

City of Agoura Hills

Records Retention/Destruction Schedule

Fourth Edition

Adopted by City Council on August 9, 2006

Office of the City Clerk



AGGOURA HILLS



Records Retention/Destruction Schedule TABLE OF CONTENTS

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**RECORDS RETENTION/DESTRUCTION SCHEDULE
CITY OF AGOURA HILLS**

DEPARTMENT: Administration/City Manager						
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			C,H,V	NOTES
		OFFICE	STORAGE	TOTAL		
1.	City Council Conference Records Correspondence Registration materials	2	-	2	-	Citation: California Government Code, Section 34090
2.	City Council Correspondence Files General correspondence Incoming correspondence (individual) Outgoing correspondence (individual)	2	-	2	-	Citation: California Government Code, Section 34090
3.	City Manager's Department - Departmental Reports	2	-	2	-	Citation: California Government Code, Section 34090
4.	City Manager's Department - Departments and Divisions Files: Correspondence and memos; Reports; Supporting data	2	-	2	-	This record series describes files held by the City Manager's Department on each of the City Departments and the City Manager's Department Divisions. The files are a mixture of original documents. Citation: California Government Code, Section 34090
5.	False Alarms Correspondence	2	3	5	-	Citation: California Government Code, Section 34090

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**RECORDS RETENTION/DESTRUCTION SCHEDULE
CITY OF AGOURA HILLS**

DEPARTMENT: Administration/Civic Center/Library						
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			C,H,V	NOTES
		OFFICE	STORAGE	TOTAL		
1.	<p>Capital Improvement Project (CIP) Files: Change orders files, including: Change orders Change order requests Correspondence and supporting data Cost estimates Review documentation</p> <p>Consultant files, including: Contracts, amendments and supporting data (copies) Correspondence and supporting data; Meeting notes</p> <p>Contractor files, including: Bonds (copies) Contracts, amendments and supporting data (copies) Correspondence and supporting data Insurance documentation (copies)</p> <p>Design records, including: Calculations Correspondence and supporting data Design research and survey data Drawings Right-of-way documentation – deeds Quitclaims, easements (copies)</p>	CL+1	9	CL+10	-	<p>Files are retained for completion of the project and all terms of the project contracts and agreements, plus 10 years. At that time, the files will be evaluated by the department. If the structure still exists, or if the files have historical value, or if the files are needed for City operations, they will be retained for an additional time period.</p> <p>Citation: California Code of Civil Procedure, Section 337.15, S/L</p>

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DEPARTMENT: **Administration/Civic Center/Library**

Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			C,H,V	NOTES
		OFFICE	STORAGE	TOTAL		
	<p>Payments files, including: Correspondence and supporting data Inspections files/daily inspectors' reports Project studies and reports Progress payments (copies) Purchase orders and invoices (copies)</p> <p>Permits files, including: Applications and backup data Permits issued</p>	P	P	P	-	Citation: California Government Code, Section 34090

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**RECORDS RETENTION/DESTRUCTION SCHEDULE
CITY OF AGOURA HILLS**

DEPARTMENT: Administration/Personnel						
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			C, H, V	NOTES
		OFFICE	STORAGE	TOTAL		
1.	Compensation surveys	S+3	-	S+3		Citation: California Government Code, Section 34090
2.	Department of Justice (DOJ) - Criminal History Reports	T+2	-	T+2		Citation: California Government Code, Section 34090
3.	Employee Benefits Administration Records: Correspondence and backup data Enrollment forms Plan documents	T	P	P	V	Benefits records are also held by the administering organization (PERS). Citation: California Government Code, Section 34090
4.	I-9 Forms	T+2	1	T+3		Citation: California Government Code, Section 34090
5.	Medical Files: Exposure to hazards (toxic chemicals, high levels of noise, airborne contaminants or bloodborne pathogens or other occupational safety issues) No exposure to hazards	T+2	28	T+30	C	Citation: CalOsha 8 CCR 3207(d)(1) Citation: California Government Code, Section 34090
		T+2	4	T+6		
6.	Personnel Files: Applications Correspondence and memos Direct deposit authorizations Fingerprint cards/Live Scan results Performance evaluations Personnel action forms Resumes	T+2	4	T+6	C	The Citation is for T+6. T represents termination or resolution of all issues, whichever is later. Citation: California Government Code, Section 12946 Citation: California Government Code, Section 34090

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DEPARTMENT: Administration/Personnel

Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			C,H,V	NOTES
		OFFICE	STORAGE	TOTAL		
7.	Recruitment Files: Applicant responses and resumes Compensation studies Correspondence and backup data Job position announcements	CL	3	CL+3	-	Citation: 29 CFR 1627.3 Citation: California Government Code, Section 34090
8.	Resumes (Unsolicited)	2	-	2	-	Citation: California Government Code, Section 34090
9.	Rules and Regulations	S+2	P	P	H	Citation: California Government Code, Section 34090

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**RECORDS RETENTION/DESTRUCTION SCHEDULE
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DEPARTMENT: Administration/Risk Management						
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			C,H,V	NOTES
		OFFICE	STORAGE	TOTAL		
1.	Accident Reports/Incident Reports	5	-	5	-	Citation: California Government Code, Section 34090
2.	Claims (Against the City) Files: Backup data Claim forms Claim letters Correspondence and memos Court transcripts/documents	CL	5	CL+5	-	For this record series, CL (Closed/Completed) represents settlement of the claim. Citation: California Government Code, Section 34090
3.	Claims Loss Runs (Fiscal Year End)	5	-	5	-	Citation: California Government Code, Section 34090
4.	Claims Loss Runs (Monthly)	2	-	2	-	Citation: California Government Code, Section 34090
5.	OSHA Logs/Reports	T+5	-	T+5	-	T represents the year to which the records relate. Citation: California Government Code, Section 34090
6.	Southern California Joint Powers Insurance Authority (SCJPIA) Administrative Files: Budgets and financial statements Bulletins and publications Correspondence Meeting agendas Reports and studies	5	-	5	-	Citation: California Government Code, Section 34090

