONCILIATIONS			AUDIT + 5	
	BUDGET – ADOPTED			PERM.	
BD	BUDGET – PROPOSED			CURRENT YEAR + 2	
BE	BUDGET ADJUSTMENTS – ACCOUNT TRANSFERS			AUDIT + 2	
BF	BUSINESS LICENSE PAID AND REPORTS			TERMINATION + 4	
BG	DEFERRED COMPENSATION REPORTS – RECORDS OF EMPLOYEE CONTRIBUTIONS & CITY PAYMENTS			TERMINATION + 5	
BH	FIXED ASSET INVENTORY – REFLECTS PURCHASE DATE, COST, ACCOUNT NUMBER			AUDIT + 4	
	INSURANCE – GENERAL LIABILITY, AUTO LIABILITY, PROPERTY, WORKERS' COMPENSATION – <i>SEE RISK MANAGEMENT</i>				
BJ	JOURNAL ENTRIES			AUDIT + 2	
BK	CHECKS – ORIGINALS – INCLUDES PAYROLL, CANCELLED & VOICED			AUDIT + 5	CANCELLED CHECKS NOW VIEWABLE

CO DE	DOCUMENT	REFERENCE	STAT. MIN.	C.O.B., IF DIFFERENT	NOTES
					ONLINE ONLY
BL	DEPOSITS, RECEIPTS – CHECKS, COINS, CURRENCY			AUDIT + 4	
BM	EMPLOYEE TIME SHEETS – SIGNED BY EMPLOYEE & FEMA REPORTS			AUDIT + 6	
BN	INVOICES – COPIES SENT FOR FEES OWED, BILLING			AUDIT + 2	
BO	LEDGER, GENERAL			PERM	
	PAYROLL ADJUSTMENTS – AUDIT PURPOSES			AUDIT + 4	
	PAYROLL REGISTER – LABOR COSTS BY EMPLOYEE & PROGRAM			PERM.	
BQ	PERS EMPLOYEE DEDUCTION REPORTS – RECORD OF DEDUCTIONS			TERMINATION + 4	
	PROPERTY SCHEDULES FOR INSURANCE – <i>SEE RISK MANAGEMENT</i>				
BR	PURCHASE ORDERS – ORIGINAL DOCUMENTS			AUDIT + 4	
BS	SALARY RECORDS – DEDUCTION AUTHORIZATION, BENEFICIARY DESIGNATIONS, UNEMPLOYMENT CLAIMS, GARNISHMENTS			TERMINATION + 3	
	STATE CONTROLLER REPORTS			PERM.	CONTROLLER MAY DESTROY AFTER 5 YEARS
BT	SURPLUS PROPERTY AUCTION – LISTING OF PROPERTY	GC 34090, 34090.5	2 YRS.	5 YRS.	
BU	TAX REPORTS – FEDERAL & STATE – FORMS 1096, 1099, W-4, & W-2			AUDIT + 4	
BV	TAXES, RECEIVABLE – TITLE TRANSFERS WHEN VEHICLE SOLD			AUDIT + 3	
	VOUCHER – ACCT. POSTING W/ SUPPORTING DOCS.			PERM.	
BW	WARRANTS REGISTER			AUDIT + 2	
FIXED ASSET INVENTORY SEE FINANCE DEPT.					
BX	FLOODPLAIN WORKSHEETS BINDER <ul style="list-style-type: none"> • FEMA ELEVATION CERTIFICATES. • FLOODPLAIN DEVELOPMENT WORKSHEETS. 	GC 34090, 34090.5	2 YRS.	PERM.	
FPPC FORMS - ELECTIONS					
BY	FORM 700, STATEMENT OF ECONOMIC INTEREST, CANDIDATES FOR CITY COUNCIL.	GC 81009(e), (g)	P.O. - 2 YRS. THEREAFTER, EITHER P.O. OR L.F., AN ADDL. 5 YRS.		
BZ	CAMPAIGN STATEMENTS OF: <ul style="list-style-type: none"> • PERSONS ELECTED TO THE CITY COUNCIL. • INCUMBENT CITY COUNCILORS WHO UNSUCCESSFULLY RUN FOR RE-ELECTION. • COMMITTEES SUPPORTING ANY CITY COUNCIL OFFICEHOLDER OR ANY SUCCESSFUL CANDIDATE FOR CITY COUNCIL. 	GC 81009(b), (g)	P.O. - 2 YRS. THEREAFTER, EITHER P.O. OR L.F. - PERM.		
CA	CAMPAIGN STATEMENTS OF: <ul style="list-style-type: none"> • UNSUCCESSFUL CANDIDATES FOR CITY COUNCIL; AND • COMMITTEES SUPPORTING THOSE CANDIDATES. 	GC 81009(b), (g)	P.O. - 2 YRS. THEREAFTER, EITHER P.O. OR L.F. - ADDL. 3 YRS.		