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DEPARTMENT: **Administration/Risk Management**

Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			C,H,V	NOTES
		OFFICE	STORAGE	TOTAL		
7.	SCJPIA Certificates of Liability: Certificates and backup data	E+1	P	P	-	Citation: California Government Code, Section 34090
8.	Workers Compensation Insurance Administration Records: Correspondence and backup data Loss analyses Statements	5	-	5	-	Citation: California Government Code, Section 34090
9.	Workers Compensation Insurance Policies	S	P	P	-	Citation: California Government Code, Section 34090

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**RECORDS RETENTION/DESTRUCTION SCHEDULE
CITY OF AGOURA HILLS**

DEPARTMENT: Administration/Transportation						
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			C,H,V	NOTES
		OFFICE	STORAGE	TOTAL		
1.	Grants Files: Applications and supporting data Audits, approvals and releases (grant completion documentation) Budgeting and financial data Contracts, amendments and supporting data (original contracts are in City Clerk's Office) Correspondence and supporting data Reports to granting agency Rules, regulations, and procedures	CL+1	3	CL+4	-	For this record series, CL (Closed/Completed) represents date of last expenditure report or until resolution of all issues arising from litigation, claim, audit, or other action involving the records, whichever is later. Citation: 29 CFR 97.42
2.	Program Files (City-Participation) Dial-A-Ride MTA	CL+1	4	CL+4	-	Includes programs initiated and administered by this department, and programs initiated and administered by other agencies in which the City participates. Citation: California Government Code, Section 34090
3.	Transportation - Planning Projects Files (Administrative Files): Agenda reports (copies) Bids and proposals (originals in City Clerk Dept.) Contracts and agreements Correspondence and supporting data Drafts, reviews, comments Evaluation and selection documentation Financial data RFPs/Invitations to bid	CL+1	9	CL+10	-	Originals of contracts and successful bids are filed in the record series 'Agreements/Contracts'. For this record series, CL (Closed/Completed) represents completion of all terms of the contract/agreement with consultant providing transportation planning services. Citation: California Code of Civil Procedure, Section 337.15, S/L

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DEPARTMENT: **Administration/Transportation**

Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			C,H,V	NOTES
		OFFICE	STORAGE	TOTAL		
4.	Transportation - Planning Projects Files (Final Documentation); Final reports, studies, surveys, maps, etc.	P	-	P	H	This record series will be archived onto the City's optical imaging system for permanent retention. This record series is for the final work product produced in transportation planning projects. Citation: California Government Code, Section 34090
5.	Transportation - Programs Files: Correspondence and supporting data Program rules, regulations, and procedures Reports and studies	CL+2	-	CL+2	-	Includes programs initiated and administered by this department, and programs initiated and administered by other agencies in which the City participates. Citation: California Government Code, Section 34090

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**RECORDS RETENTION/DESTRUCTION SCHEDULE
CITY OF AGOURA HILLS**

DEPARTMENT: City Clerk						
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			C,H,V	NOTES
		OFFICE	STORAGE	TOTAL		
1.	Agreements, Contracts and Leases: Correspondence and backup data, except those affecting title Executed documents, amendments and exhibits	CL+1	9	CL+10	-	For this record series, CL (Closed/Completed) represents completion of all terms of the agreement or contract (Not applicable to those affecting title). Citation: California Code of Civil Procedure, Section 337.15
2.	Bids/Proposals Files (Successful Bidders): Agreements/contracts Bids/proposals received Correspondence and backup data Requests for bids/proposals Specifications and backup data	CL+1	9	CL+10	-	For this record series, CL (Closed/Completed) represents completion of all terms of the executed contract or agreement with the organization submitting the successful bid or proposal. Citation: California Code of Civil Procedure, Section 337.15
3.	Bids/Proposals Files (Unsuccessful Bidders): Bids/proposals received	2	-	2	C	Citation: California Government Code, Section 34090
4.	Bonds - Subdivision, Grading, Developer Guarantee: Bond documents and supporting data Bond release letters	CL+1	P	P	H	This record series will be archived onto the City's optical imaging system for permanent retention. For this record series, CL (Closed/Completed) represents exoneration of a grading bond. Citation: California Government Code, Section 34090

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5.	CDBG (Community Development Block Grant) Files: Agreements, contracts and amendments Correspondence Procedures and administrative materials Public notices	CL+1	3	CL+4	-	CDBG = Community Development Block Grant. For this record series, CL (Closed/Completed) represents date of last expenditure report, or until resolution of all issues arising from litigation, claim, audit, or other action involving the records, whichever is later. Citation: 29 CFR 97.42
6.	City Commissions and Agoura Hills Redevelopment Agency - Agendas, Minutes, Resolutions	P	-	P	H	This record series will be archived onto the City's Optical System for permanent retention. Citation: California Government Code, Section 34090
7.	City Commissions and Committees - Applications (Unsuccessful): Applications Correspondence	2	-	5	-	Citation: California Government Code, Section 34090 Citation: California Government Code, Section 81009
8.	City Commissions and Committees - Maddy Act (Local Appointments List) Reports	5	-	5	-	Citation: California Government Code, Section 34090
9.	City Commissions and Committees - Members Records: Applications Certificates Correspondence Letters of appointment Letters of resignation Oaths	T+2	-	P	H	For this record series, T (Termination) represents termination of member participation in a commission or committee. Citation: California Government Code, Section 34090 Citation: California Government Code, Section 81009

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City Clerk

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		OFFICE	STORAGE	TOTAL		
10.	City Council Meetings - Agenda Packets: Staff reports and backup data	P	-	P	-	This Record Series will be archived onto the City's optical imaging system. Citation: California Government Code, Section 34090
11.	City Council Meetings - Agendas Agoura Hills Redevelopment Agency	P	-	P	-	This record series will be archived onto the City's Optical System for permanent retention. Citation: California Government Code, Section 34090 and 34090.5
12.	City Council and Commission Meetings - Audio Tapes	1	-	1	-	Official records of City Council/Commission meetings are in the record series 'City Council Minutes, Ordinances and Resolutions', and 'Planning Commission Minutes and Resolutions', and 'Community Services Committee Minutes' which are scheduled for permanent retention. Citation: California Government Code, Section 34090.7
13.	City Council and Commission Meetings - Video Tapes	1	-	1	-	Official records of City Council/Commission meetings are in the record series 'City Council Minutes, Ordinances and Resolutions', and 'Planning Commission Minutes and Resolutions', and 'Community Services Committee Minutes' which are scheduled for permanent retention. Citation: California Government Code, Section 34090.7

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City Clerk

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		OFFICE	STORAGE	TOTAL		
14.	City Council Meetings and Council Standing Committee - Notices: Declarations of posting Notices of adjournment Notices of rescheduled meetings Notices of special meetings	2	-	2	-	Citation: California Government Code, Section 34090
15.	City Council Minutes, Ordinances and Resolutions	P	-	P	V,H	Citation: California Government Code, Section 34090
16.	City Council Ordinances and Resolutions Indexes	P	-	P	H	Citation: California Government Code, Section 34090
17.	City Council Standing Committee Agendas	2	-	P	H	This record series will be archived onto the City's optical imaging system for permanent retention. Citation: California Government Code, Section 34090
18.	City Council Standing Committee Agendas (Action)	2	-	P	H	This record series will be archived onto the City's optical imaging system for permanent retention. Citation: California Government Code, Section 34090
19.	City History Files: Selected historical records, including: Articles and news clippings City newsletters City publications Maps and drawings Photographs Press releases Reports and studies	P	P	P	H	This record series will be archived onto the City's optical imaging system for permanent retention. Citation: California Government Code, Section 34090

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City Clerk

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		OFFICE	STORAGE	TOTAL		
20.	City Incorporation Documents	P	-	P	H	Citation: California Government Code, Section 34090
21.	Correspondence Chronological Files	2	-	2	-	Correspondence Chronological files are files containing copies of internally generated correspondence and memos. These copies are filed in chronological order for quick access and retrieval. Citation: California Government Code, Section 34090
22.	Election Records - Ballots, Absent Voter Ballots and Absentee Applications	CL+6 mos	-	CL+6 mos	-	The County of Los Angeles is the City's contractor for elections and maintains this record series. Citation: California Election Code, Sections 17302 and 17505
23.	Election Records - Campaign Statements (FPPC 410 - 460, 470, 501, AH 10, 20, 30, 40): Candidates' (elected) committee statements Candidates' (elected) statements Officeholders' statements Officeholders' committee statements	5	P	P	H	This record series will be archived onto the City's optical imaging system for permanent retention. Citation: California Government Code, Section 81009
24.	Election Records - Campaign Statements (FPPC 410 - 460, 470, 501, AH 10, 20, 30, 40): Candidates' (not elected) committee statements Candidates' (not elected) statements	CL+5	-	CL+5	-	Citation: California Government Code, Section 81009

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City Clerk

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25.	Election Records - Campaign Statements (FPPC 410 - 460, 470, 501, AH 10, 20, 30, 40); Political Action Committees' (PAC) statements	CL+7	-	CL+7	-	This record series will be archived onto the City's optical imaging system for permanent retention. Citation: California Government Code, Section 81009
26.	Election Records - Election Administration Files: Communications with election consultants Communications with FPPC Correspondence and backup data Rules and procedures	2	-	2	-	Citation: California Government Code, Section 34090
27.	Election Records - Election History Files: Certificates of destruction for election materials Declaration of results (copies; official in City Council Resolutions) Other resolutions re: election (copies; official in City Council Resolutions) Sample ballots	10	P	P	H	This record series will be archived onto the City's optical imaging system for permanent retention. Citation: California Government Code, Section 34090
28.	Election Records - Petitions: Initiatives petitions Recall petitions Referendum petitions	CL+8mo	-	CL+8mo	-	For this record series, CL (Closed/Completed) represents certification of election results, or, (when no election occurs) the Clerk's final examination of the petition. Citation: California Election Code, Section 17200
29.	Election Records - Rosters and Indexes	CL+5	-	CL+5	-	For this record series, CL (Closed/Completed) represents certification of election results. Citation: California Election Code, Section 17300

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		OFFICE	STORAGE	TOTAL		
30.	Equipment Files: Correspondence and backup data Owners manuals Purchase information Service/maintenance information	T+2	-	T+2	-	For this record series, T (Termination) represents termination of ownership of the equipment and assumes minimum of one year. Citation: California Government Code, Section 34090
31.	External Committees/Organizations Files: Correspondence Minutes and agendas Presentation/seminar materials Reference materials Reports and studies	2	-	2	-	This record series is for files on committees/organizations that Department staff attends or communicates with as a representative of the City. These are not records of City-sponsored committees or organizations. Citation: California Government Code, Section 34090
32.	Finance - City Budgets: Final budget documents	10	P	P	H	This record series will be archived onto the City's optical imaging system for permanent retention. This series is for the final budget documents only. Budget development files are held by Finance Department. Citation: California Government Code, Section 34090
33.	General Plan	S	P	P	V,H	This record series will be archived onto the City's optical imaging system for permanent retention. Citation: California Government Code, Section 34090

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Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			C,H,V	NOTES
		OFFICE	STORAGE	TOTAL		
34.	<p>Grants - Grant Administration and Implementation</p> <p>Files:</p> <ul style="list-style-type: none"> Applications and supporting data Audits, approvals and releases (grant completion documentation) Bids and selection documentation (if a formal bid, original records are in City Clerk's Office bid/contract files) Budgeting and financial data Consultants/contractors records (if consultant/contractor services are used) Contracts, amendments and supporting data (original contracts are in City Clerk's Office Contract files) Correspondence and supporting data Environmental documentation (when required) Labor compliance documentation (when required) Reports to granting agency Rules and procedures 	CL+1	2	CL+4	-	<p>This record series is for records of grants (federal, state or local) received by the City which are not CDBG grants. (CDBG grant files are addressed in separate record series.) For this record series, CL (Closed/Completed) represents date of last expenditure report, or until resolution of all issues arising from litigation, claim, audit, or other action involving the records, whichever is later.</p> <p>Citation: 29 CFR 97.42</p>