CO DE	DOCUMENT	REFERENCE	STAT. MIN.	C.O.B., IF DIFFERENT	NOTES
CB	CAMPAIGN STATEMENTS OF: <ul style="list-style-type: none"> MEASURE COMMITTEES. ANY OTHER COMMITTEES, NOT LISTED ABOVE, WHICH ARE REQUIRED TO FILE STATEMENTS WITH THE CITY CLERK. 	GC 81009(c), (g)	P.O. - 2 YRS. THEREAFTER, EITHER P.O. OR L.F. - ADDL. 5 YRS.		
CD	FORM 410, STATEMENT OF ORGANIZATION (PHOTOCOPY OF THE ORIGINAL FILED WITH THE SECRETARY OF STATE).	GC 81009(f), (g)	PAPER - 2 YRS. THEREAFTER, ADDL. 2 YRS.		
CE	<ul style="list-style-type: none"> FORM 501, CANDIDATE'S INTENTION STATEMENT ALL OTHER ELECTION REPORTS AND STATEMENTS, NOT LISTED ABOVE, WHICH ARE REQUIRED TO BE FILED WITH THE CITY CLERK. 	GC 81009(e), (g)	P.O. - 2 YRS. THEREAFTER, EITHER P.O. OR L.F. - ADDL. 5 YRS.		
FORMS – BLANKS SEE OTHER RECORDS					
FPPC FORMS – ALL OTHER					
CD	FORM 700, STATEMENT OF ECONOMIC INTEREST, GC 87200 FILERS, PHOTOCOPY: <ul style="list-style-type: none"> CITY MANAGER, CITY ATTORNEY CITY COUNCIL PLANNING COMMISSION. 	GC 81009(f), (g)	PAPER - 2 YRS. THEREAFTER, EITHER P.O. OR L.F. - ADDL. 2 YRS.		
CE	FORM 700, STATEMENT OF ECONOMIC INTEREST: <ul style="list-style-type: none"> CITY'S CONFLICT-OF-INTEREST CODE FILERS. BEL-TIB JT. REC'S CONFLICT-OF-INTEREST CODE FILERS. 	GC 81009(e), (g)	P.O. - 2 YRS. THEREAFTER, EITHER P.O. OR L.F.- AN ADDL. 5 YRS.		
CF	FORM 801, GIFT TO AGENCY REPORT.	FPPCR 18944.2	CITY WEBSITE & P.O. – 4 YRS.		
CG	OTHER RECORDS RELATED TO CONFLICT OF INTEREST FILING, INCLUDING: <ul style="list-style-type: none"> FPPC MANUALS FOR FILING OFFICIALS MEMOS TO/FROM FILERS, FPPC, ETC. SCHEDULES, CALENDARS, AND NOTES. 	GC 34090, 34090.5	2 YRS.		DO NOT L.F DESTROY AFTER 2 YRS. WHEN NO LONGER NEEDED.
	GENERAL PLAN <ul style="list-style-type: none"> ADOPTED GENERAL PLANS AND ADOPTED AMENDMENTS/UPDATES THERETO. SUBJECT FILES RE. PROPOSED AMENDMENTS/UPDATES. 	GC 34090, 34090.5	EITHER P.O. OR L.F. – 2 YRS.	L.F. – PERM..	
INSURANCE – GENERAL LIABILITY, AUTO LIABILITY, PROPERTY, WORKERS' COMPENSATION – SEE RISK MANAGEMENT					
INTERNET POSTINGS – SEE WEBSITE POSTINGS					
	LIENS <ul style="list-style-type: none"> RECORDS AFFECTING THE TITLE TO REAL PROPERTY [OTHER THAN DEEDS] OR LIENS THEREON. 	GC 34090, 34090.5	EITHER P.O. OR L.F. - PERM.		
LEGISLATIVE RECORDS OF CITY OF BELVEDERE LEGISLATIVE BODIES					
	AGENDAS OF ALL BODIES	GC 34090, 34090.5	2 YRS.	PERM..	
	AGENDA PACKETS - ALL BODIES	GC 34090, 34090.5	2 YRS.	PERM..	
CH	AUDIO RECORDING OF MEETINGS – ALL BODIES	GC 54953.5(b)	30 DAYS	5 YRS.	

CO DE	DOCUMENT	REFERENCE	STAT. MIN.	C.O.B., IF DIFFERENT	NOTES
	MINUTES – SIGNED ORIGINALS - CITY COUNCIL & PLANNING COMMISSION.	GC 40801	P.O. - PERM.		
	MINUTES – SIGNED - OTHER BODIES	GC 40801	P.O. - PERM.	L.F. - PERM.	
	MINUTES – BOUND FACSIMILES – ALL BODIES	GC 34090.7	UNTIL NO LONGER NEEDED	PERM..	
	MINUTES – COMPREHENSIVE GENERAL INDEX – ALL BODIES	GC 40801	PERM.		INDEX GENERATED & UPDATED WITHIN THE L.F. PROGRAM.
CI	MINUTES - HAND-WRITTEN NOTES FROM WHICH MINUTES ARE PRODUCED – CITY COUNCIL & PLANNING COMMISSION	GC 34090, 34090.5	2 YRS.		DO NOT L.F.
	NOTICES, PUBLIC & AFFIDAVITS OF PUBLICATION – <i>SEE POSTING & DOCUMENT DISTRIBUTION LOG</i>				
	ORDINANCES – SIGNED ORIGINALS	GC 34090, 34090.5	EITHER P.O. OR L.F. - PERM.	P.O. - PERM.	
	ORDINANCES – BOUND CERTIFIED FACSIMILES	GC 40806.	PERM.		
	ORDINANCES – CHRONOLOGICAL LISTING OF NUMBERS, DATES & SUBJECTS	GC 34090, 34090.5	2 YRS.	PERM.	
CJ	PROCLAMATIONS – CITY COUNCIL & MAYORAL	GC 34090, 34090.5	2 YRS		DO NOT L.F.
	RESOLUTIONS – SIGNED ORIGINALS – CITY COUNCIL & PLANNING COMMISSION	GC 34090, 34090.5	EITHER P.O. OR L.F. - PERM.	P.O. - PERM.	
	RESOLUTIONS – BOUND FACSIMILES – CITY COUNCIL & PLANNING COMMISSION	GC 34090.7	UNTIL NO LONGER NEEDED.	PERM..	
	RESOLUTIONS – CHRONOLOGICAL LISTING OF NUMBERS, DATES & SUBJECTS – CITY COUNCIL & PLANNING COMMISSION	GC 34090, 34090.5	2 YRS.	PERM.	
CK	LITIGATION FILES MAY INCLUDE CLAIMS, SUBPOENAS, ATTORNEY/CLIENT PRIVILEGED	GC 34090	FINAL DISPO. + 2 YRS.	MINIMUM: FINAL DISPOSITION + 2 YRS. (WITH APPROVAL OF CITY ATTORNEY)	
MAPS & DIAGRAMS					
	<ul style="list-style-type: none"> EASEMENTS MAPS. SURVEY MAPS 			ORIGINAL & L.F. – PERM.	FLAT FILE
CL	<ul style="list-style-type: none"> PRELIMINARY PROJECT/SUBDIVISION MAPS/PLANS UTILITY COMPANY MAPS/PLANS 	GC 34090, 34090.5	2 YRS.	UNTIL SUPERCEDED + 2 YRS.	FLAT FILE
	<ul style="list-style-type: none"> ORIGINAL PARCEL & SUBDIVISION MAPS/PLANS. BASE MAPS. 			ORIGINAL – PERM.	FLAT FILE
	HISTORICAL MAPS	GC 34090, 34090.5	2 YRS.	ORIGINAL – PERM. HISTORICAL MAPS WHICH ARE NO LONGER NEEDED BY THE CITY SHOULD BE DONATED TO THE BELVEDERE-TIBURON LANDMARKS SOCIETY FOR PRESERVATION AND USE BY RESEARCHERS.	FLAT FILE
CM	ASSESSOR'S MAPS (COPY PROVIDED BY THE COUNTY)	N.S.S.A.		L.F. – 5 YRS.	
	ASSESSMENT DISTRICT MAPS			ORIGINAL &/OR L.F. -	FLAT FILE

CO DE	DOCUMENT	REFERENCE	STAT. MIN.	C.O.B., IF DIFFERENT	NOTES
				PERM.	
	MINUTES – SEE LEGISLATIVE RECORDS				
CN	NOTICE OF COMPLETION - RECORDED	GC 34090, 34090.5	2 YRS.	L.F. – MINIMUM 10 YRS.	
	NOTICING BINDERS – SEE POSTING & DOCUMENT DISTRIBUTION LOG				
	ORDINANCES – SEE LEGISLATIVE RECORDS				
	OATH OF OFFICE	GC 23090, 3409.5. CCAC RECS. END OF TERM + 6 YRS.	2 YRS.	L.F. – PERM..	
	OTHER RECORDS				
CO	RECORDS WHICH ARE NOT SPECIFICALLY LISTED IN THIS RETENTION SCHEDULE, WHEN SUCH RECORDS ARE NO LONGER REQUIRED. INCLUDING, BUT NOT LIMITED TO: <ul style="list-style-type: none"> • COMPUTER DATA FILES, E.G., WORD PROCESSING, GRAPHICS. • BUSINESS LICENSE ROSTER. • CITIZEN OF THE YEAR NOMINATION LETTERS AND OTHER DOCUMENTS RELATED TO SELECTION OF THE BELVEDERE CITIZEN OF THE YEAR. • FORMS AND INSTRUCTIONS, ONCE USED IN THE CONDUCT OF CITY BUSINESS, WHETHER PUBLISHED BY THE CITY OR BY ANOTHER ENTITY, WHEN SUCH FORMS AND INSTRUCTIONS ARE NO LONGER REQUIRED. ONE BLANK SET. • PERSONNEL SAFETY COMMITTEE EMAILS, MEMOS, & OTHER MISC. RECORDS. • PHONE ROSTERS OF CITY EMPLOYEES & VOLUNTEERS, PREPARED FOR STAFF USE OR PUBLIC DISTRIBUTION, WHEN SUPERCEDED. • PHONE MESSAGE RECORD BOOKS. 	GC 34090	2 YRS. OR SUCH LONGER PERIOD AS MAY BE REQ. BY STATUTE.		
	ILLEGIBLE RECORDS.	N.S.S.A.	NONE	DISCARD.	
	<ul style="list-style-type: none"> • DUPLICATE COPIES. • RECORDS WHICH HAVE ALREADY BEEN SCANNED INTO L.F.. 	GC 34090.7	UNTIL NO LONGER REQUIRED, OR SUCH LONGER PERIOD AS MAY BE REQUIRED BY STATUTE.		DEST. AUTH. NOT REQ'D.
	PAYROLL RECORDS – SEE FINANCE DEPT.				
	PERSONNEL RECORDS - ACTIVE & FORMER EMPLOYEES				
CP	EMPLOYMENT APPLICATION MATERIALS, INCLUDING BUT NOT LIMITED TO: APPLICATION, RESUME, REFERENCE LETTERS, WORK SAMPLES, CERTIFICATIONS, CREDENTIALS.	GC 12946	2 YEARS FROM DATE OF CREATION/RECEIPT OR EMPLOYMENT ACTION TAKEN.	TERMINATION DATE PLUS 3 YEARS	