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		OFFICE	STORAGE	TOTAL		
35.	Land Planning/Use Files: Correspondence and memos Environmental documentation Maps and drawings Public hearing documentation Reports and studies	CL	P	P	H	This record series will be archived onto the City's optical imaging system for permanent retention. For this record series, CL (Closed/Completed) represents completion of the land planning/use project. Official project files are held by Community Development/Planning. City Clerk files contain final documents presented to City Council. Citation: California Government Code, Section 34090
36.	Litigation Files	P	-	P	-	This record series will be archived onto the City's optical imaging system for permanent retention. Citation: California Government Code, Section 34090.7
37.	Municipal Code	P	-	P	V	Citation: California Government Code, Section 34090 (Superseded plus 2)
38.	Organizations Files - Civic Organizations: Backup data Correspondence and memos Publications Reports and studies	5	-	5	-	Examples include Chamber of Commerce, Rotary Club, Homeowners' Association. This record series is for general correspondence and communications with civic organizations. Records pertaining to agreements or projects with these organizations are addressed by and subject to the retention requirements in the record series 'Agreements/ Contracts'. Citation: California Government Code, Section 34090

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		OFFICE	STORAGE	TOTAL		
39.	Organizations Files - Government Agencies: Backup data Correspondence and memos Publications Reports and studies	2	-	2	-	Examples include FPPC, County of Los Angeles, LAFCO, and other cities. This record series is for general correspondence and communications with government agencies. Records pertaining to agreements or projects with these organizations are addressed by and subject to the retention requirements in the record series 'Agreements/Contracts'. Citation: California Government Code, Section 34090
40.	Organizations Files - Professional Organizations: Backup data Correspondence and memos Publications Reports and studies	2	-	2	-	Examples include SCAG, CCAC, and IMC. This record series is for general correspondence and communications with professional organizations. Records pertaining to agreements or projects with these organizations are addressed by and subject to the retention requirements in the record series 'Agreements/Contracts'. Citation: California Government Code, Section 34090
41.	Petitions to City (informal)	2	-	2	-	Citation: California Government Code, Section 34090
42.	Policies and Procedures (Originating from this Department)	S+1	9	S+10	V	This record series describes all policies and procedures originating from this department. Citation: California Government Code, Section 34090
43.	Public Hearings Notices: Certified mail receipts Mailing lists Notices Proof of publication	2	-	2	-	Citation: California Government Code, Section 34090

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		OFFICE	STORAGE	TOTAL		
44.	Real Property - Annexations Files: Certificates of completion Correspondence and backup data	P	-	P	V,H	This record series will be archived onto the City's optical imaging system for permanent retention. Citation: California Government Code, Section 34090
45.	Real Property - Certificates of Compliance (Lot Line Adjustments): Certificates and supporting data	P	-	P	V,H	This record series will be archived onto the City's optical imaging system for permanent retention. Citation: California Government Code, Section 34090
46.	Real Property - Dedications Files: Correspondence and supporting data Offers of dedication and exhibits	P	-	P	V,H	This record series will be archived onto the City's optical imaging system for permanent retention. Citation: California Government Code, Section 34090
47.	Real Property - Detachments/Withdrawals Files: Correspondence and supporting data Maps and drawings Studies and reports	P	-	P	V,H	This record series will be archived onto the City's optical imaging system for permanent retention. Citation: California Government Code, Section 34090
48.	Real Property - Real Property Files: Deeds and supporting data Easements and supporting data Quitclaims and supporting data	P	-	P	V,H	This record series will be archived onto the City's optical imaging system for permanent retention. Citation: California Government Code, Section 34090
49.	Records Management - City Retention Schedules	S	P	P	-	This record series will be archived onto the City's optical imaging system for permanent retention. Citation: California Government Code, Section 34090

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City Clerk

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		OFFICE	STORAGE	TOTAL		
50.	Records Management - Destroyed Records Lists and Approvals	P	-	P	-	This record series will be archived onto the City's optical imaging system for permanent retention. Citation: California Government Code, Section 34090
51.	Records Management - Stored Records Lists	S	-	P	-	Keep old lists for reference.
52.	Risk Management - City-Owned Insurance Records: Correspondence and backup data Insurance policies and certificates Policy information	E+1	P	P	-	Citation: California Government Code, Section 34090
53.	Risk Management - Insurance Certificates (businesses doing business with the City)	E+1	P	P	-	Citation: California Government Code, Section 34090
54.	Sheriff's Reports - Monthly	5	-	5	-	Citation: California Government Code, Section 34090
55.	Special Assessment Districts Files: Annual Engineering reports to the City Correspondence and supporting data Public hearings documentation	P	-	P	H	This record series will be archived onto the City's optical imaging system for permanent retention. Citation: California Government Code, Section 34090
56.	Statements of Economic Interest - Form 700: Appointees' statements Candidates' statements Officeholders' statements	4	-	P	-	Duplicate series. Official is with the FPPC. Citation: California Government Code, Section 81009

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DEPARTMENT: City Clerk

Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			C,H,V	NOTES
		OFFICE	STORAGE	TOTAL		
57.	Statements of Economic Interest - Forms 700: Designated City employees' statements	7	-	7	-	Citation: California Government Code, Section 81009
58.	Subject Files: Correspondence and backup data Publications Reports and studies	5	-	5	-	This record series is for materials held by the City Clerk on subjects or topics which the City receives or gathers for study or informational purposes. Examples are proposed programs, (Business License), proposed legislation, information on projects or programs established by other cities, etc. These files do not contain documentation of City business, transactions or policy decisions. (If a subject file results in an active program or project, the materials become subject to the retention for that specific record series category). Citation: California Government Code, Section 34090