CO DE	DOCUMENT	REFERENCE	STAT. MIN.	C.O.B., IF DIFFERENT	NOTES
CQ	<ul style="list-style-type: none"> AWARDS, LETTERS OF COMMENDATION, AND THE LIKE EMPLOYEE ACTION FORMS. PAPERWORK AUTHORIZING FINGERPRINTING AND BACKGROUND CHECK. PERSONNEL JACKETS PRE-EMPLOYMENT HEALTH EVALUATIONS. REFERENCE CHECKS, BACKGROUND INVESTIGATIONS.RESULTS OF DRUG TESTING. 	LAB 1198.5(c)	3 YEARS AFTER TERMINATION OF EMPLOYMENT	TERMINATION DATE PLUS 3 YEARS	
	CRIMINAL OFFENDER RECORD INFORMATION.	CCR, TITLE 11, SEC. 708	DESTRUCTION UPON DETERMINATION OF EMPLOYMENT.		DEST. AUTH. NOT REQ'D.
CR	D.M.V. FORM INF 1101 – AUTHORIZATION FOR RELEASE OF DRIVER RECORD INFORMATION	N.S.S.A.	NONE	TERMINATION DATE PLUS 3 YEARS	
	D.M.V. FORM DL414 – EMPLOYER PULL NOTICE PRINTOUTS (CURRENT REPORTABLE DRIVER LICENSE RECORD).	DMV FORM INF1130 – GOVT. REQUESTER ACCOUNT APPL. - SEC. C7.	DESTROY ONCE ITS LEGITIMATE USE HAS ENDED.	UPON TERMINATION OF EMPLOYMENT.	DO NOT LF. DESTROY BY SHREDDING. DEST. AUTH. NOT REQ'D.
CT	TRAINING RECORDS	N.S.S.A.	NONE	2 YEARS FROM DATE THE ITEM IS SUPERCEDED OR NO LONGER NEEDED.	
	WORKER'S COMPENSATION CLAIMS - <i>SEE WORKERS' COMPENSATION – CITY EMPLOYEES</i>				
PERSONNEL RECORDS - APPLICANTS NOT HIRED					
CU	EMPLOYMENT APPLICATION MATERIALS, INCLUDING BUT NOT LIMITED TO: APPLICATION, RESUME, REFERENCE LETTERS, WORK SAMPLES, CERTIFICATIONS, CREDENTIALS.	GOVERNMENT CODE SEC. 12946	2 YEARS FROM DATE OF NO-HIRE DECISION.		
CV	<ul style="list-style-type: none"> PRE-EMPLOYMENT HEALTH EVALUATIONS. RESULTS OF DRUG TESTING. 	N.S.S.A.	NONE	2 YEARS FROM DATE OF NO-HIRE DECISION.	
CW	CRIMINAL OFFENDER RECORD INFORMATION.	CCR, TITLE 11, SEC. 708	DESTRUCTION UPON DETERMINATION OF EMPLOYMENT.		DEST. AUTH. NOT REQ'D.
CX	REFERENCE CHECKS, BACKGROUND INVESTIGATIONS.	N.S.S.A.	NONE	2 YEARS FROM DATE OF NO-HIRE DECISION.	
CY	APPLICANT-SUPPLIED D.M.V. PRINTOUT OF DRIVER'S RECORD.			DESTRUCTION UPON DETERMINATION OF EMPLOYMENT.	DEST. AUTH. NOT REQ'D.
PERSONNEL SAFETY COMMITTEE					
CZ	<ul style="list-style-type: none"> CAL/OSHA FORM 300, LOG OF WORK-RELATED INJURIES & ILLNESSES CAL/OSHA FORM 300A, SUMMARY OF WORK-RELATED INJURIES AND ILLNESSES CAL/OSHA FORM 301 INCIDENT REPORTS, INJURY AND ILLNESS INCIDENT REPORT 	CCR TITLE 8 14300.33; GC 34090, 34090.5	5 YRS. FOLLOWING THE END OF THE CALENDAR YEAR THAT THESE RECORDS COVER	EITHER P.O. OR L.F. - 5 YRS. FOLLOWING THE END OF THE CALENDAR YEAR THAT THESE RECORDS COVER	
	STATE AND FEDERAL LABOR LAW POSTERS	N.S.S.A.		UNTIL SUPERCEDED	DEST. AUTH. NOT REQ'D.
DA	CITY'S INJURY AND ILLNESS PREVENTION PLAN	GC 34090, 34090.5	UNTIL SUPERCEDED + 2		

CO DE	DOCUMENT	REFERENCE	STAT. MIN.	C.O.B., IF DIFFERENT	NOTES
DB	<ul style="list-style-type: none"> • AGENDAS • MINUTES • AGENDA PACKETS 	GC 34090 & 34090.5	2 YRS.	EITHER ORIGINAL OR L.F. - 5 YRS.	
	<ul style="list-style-type: none"> • SAFETY REPORTS • TRAINING LOGS 	GC 34090, 34090.5	CCAC REC: 5 YRS.	EITHER ORIGINAL OR L.F. - 5 YRS.	
DC	PHONE MESSAGE RECORD BOOKS	GC 34090, 34090.5	2 YRS.	5 YRS.	
	PLANNING ADDRESS FILES				
	APPLICATIONS, PLANNING – ALL - INCLUDING SUPPORTING DOCUMENTS, SUBSTANTIVE CORRESPONDENCE & STAFF REPORTS.	GC 34090	2 YRS.	P.O.: UNTIL FINAL SIGN-OFF BY PLANNING STAFF. L.F.: PERM..	
	APPLICATIONS, PLANNING - WHEN THE SUBJECT OF LITIGATION - INCLUDING SUPPORTING DOCUMENTS, SUBSTANTIVE CORRESPONDENCE & STAFF REPORTS.	GC 34090	FINAL DISPOSITION BY SETTLEMENT OR COURT JUDGMENT + 2 YRS.	P.O.: UNTIL FINAL DISPOSITION BY SETTLEMENT OR COURT JUDGMENT AND APPROVAL BY CITY ATTORNEY FOR SCANNING & DESTR. OF P.O.S. THEREAFTER, L.F. - PERM..	
	CEQA DOCUMENTS: <ul style="list-style-type: none"> • EXEMPTIONS • ENVIRONMENTAL IMPACT REPORTS • MITIGATION MONITORING • NEGATIVE DECLARATIONS • NOTICES OF COMPLETION AND DETERMINATION • COMMENTS • STATEMENTS OF OVERRIDING CONSIDERATIONS. 	GC 34090, 34090.5	2 YRS.	L.F. – PERM..	
	CERTIFICATES OF COMPLIANCE - RECORDED COPY.	GC 34090	2 YRS. OR SUCH LONGER PERIOD AS MAY BE REQUIRED BY STATUTE.	L.F. - PERM.	DISCARD DRAFTS WHEN RECORDED COPY REC'D..
	CORRESPONDENCE & EMAILS, NOT OF A SUBSTANTIVE NATURE, FOR WHICH A COPY IS RETAINED IN THE CHRON. CORRESPONDENCE FILE.	GC 34090.7	UNTIL NO LONGER REQUIRED		DEST. AUTH. NOT REQ'D.
	HISTORIC DESIGNATION APPLICATIONS, WHETHER OR NOT APPROVED: <ul style="list-style-type: none"> • APPLICATION MATERIALS. • LANDMARKS DESIGNATION SURVEY FORMS • STAFF REPORTS 	GC 34090, 34090.5	2 YRS.	L.F. – PERM..	
DD	MATERIAL SAMPLES FOR APPROVED PROJECTS.	GC 34090	2 YRS.	UNTIL PROJECT PASSES ITS FINAL PLANNING INSPECTION.	
	MATERIAL SAMPLES - <ul style="list-style-type: none"> • FOR DENIED AND WITHDRAWN PROJECTS • THAT ARE SUPERCEDED. 		NONE.		DEST. AUTH. NOT REQ'D.
	NOTICE OF PUBLIC HEARING & AFFIDAVITS OF PUBLICATION – SEE POSTING & DOCUMENT DISTRIBUTION LOG				NOT RETAINED IN PLANNING