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**RECORDS RETENTION/DESTRUCTION SCHEDULE
CITY OF AGOURA HILLS**

DEPARTMENT: Community Development/Block Grants						
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			C,H,V	NOTES
		OFFICE	STORAGE	TOTAL		
1.	Grants - CDBG Program Administration Files: Audits, approvals, and releases (grant completion) Blanket agreements, amendments, and supporting data (original agreements in City Clerk's Office) Correspondence and supporting data Cost summaries MOU's Reports to granting agency Requisitions Rules, regulations, and procedures	CL+3	1	CL+4	-	CDBG = Community Development Block Grant. For this record series, CL (Closed/Completed) represents date of last expenditure report, or until resolution of all issues arising from litigation, claim, audit, or other action involving the records, whichever is later. Citation: 29 CFR 97.42
2.	Grants - CDBG Project Administration Files: Agreements and contracts (if a formal bid, originals are in City Clerk's Office) Audits, approvals, and releases (grant completion documentation) Bids and selection documentation (if a formal bid, original records are in City Clerk's Office) Budgeting and financial data Consultants/contractors records (if consultant or contractor services are used) Correspondence and supporting data MOU's Procedures to Implement/MOU's (original MOU's are in City Clerk's Office) Project rules and procedures Requisitions	CL+3	1	CL+4	-	CDBG = Community Development Block Grant. For this record series, CL (Closed/Completed) represents date of last expenditure report, or until resolution of all issues arising from litigation, claim, audit, or other action involving the records, whichever is later. Citation: 29 CFR 97.42

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DEPARTMENT: **Community Development/Block Grants**

Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			C,H,V	NOTES
		OFFICE	STORAGE	TOTAL		
3.	<p>Grants - CDBG Projects Files: Applications and supporting data Agreements and contracts Correspondence and supporting data Financial documentation Labor compliance documentation (when required) MOU's Requisitions</p>	CL+3	1	CL+4	-	<p>CDBG = Community Development Block Grant. Note: This record series is for records of specific projects implemented using funds authorized by MOU's (see the record series CDBG Project Administration Files). Retention of this series is based on retention of the associated CDBG Project Administration Files; files for all individual projects funded under a specific MOU will be retained for four years following date of last expenditure report, or until resolution of all issues arising from litigation, claim, audit, or other action involving the records, whichever is later.</p> <p>Citation: 29 CFR 97.42</p>

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**RECORDS RETENTION/DESTRUCTION SCHEDULE
CITY OF AGOURA HILLS**

DEPARTMENT: Community Development/Code Enforcement						
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			C,H,V	NOTES
		OFFICE	STORAGE	TOTAL		
1.	Code Enforcement - Case Files: Case research materials, photographs & supporting data Certified mail receipts Code enforcement letters (notices of violations) Correspondence and backup data Documentation of case resolution	CL+3	-	CL+3		Citation: California Penal Code, Section 801

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VHC CODES: V = Vital H = Historical C = Confidential

**RECORDS RETENTION/DESTRUCTION SCHEDULE
CITY OF AGOURA HILLS**

DEPARTMENT:		Community Development/Planning				
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			C,H,V	NOTES
		OFFICE	STORAGE	TOTAL		
1.	Administrative Permits, e.g., Modifications, Outdoor dining	CL+1	P	P	H	This record series will be archived onto the City's optical imaging system for permanent retention. Citation: California Government Code, section 34090
2.	Appeals : Directors decisions Planning Commission decisions	CL	P	P	H	This record series will be archived onto the City's optical imaging system for permanent retention. Citation: California Government Code, section 34090
3.	Architectural Review Board: Agendas Correspondence Declaration of postings Minutes	P	P	P	H	This record series will be archived onto the City's optical imaging system for permanent retention. Citation: California Government Code, Section 34090
4.	Case Logs (Project Logs)	S	-	2	-	This record series describes the logs listing all projects arranged by project type. Citation: California Government Code, Section 34090
5.	CEQA Legal Notices: Notices of completion Notices of determination Notices of exemption Notices of preparation	P	-	P	-	This record series will be archived onto the City's optical imaging system for permanent retention. Citation: California Government Code, Section 34090

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DEPARTMENT: **Community Development/Planning**

Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			C,H,V	NOTES
		OFFICE	STORAGE	TOTAL		
6.	Conditional Use Permits	CL+1	P	P	H	This record series will be archived onto the City's optical imaging system for permanent retention. Citation: California Government Code, Section 34090
7.	Economic Development Financial Shopping centers	15 5		P P	H H	This record series will be archived onto the City's optical imaging system for permanent retention. Citation: California Government Code, Section 34090
8.	Film Permit Files: Applications Certificates of insurance Correspondence and supporting data Requests for refunds (copies; official is in Finance)	E+2	-	E+2	-	Citation: California Government Code, Section 34090
9.	Film Permits Issued Status Reports	5	-	5	-	Scope note: These are summary reports listing film permits issued, names, dates, refund status, etc. Citation: California Government Code, Section 34090
10.	General Plan Amendments Records: Agendas and minutes (copies) Agenda reports Comments Correspondence and supporting data Environmental documents Mailing lists Maps and drawings Notices (copies) Reports and studies Resolutions and ordinances (copies)	CL	P	P	H	This record series will be archived onto the City's optical imaging system for permanent retention. For this record series, completed indicates that if there is an associated project, it is completed. Citation: California Government Code, Section 34090

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DEPARTMENT: **Community Development/Planning**

Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			C,H,V	NOTES
		OFFICE	STORAGE	TOTAL		
11.	General Plan Records: Agendas and minutes (file copies) Agenda reports Comments Correspondence and supporting data Environmental documents Mailing lists Maps, plans and drawings Notices (file copies) Reports and studies Resolutions and ordinances (file copies)	S	P	P	H	This record series will be archived onto the City's optical imaging system for permanent retention. Citation: California Government Code, Section 34090
12.	Land Divisions	CL+1	P	P	H	This record series will be archived onto the City's optical imaging system for permanent retention. Citation: California Government Code, Section 34090
13.	Lot Line Adjustments	CL+1	P	P	H	This record series will be archived onto the City's optical imaging system for permanent retention. Citation: California Government Code, Section 34090
14.	Oak Tree Permits	CL+1	4	CL+5	H	This record series will be archived onto the City's optical imaging system for permanent retention. Citation: California Government Code, Section 34090