CO DE	DOCUMENT	REFERENCE	STAT. MIN.	C.O.B., IF DIFFERENT	NOTES
					ADDRESS FILES
	PHOTOGRAPHS.	GC 34090	2 YRS.	L.F. - PERM.	
	PLANS - APPROVED OR DENIED.	GC34090	2 YRS.	P.O. OR L.F. – ONE SET - PERM.	
	PLANS – SUPERCEDED. *THESE ARE ITERATIONS OF PLANS FOR A PROJECT WHICH IS EVENTUALLY APPROVED OR DENIED. THESE ARE NOT APPROVED PLANS FOR A PROJECT WHICH IS ABANDONED BY THE APPLICANT, OR LATER MATERIALLY CHANGED & REAPPLIED FOR BY THE APPLICANT OR A SUBSEQUENT OWNER.		NONE.	DISCARD.	DEST. AUTH. NOT REQ'D.
DE	PLANS – WITHDRAWN.		NONE	P.O. OR L.F.- RETENTION OR DESTR. IS AT THE DISCRETION OF THE HEAD OF THE PLANNING DEPT.	
DF	PLANS – WHEN THE SUBJECT OF LITIGATION, NO MATTER THEIR SUBMISSION OR APPROVAL STATUS.	GC 34090	FINAL DISPOSITION BY SETTLEMENT OR COURT JUDGMENT + 2 YRS.		
	<ul style="list-style-type: none"> • ADDRESS FILE RECORDS FOR WHICH THE ADDRESS CANNOT BE IDENTIFIED. • ILLEGIBLE RECORDS. • DRAFT & UNEXECUTED REVOCABLE LICENSES. • STAFF REPORTS MARKED "DRAFT." • UNSIGNED RESOLUTIONS. 	N.S.S.A.	NONE	DISCARD.	DEST. AUTH. NOT REQ'D.
DG	POSTING & DOCUMENT DISTRIBUTION LOG <ul style="list-style-type: none"> • NOTICE OF HEARING. • AFFIDAVITS OF PUBLICATION. • POSTED AGENDAS. • NOTICE OF ACTION RE. DESIGN REVIEW. • COURTESY NOITCE – PENDING BUILDING PERMIT. • NOTICES OF VACANCY ON CITY COMMITTEES. • MISC. NOTICES AND POSTINGS. 	GC 34090, 34090.5	2 YRS.	5 YRS.	INCLUDES POSTING & NOTICING FOR ALL CITY DEPTS. EXCEPT CITY ENGINEER.
DH	PRE-CONSTRUCTION MEETING AUDIO RECORDINGS	N.S.S.A.	NONE	2 YRS.	
PROPERTY & VEHICLE SCHEDULES FOR INSURANCE – SEE RISK MANAGEMENT					
PUBLIC PROPERTY – SEE CITY PROPERTY					
PUBLIC WORKS MAINTENANCE FUNCTION					
DK	<ul style="list-style-type: none"> • FUEL LOGS • VEHICLE SMOG REPORTS • SWEEPER STREET LOGS 	N.S.S.A.	2 YRS.		

CO DE	DOCUMENT	REFERENCE	STAT. MIN.	C.O.B., IF DIFFERENT	NOTES
DL	<ul style="list-style-type: none"> PLAYGROUND SAFETY INSPECTION RECORDS. RECORD OF DEPARTMENTAL SAFETY MEETINGS. EPA ID NUMBER DOCUMENTS RE. MCSTOPPP MARIN STORMWATER PROGRAM VEHICLE MAINTENANCE LOGS 	GC 34090, 34090.5	ORIGINAL OR L.F. - 2 YRS.	MIN. 3 YRS.	
DM	FUEL TANK TESTING & COMPLIANCE RECORDS.	GC 34090, 34090.5	2 YRS.	3 YRS. OR OTHER SUCH TIME LIMIT AS MAY BE SET BY STATUTE	
	AUCTION OF CITY PROPERTY – <i>SEE FINANCE DEPARTMENT</i>				
	OPERATION & MAINTENANCE MANUALS		LIFE OF ITEM + 2 YRS.	LIFE OF ITEM + 2 YRS.	DEST. AUTH. NOT REQ'D.
PUBLIC WORKS PROJECTS - CONSTRUCTION					
CONTRACTS – <i>SEE CONTRACTS</i>					
DN	<ul style="list-style-type: none"> CHANGE ORDERS. CORRESPONDENCE WITH OTHER AGENCIES, RESIDENTS, CONTRACTORS, CONSULTANTS, & UTILITIES. DAILY REPORTS. FIELD DIRECTIVES. INVOICES & EXPENSES. GRANT DOCUMENTS MATERIAL TAGS. MEETING MINUTES. NEWS ITEMS. PAYMENTS. PAYROLLS, CERTIFIED. PHOTOS, CD'S, & VIDEOS OF PROJECT. PRELIMINARY DESIGNS. PRELIMINARY LIENS. PROJECT CLOSE-OUT. PROJECT INSPECTOR. PROJECT SPECIFIC FILES (E.G. TRADES, SPECIAL ITEMS, ETC.) REQUESTS FOR QUOTATION SCHEDULES. REQUESTS FOR INFORMATION. SUBMITTALS. 	GC 34090, 34090.5	2 YRS.		PROJECT FILES ARE TO BE KEPT IN HARD COPY IN THE OFFICE OF THE CITY ENGINEER UNTIL SUCH TIME AS THERE IS NO LONGER ROOM FOR THEM. THEN ALL OF THE DOCUMENTS FOR A SINGLE PROJECT, LISTED HERE, ARE TO BE SCANNED INTO L.F. THE SCANNED FILES MAY BE RETAINED INDEFINITELY IF THEY CONTINUE TO BE OF USE.
DO	<ul style="list-style-type: none"> BIDS & AWARD. CONSULTANT SELECTION. ESTIMATES & BUDGETS. GEOTECHNICAL REPORTS. MAPS (OTHER THAN ASSESSMENT DISTRICT MAPS) POSTED & PUBLISHED NOTICES & AFFIDAVITS OF PUBLICATION. 	GC 34090, 34090.5	2 YRS.	MINIMUM - 5 YRS.	
DP	<ul style="list-style-type: none"> SPECIAL CONSULTANT REPORTS. SPECIFICATIONS & ADDENDUMS. 			MINIMUM – 10 YRS.	

CO DE	DOCUMENT	REFERENCE	STAT. MIN.	C.O.B., IF DIFFERENT	NOTES
DQ	<ul style="list-style-type: none"> WARRANTIES OPERATION & MAINTENANCE MANUALS 			MINIMUM - LIFE OF WARRANTY/ITEM + 2 YRS.	
	<ul style="list-style-type: none"> PROJECT PLANS, FINAL. PROJECT SURVEYS. 			ORIGINAL &/OR L.F. - PERM.	FLAT FILE
	<ul style="list-style-type: none"> INSPECTION & TESTING. PERMITS/APPROVALS 			ORIGINAL &/OR L.F. - PERM.	
PUBLIC WORKS PROJECTS – OTHER THAN CONSTRUCTION PROJECTS					
DR	DREDGING PROJECTS	GC 34090, 34090.5	2 YRS.	10 YRS.	
DS	MMWD FIREFLOW PROJECTS	GC 34090, 34090.5	2 YRS.	5 YRS.	
	MMWD FIREFLOW PROJECT PLANS	GC 34090, 34090.5	2 YRS.	L.F. - PERM.	
DT	PG&E POLE REPLACEMENTS	GC 34090, 34090.5	2 YRS.	10 YRS.	
RECRUITMENT – SEE PERSONNEL RECORDS					
RESOLUTIONS – SEE LEGISLATIVE RECORDS					
REVOCABLE LICENSES		GC 34090, 34090.5	EITHER P.O. OR L.F. - PERM.		
RISK MANAGEMENT					
DU	CONSENT TO SELF-INSURE	GC 34090 & 34090.5	2 YRS	ORIGINAL AND L.F., UNTIL SUPERCEDED +2	
DV	CLAIMS, LIABILITY: <ul style="list-style-type: none"> COMPLETED CLAIM FORM ESTIMATES, PHOTOS, SUPPORTING DOCUMENTATION ALL CORRESPONDENCE RE CLAIM IN-HOUSE MEMOS INSTRUCTIONS USED FOR FILING ACTUAL CLAIMS INCIDENT REPORTS 	GC 25105.5	WHICHEVER DATE COMES FIRST: APPROVAL OR DENIAL BY COUNCIL; PMT OR SETTLEMENT; APPROVAL OR DENIAL BY OPERATION OF LAW. ORIGINAL. DATE + 5 YRS. EITHER ORIGINAL OR L.F..	L.F.--FINAL DISPO. + 5	AFTER SCANNING, RETAIN PAPER COPIES ONLY AS LONG AS NEEDED FOR EASY REFERENCE.
DW	CITY'S INSURANCE COVERAGES INCLUDING, BUT NOT LIMITED TO: LIABILITY; PROPERTY; SPECIAL EVENT; EMPLOYEE CRIME, SURETY, & BONDS; WORKER'S COMP <ul style="list-style-type: none"> CERTIFICATES MEMORANDUM OF COVERAGE APPLICATION FOR COVERAGE 	GC 34090, 34090.5	2 YRS	EITHER P.O. OR L.F. – DATE DOCUMENT SUPERCEDED + 5 YRS	L.F. IMMEDIATELY FOR BACKUP & EASY ACCESS
DX	DOCUMENTS OF INSURANCE JPA'S OF WHICH THE CITY IS A MEMBER <ul style="list-style-type: none"> BYLAWS CLAIMS POLICY ACTUARIAL STUDIES AND PREMIUM CALCULATIONS 	GC 34090, 34090.5	2 YRS	EITHER P.O. OR L.F. – DATE DOCUMENT SUPERCEDED + 5 YRS	L.F. IMMEDIATELY FOR BACKUP & EASY ACCESS
DY	DOCUMENTS OF INSURANCE JPA'S OF WHICH THE CITY IS A MEMBER:	GC 34090, 34090.5	EITHER P.O. OR L.F. – 2 YRS	P.O.--2 YRS.	DO NOT L.F.