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DEPARTMENT: **Community Development/Planning**

Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			C,H,V	NOTES
		OFFICE	STORAGE	TOTAL		
15.	Parcel Maps	CL+5	P	P	H	This record series will be archived onto the City's optical imaging system for permanent retention. Citation: California Government Code, Section 34090
16.	Planning Commission Agendas: Declarations of posting Original agendas	P	-	P	H	This record series will be archived onto the City's optical imaging system for permanent retention. Citation: California Government Code, Section 34090
17.	Planning Commission Minutes	P	-	P	V,H	This record series will be archived onto the City's optical imaging system for permanent retention. Citation: California Government Code, Section 34090
18.	Planning - Planning Commission Notices: Notices of hearings Proof of publication documentation	5	-	5	-	Citation: California Government Code, Section 34090
19.	Planning - Planning Commission Packets: Agendas (file copies) Agenda reports (file copies; originals in project files) Correspondence/supporting data (file copies)	5	-	5	-	Citation: California Government Code, Section 34090
20.	Planning - Planning Commission Resolutions	P	-	P	V,H	This record series will be archived onto the City's optical imaging system for permanent retention. Citation: California Government Code, Section 34090

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DEPARTMENT: Community Development/Planning

Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			C,H,V	NOTES
		OFFICE	STORAGE	TOTAL		
21.	<p>Planning - Planning Department Reference Collection: Budget Chronological (chron) files Legislation Planning publications/periodicals Planning texts (guides, procedures, reference) Population Reference copies of City documents (EIR's, General Plan reports, project reports and studies. Official copies are in the Project Files.) Regional Planning Reports and studies from outside sources (other cities, agencies, organizations)</p>	2	-	2	-	<p>This record series will be archived onto the City's optical imaging system for permanent retention. Citation: California Government Code, Section 34090</p>
22.	<p>Planning - Project Files (Conditional Use Permits): Agreements (file copies) Applications and supporting data Consultants'/Staff reports and studies Correspondence and supporting data Environmental documents Fees and receipts Mailing lists Maps, plans and drawings Notices (file copies) Permits Planning Commission minutes (file copies) Planning Commission transcripts Resolutions and ordinances (file copies) Site review</p>	C+5	P	P	H	<p>This record series will be archived onto the City's optical imaging system for permanent retention. Citation: California Government Code, Section 34090</p>

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DEPARTMENT: **Community Development/Planning**

Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			C,H,V	NOTES
		OFFICE	STORAGE	TOTAL		
23.	Pre-Applications Pre-Screen Review	CL+1	4	CL+5	H	Citation: California Government Code, Section 34090
24.	Planning - Public Information Materials (Front Counter): Applications and checklists Blank forms Consultants lists Fees schedules Maps, plans and drawings (public viewing copies) Ordinances (copies) Procedures and guidelines Reports and studies (distribution/sales copies) Reports and studies (reading copies) Zoning standards	2+AR	-	2+AR	-	Citation: California Government Code, Section 34090.7
25.	Sign Permits	CL+1	P	P	H	This record series will be archived onto the City's optical imaging system for permanent retention. Citation: California Government Code, Section 34090
26.	Site Plan Review	CL+5	P	P		This record series will be archived onto the City's optical imaging system for permanent retention. Citation: California Government Code, Section 34090

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DEPARTMENT: **Community Development/Planning**

Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			C,H,V	NOTES
		OFFICE	STORAGE	TOTAL		
27.	Specific Projects	CL	P	P	-	This record series will be archived onto the City's optical imaging system for permanent retention. Citation: California Government Code, Section 34090
28.	Temporary Use Permits See 'Project Files (Conditional Use Permits)' for representative file contents.	CL+1	2	CL+3	H	Citation: California Government Code, Section 34090
29.	Tract Maps	CL+5	P	P	H	This record series will be archived onto the City's optical imaging system for permanent retention. Citation: California Government Code, Section 34090
30.	Variances	CL+1	P	P	H	This record series will be archived onto the City's optical imaging system for permanent retention. Citation: California Government Code, Section 34090
31.	Zoning Changes/General Plan Amendments	CL+1	P	P	H	This record series will be archived onto the City's optical imaging system for permanent retention. Citation: California Government Code, Section 34090
32.	Zoning Ordinance Amendment	P		P	H	Citation: California Government Code, Section 34090

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**RECORDS RETENTION/DESTRUCTION SCHEDULE
CITY OF AGOURA HILLS**

DEPARTMENT: Community Services/Parks/Recreation						
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			C,H,V	NOTES
		OFFICE	STORAGE	TOTAL		
1.	Brochures Advertisers Files: Camera-ready copy Check copies Correspondence Requests Supporting data	2	-	2	-	Citation: California Government Code, Section 34090
2.	Brochures Artwork: Original artwork (camera-ready copy) used to produce Department brochures	CL+2	-	CL+2	H	Includes hard copy and files on computer. For this record series, CL (Closed/Completed) represents production of final brochure. Citation: California Government Code, Section 34090
3.	Community Services Advisory Committee Agendas and Minutes	CL	P	P	H	This record series will be archived onto the City's optical imaging system for permanent retention. Citation: California Government Code, Section 34090
4.	Facilities Reservation Forms	2	-	2	-	Citation: California Government Code, Section 34090
5.	History Files: Brochures Department publications Flyers Photos binders Press releases Publicity binders	CL	P	P	H	Citation: California Government Code, Section 34090

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DEPARTMENT: Community Services/Parks/Recreation

Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			C,H,V	NOTES
		OFFICE	STORAGE	TOTAL		
6.	Personnel - Instructor Contracts	E+2	-	E+2	-	Citation: California Government Code, Section 34090
7.	Program Evaluations (Class Evaluations)	2	-	2	-	Citation: California Government Code, Section 34090
8.	Program Proposals Files: Correspondence Promotional materials Resumes Sample program materials	2	-	2	-	This record series is for materials received by the Department from instructors presenting proposals for programs, classes, etc. Citation: California Government Code, Section 34090
9.	Program Registrations/Waivers of Liability	5	-	5	-	Citation: California Government Code, Section 34090 Citation: Code of Civil Procedures, Sections 337 and 338
10.	Programs Files (City-Participation): Audit reports (if audited) Budgeting data Completion documentation (release from funding agency) Contracts/agreements for supplies and services (vendors and suppliers - copies) Correspondence and memos Correspondence with funding agency Invoices for services and supplies (copies; official is in Finance) Itineraries/schedules Program development materials Program financial reports (to funding agency) Program progress reports (to funding agency)	CL+1	4	CL+4	-	Includes programs, special events, activities, courses, and classes where Community Services receives funding and program direction from external organizations. This includes grant-funded programs and other special fund distributions. Community Services administers the program at the local level, but follows rules and procedures specified by the funding agency. For this record series, CL (Closed/Completed) represents completion of all terms of the funding agreement with the funding agency, including audit and release if specified. Citation: California Government Code, Section 34090

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DEPARTMENT: **Community Services/Parks/Recreation**

Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			C,H,V	NOTES
		OFFICE	STORAGE	TOTAL		
11.	<p>Programs Files (City-Participation), continued... Program rules and procedures Promotional materials (press releases, flyers) Supporting data</p> <p>Programs Files (City-Sponsored): Budgeting data Contracts/agreements for supplies and services - vendors and suppliers (copies) Correspondence and memos Invoices for services and supplies (copies) Program development materials, including: Budgeting Facilities/equipment research Promotional materials (press releases, flyers) Reference materials Staffing</p>	CL+1	4	CL+5	-	<p>Includes programs, special events, activities, courses, and classes developed, sponsored and administered by Community Services. See Programs Files (City-Participation) for programs in which Community Services receives funding and program direction from external sources/organizations.</p> <p>Citation: California Government Code, Section 34090</p>
12.	<p>Recreation Registration Database Records: Program data (active) Program data (inactive/historical) Registrant data (active)</p>	2	-	2	-	<p>Citation: California Government Code, Section 34090</p>
13.	<p>Special Events Files: Correspondence and supporting data Maps, plans and drawings Permits/applications Requests</p>	CL+2	-	CL+2		<p>Includes parades, block parties, picnics, celebrations, sporting events, etc.</p> <p>Citation: California Government Code, Section 34090</p>

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DEPARTMENT: **Community Services/Parks/Recreation**

Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			C,H,V	NOTES
		OFFICE	STORAGE	TOTAL		
14.	Accident and Incident Reports	2	3	5	-	Citation: California Government Code, Section 34090

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**RECORDS RETENTION/DESTRUCTION SCHEDULE
CITY OF AGOURA HILLS**

DEPARTMENT: Finance Department						
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			C,H,V	NOTES
		OFFICE	STORAGE	TOTAL		
1.	1099's Files: 1099's (City Copies) Correspondence and backup data Procedures, rules and reference materials Verifications reports	3	2	5	-	Citation: California Government Code, Section 34090
2.	Accounting System Backup Tapes/Disks	2	-	2	V	Computer System Backup Tapes contain same data. This set is a second, vital records backup of specific data, backed up at fiscal year end. Citation: California Government Code, Section 34090
3.	Accounts Payable Files: Copies of check stubs and checks Correspondence and backup data Invoices Purchase orders	A	5	A+5	-	Before destruction occurs, these files should be reviewed to determine if they are required for support of grants or other funding programs whose retention requirements exceed those of audit plus 5 years. Citation: California Government Code, Section 34090
4.	Audit Files (Work Files): Audit reports (work copies) Correspondence Financial statements (work copies) Worksheets and backup data	5	-	5	V	Final audit reports are held by City Clerk's Office. Citation: California Government Code, Section 34090.7

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DEPARTMENT: Finance Department

Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			C,H,V	NOTES
		OFFICE	STORAGE	TOTAL		
5.	Audit and Tax Reports to State Agencies: Correspondence Final reports Procedures for preparation Source materials and backup data	10	-	P	-	Citation: California Government Code, Section 34090
6.	Bank/Account Records: Accounts - general information Account statements Correspondence and backup data Signature authorizations	A	5	A+5	-	Citation: California Government Code, Section 34090
7.	Bank Deposits Files: Check copies Deposit receipts Deposit tickets copies	A	5	A+5	-	Also called Receipts or Cash Receipts. Citation: California Government Code, Section 34090
8.	Bank Reconciliation Files: Bank statements (notated) Cash balance reports Check register reports General ledger reports Voided check registers/voided checks Worksheets and backup data	A+2	-	A+2	-	Citation: California Government Code, Section 34090

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DEPARTMENT: Finance Department

Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			C,H,V	NOTES
		OFFICE	STORAGE	TOTAL		
9.	Bank Statements Records: Canceled checks Statements	A	5	A+5	-	Before destruction occurs, these files should be reviewed to determine if they are required for support of grants or other funding programs whose retention requirements exceed those of audit plus 5 years. Citation: California Government Code, Section 34090
10.	Budget Development Files: Correspondence and backup data Department budget submissions Salary surveys Worksheets and analyses	2	-	2	-	Final, official budget document is held by City Clerk Department. Citation: California Government Code, Section 34090
11.	Business Registration	E+4	E+4	E+4		Citation: California Government Code, Section 34090
12.	Credit Card Service Provider Administrative Files: Agreements with credit card service provider (copies; original in City Clerk) Correspondence Procedures Supporting data	CL+2	-	CL+2	-	For this record series, CL (Closed/Completed) represents completion of agreement with credit card service provider. Citation: California Government Code, Section 34090
13.	Daily Cash Receipts Correspondence and backup data Franchise fees Revenues reports and studies State and local sources Sales tax revenue Transient Occupancy Taxes	A	5	A+5	-	Citation: California Government Code, Section 34090