CO DE	DOCUMENT	REFERENCE	STAT. MIN.	C.O.B., IF DIFFERENT	NOTES
	<ul style="list-style-type: none"> ANNOUNCEMENTS, AGENDAS, MINUTES, AND HANDOUTS FROM TRAINING SESSIONS AND MEETINGS OF BOARD & COMMITTEES CORRESPONDENCE REGARDING ATTENDANCE AT TRAINING AND JPA MEETINGS; OTHER CORRESPONDENCE ON NON-SUBSTANTIVE TOPICS E-MAILS, MEMOS AND ADVISORIES SENT TO ALL JPA MEMBERS. QUARTERLY REPORTS 				
DZ	DOCUMENTS OF INSURANCE JPA'S OF WHICH THE CITY IS A MEMBER <ul style="list-style-type: none"> APPLICATION TO JOIN JPA INITIAL ACTUARIAL REPORT CALCULATION OF INITIAL DEPOSITS & OTHER SUBSTANTIVE DOCUMENTS RE INITIAL MEMBERSHIP IN JPA 	GC 34090, 34090.5	2 YRS	EITHER P.O. OR L.F. – DATE SEPARATED FROM JPA + 5 YRS	
EA	RISK ASSESSMENTS PERFORMED BY INSURANCE JPA'S AND OUTSIDE CONSULTANTS	GC 34090, 34090.5	EITHER P.O. OR L.F. – 2 YRS	EITHER PAPER OR ELECTONIC ORIGINALS-- UNTIL NO LONGER NEEDED, BUT AT LEAST 2 YRS.	
EB	PROPERTY SCHEDULES	GC 34090, 34090.5	2 YRS	EITHER P.O. OR L.F. – DATE DOCUMENT SUPERCEDED + 5 YRS	L.F. IMMEDIATELY FOR BACKUP & EASY ACCESS
	ROSTERS PHONE ROSTERS OF CITY EMPLOYEES & VOLUNTEERS, PREPARED FOR STAFF USE OR PUBLIC DISTRIBUTION.	GC 34090, 34090.5	2 YRS. OR SUCH LONGER PERIOD AS MAY BE REQUIRED BY STATUTE		DEST. AUTH. NOT REQ'D.
SOCIAL MEDIA – SEE WEBSITE POSTINGS					
EC	SEWER LATERAL VIDEOS SUBMITTED WITH APPLICATION FOR AN R.B.R.	GC 34090, 34090.5	ORIGINAL – 2 YRS.		
STATEMENT OF ECONOMIC INTEREST – SEE FPPC FORMS					
SUBDIVISIONS					
ED	SUBDIVISION DOCUMENTS, OTHER THAN MAPS, WHICH ARE NOT RETAINED BY THE PLANNING DEPARTMENT	GC 34090, 34090.5	ORIGINAL OR L.F. - 2 YRS.	MINIMUM - 5 YRS.	
	SUBDIVISION MAPS – <i>SEE MAPS & DIAGRAMS</i>				
	<i>SEE ALSO PLANNING ADDRESS FILES</i>				
SURVEYS					
	SURVEY LOGS			L.F. - PERM.	
	<ul style="list-style-type: none"> MONUMENT LOGS BENCH MARK LOGS 			L.F. - PERM.	GIS LAYER
	MAPS – <i>SEE MAPS & DIAGRAMS</i>				
	TITLES 18, 19, 20 & 21 – SUBJECT FILES RE. PROPOSED AMENDMENTS	GC 34090, 34090.5	2 YRS.	L.F. – PERM..	

CO DE	DOCUMENT	REFERENCE	STAT. MIN.	C.O.B., IF DIFFERENT	NOTES
EE	TRAFFIC STUDIES	GC 34090, 34090.5	2 YRS.	L.F. - 20 YRS.	
	TWITTER – SEE WEBSITE POSTINGS				
	UTILITY UNDERGROUNDING				
EF	<ul style="list-style-type: none"> UTILITY UNDERGROUNDING – GENERAL UTILITY UNDERGROUNDING – SPECIFIC ‘PROPOSED’ DISTRICTS & DISTRICTS WHICH WERE CONTEMPLATED BUT NEVER FORMED. GENERAL SUBJECT FILES FOR OTHER AGENCIES (E.G. BCDC, SANITARY DIST. 5, JPA, ETC.) NATIONAL FLOOD INSURANCE - GENERAL 	GC 34090, 34090.5	2 YRS.	MINIMUM - 10 YRS.	
	ASSESSMENT DISTRICT MAPS			ORIGINAL &/OR L.F. - PERM.	
EG	<ul style="list-style-type: none"> UTILITY UNDERGROUNDING – GENERAL UTILITY UNDERGROUNDING – SPECIFIC ‘PROPOSED’ DISTRICTS & DISTRICTS WHICH WERE CONTEMPLATED BUT NEVER FORMED. 	GC 34090, 34090.5	2 YRS.	MINIMUM - 10 YRS.	
	VEHICLE MAINT. RECORDS – SEE PUBLIC WORKS MAINTENANCE FUNCTION				
	VEHICLE RECORDS				
	VEHICLE TITLE	N.S.S.A.		LIFETIME OF VEHICLE OR SALE + 2 YRS.	DEST. AUTH. NOT REQ'D.
EH	VOICE MAIL SUBSTANTIVE VOICE MAILS RECEIVED BY CITY EMPLOYEES & MEMBERS OF LEGISLATIVE BODIES NOT OTHERWISE RETAINED UNDER ANOTHER CATEGORY IN THIS RETENTION SCHEDULE. <i>SEE BELVEDERE ADMINISTRATIVE POLICY 7.2.</i>	GC 34090, 34090.5	EITHER VOICE RECORDING, TRANSCRIPT, OR L.F. OF TRANSCRIPT - 2 YRS.	L.F. OF EITHER AUDIO FILE, TRANSCRIPT, OR DETAILED SYNOPSIS - 2 YRS.	
EI	WEBSITE POSTINGS THIS CATEGORY PERTAINS ONLY TO RECORDS WHICH ARE NOT RETAINED ELSEWHERE IN THE CITY’S FILES AND ARCHIVES. <ul style="list-style-type: none"> WRITINGS, IMAGES, AUDIO & VIDEO POSTED BY CITY OFFICIALS/EMPLOYEES TO CITY-CONTROLLED WEB PAGES: WEBSITE, FACE BOOK PAGE, BLOG, TWITTER PAGE, ETC. WRITINGS, IMAGES, AUDIO & VIDEO POSTED BY CITY OFFICIALS/EMPLOYEES, AS CITY REPRESENTATIVES, TO WEB PAGES NOT CONTROLLED BY THE CITY. WRITINGS, IMAGES, AUDIO & VIDEO POSTED BY THE PUBLIC TO CITY-CONTROLLED WEB PAGES. 	N.S.S.A.		2 YEARS.	
	WEEKLY STATUS REPORT			DESTROY AFTER READING.	PRIVILEGED & CONFIDENTIAL. NOT INTENDED TO BE RETAINED.
	WORKERS’ COMPENSATION – CITY EMPLOYEES				
EJ	CLAIMS FILES	CCR TITLE 8 §10102	*		L.F. AND

CO DE	DOCUMENT	REFERENCE	STAT. MIN.	C.O.B., IF DIFFERENT	NOTES
	*(A) ALL CLAIM FILES SHALL BE MAINTAINED AT LEAST UNTIL THE LATEST OF THE FOLLOWING DATES: (1) FIVE YRS. FROM THE DATE OF INJURY; (2) ONE YEAR FROM THE DATE COMPENSATION WAS LAST PROVIDED; (3) ALL COMPENSATION DUE OR WHICH MAY BE DUE HAS BEEN PAID; (4) IF AN AUDIT HAS BEEN CONDUCTED WITHIN THE TIME SPECIFIED IN (A)(1), UNTIL THE FINDINGS OF AN AUDIT OF THE FILE HAVE BECOME FINAL. (B) OPEN AND CLOSED CLAIM FILES MAY BE MAINTAINED IN WHOLE OR IN PART IN AN ELECTRONIC OR OTHER NON-PAPER STORAGE MEDIUM.	& [§15400.2 APPLIES TO THE CLAIMS MGR., WHO IS THE THIRD PARTY ADMINISTRATOR]			DESTROY ORIGINALS AS SOON AS THEY ARE NO LONGER NEEDED FOR EASE OF REFERENCE.
EK	<ul style="list-style-type: none"> • CLAIMS REPORTS (LOSS ANALYSIS REPORTS). • SAFETY REPORTS (IN-HOUSE AND CONSULTANTS). • ACTUARIAL STUDIES. 	GC 34090, 34090.5	2 YRS. CITY	5 YRS., OR SUCH LONGER PERIOD AS MAY BE SET BY STATUTE.	CCAC. REC.: 5 YRS.
	WORKERS' COMPENSATION CERTIFICATES PERTAINING TO BUILDING PERMITS	N.S.S.A.	NONE	UNTIL SUPERCEDED OR UNTIL THE INSURED IS NO LONGER DOING BUSINESS WITHIN THE CITY.	DEST. AUTH. NOT REQ'D.
	WORKERS' COMPENSATION INSURANCE APPLICATIONS, MEMORANDA OF COVERAGE – SEE RISK MANAGEMENT				

**ATTACHMENT B: CALIFORNIA STATE LAW REGARDING
BUILDING DEPARTMENT RETENTION
OF PLANS, SPECIFICATIONS, AND
COMPUTATIONS FOR BUILDING PERMITS ISSUED**

A. PLANS

1. Single and multiple dwellings.
 - a. Keep, for the life of the building, plans for those which are:
 - i. over three stories (including the basement, if any);
 - ii. one story when the width between bearing walls is more than 25 feet.
 - iii. One story steel frame or concrete.
 - b. For all other dwellings, keep the plans for at least 180 days after completion.
2. Garages and other structures appurtenant to dwellings described in 1 above. Keep the plans for the same period as the plans for the main dwelling.
3. Common interest developments. Keep plans for the life of the building(s) for the following developments, which Civil Code Section 1351 designates as Common Interest Developments:
 - a. Community apartment projects.
 - b. Condominium projects.
 - c. Planned developments.
 - d. Stock cooperatives.
4. Farm or ranch buildings. Keep plans for at least 180 days after completion.
5. Buildings other than those specifically mentioned above (e.g. commercial and public buildings).
 - a. Keep, for the life of the building, plans for the following types of buildings:
 - i. One-story with more than 25 feet between bearing walls.
 - ii. One-story steel frame or concrete
 - iii. Over one-story.
 - b. For all others, keep the plans for at least 180 days after completion.

B. ALL APPROVED CONSTRUCTION DOCUMENTS

For any and every permit, keep at least 180 days after completion.

Sections cited: California Health and Safety Code, Section 19850. California Code of Regulations, Title 24, Part 2, Volume 1, Section 107.5. California Code of Regulations, Title 24, Part 2.5, Section R106.5. (These supersede California Government Code, Section 34090 et seq.)