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DEPARTMENT: Finance Department

Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			C,H,V	NOTES
		OFFICE	STORAGE	TOTAL		
14.	Financial Reports (Year-end Printouts): Balance sheets Cash balance reports Detail reports General ledger reports Revenue/expense reports	2	P	P	H	Citation: California Government Code, Section 34090
15.	Information Systems - Computer System Backup Tapes	1-2 wk	-	1-2 wk	-	Tapes contain operational (not archival) backups of data on the City's NT Network computer system. The system is backed during posting, which may be once or twice/week. Six tapes are used and rotated.
16.	Local Agency Investment Fund (LAIF) Records: Correspondence Fund reports Fund statements	2	-	2	-	Citation: California Government Code, Section 34090
17.	NSF Files: Bounced checks Correspondence and notes	A	-	A	-	Citation: California Government Code, Section 34090
18.	PERS Report	P	P	P	-	Citation: California Government Code, Section 34090

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DEPARTMENT: Finance Department

Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			C,H,V	NOTES
		OFFICE	STORAGE	TOTAL		
19.	Payroll - Employee Time Records: Time sheets (originals) Vacation sick leave schedules	CL+4		CL+4	-	Citation: 29 CFR 516.2 - 516.6 C+4, date of entry, or resolution of all issues, whichever is later.
20.	Payroll - Payroll Reports: Auto deposit registers Deductions registers Month to date tax limits Monthly payroll summaries Payroll registers Personnel planning reports Year-to-date reports	2	4	A+5	-	Citation: 26 CFR 31.6001-1
21.	Payroll - Payroll Tax Reports: Correspondence Fees statements Payroll tax statements - quarterlies Tax information and backup data	2	4	6	-	Citation: 29 USC 436
22.	Payroll - W-2's Records: Correspondence and backup data W-2 (City copies) W-2 control reports	6	0	6	-	Citation: 29 CFR 516.2 - 516.6

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DEPARTMENT: Finance Department

Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			C,H,V	NOTES
		OFFICE	STORAGE	TOTAL		
23.	Post Office/Bulk Mail Receipts	2	-	2	-	Citation: California Government Code, Section 34090
24.	Property Tax Revenue Records: Assessed values totals statements	P	-	P	H	Citation: California Government Code, Section 34090
25.	Property Tax Revenue Records: Communications with Los Angeles County Assessor Correspondence and backup data Reports and Studies	A	5	A+5	-	Citation: California Government Code, Section 34090
26.	Purchase Orders Purchase order logs	2	-	2	-	Citation: California Government Code, Section 34090
27.	Revenue Records - Utility Users Taxes: Correspondence Tax remittance reports	A	5	A+5	-	The City receives no income at present. Citation: California Government Code, Section 34090
28.	Warrant Registers (Invoice Approval Lists)	A	-	A	-	Official copy in City Clerk's Office is scanned onto Optical System with Council Agenda Packet for permanent retention. Citation: California Government Code, Section 34090

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**RECORDS RETENTION/DESTRUCTION SCHEDULE
CITY OF AGOURA HILLS**

DEPARTMENT: Public Works						
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			C,H,V	NOTES
		OFFICE	STORAGE	TOTAL		
1.	Administration – Copies or Duplicate Records: Chronological (chron) files Deeds (copies) L.A. County Fire Department (general) L.A. County Police Department (general) Las Virgenes Unified School District (general) Ordinances and Resolutions (copies) Recorded documents (copies) Redevelopment (general)	C+2	-	C+2	-	Citation: California Government Code, Section 34090
2.	Capital Improvement Projects (CIP) Plans & Drawings: Final, as-built plans and drawings	P	-	P	H	This record series will be archived onto the City's optical imaging system for permanent retention. Citation: California Government Code, Section 34090
3.	Federal Highway Administration Funding (FHWA) Administrative Files: Applications/funding requests and supporting data Budgeting analyses Correspondence w/ local administrative agencies (including CALTRANS) Studies & reports Supporting data	CL	3	CL+3	-	For this record series, CL (Completion) represents date of last expenditure report or resolution of all issues. Citation: 49 CFR 18.42 and/or 29 CFR 5.5

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DEPARTMENT: Public Works

Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			C,H,V	NOTES
		OFFICE	STORAGE	TOTAL		
4.	Grants/Funding Files: Applications and supporting data Contracts, amendments and supporting data (copies) Correspondence and supporting data Financial/budgeting data Program completion documentation Reports to funding agency Rules, regulations and procedures	C+1	2	C+3	-	For this record series, CL (Completion) represents date of last expenditure report , or until resolution of all issues arising from litigation, claim, audit, or other action involving the records, whichever is later. Citation: 29 CFR 97.42
5.	Intersections/Streets/Signals	P	-	P	H	This record series will be archived onto the City's optical imaging system for permanent retention. Citation: California Government Code, Section 34090
6.	Maps - Final, recorded maps, including: Assessment districts Construction (final, as-constructed only) Improvement plans Lot line adjustments Parcel maps Record of survey Subdivision maps Tract maps Utilities - storm drain	P	-	P	H,V	Final maps, plans, drawings & blueprints are also recorded with the County Assessor. City flat files -- incomplete; as of this schedule, developers/applicants are required to submit copies of final recorded maps. Citation: California Government Code, Section 34090

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DEPARTMENT: Public Works

Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			C,H,V	NOTES
		OFFICE	STORAGE	TOTAL		
7.	NPDES - Program Files Correspondence and supporting data Program rules, regulations & procedures Reports & studies	P	-	P	H	This record series will be archived onto the City's optical imaging system for permanent retention. Because this program may result in the creation of an assessment district, this record series retention is the same as a special assessment district. Citation: California Government Code, Section 34090
8.	Operations & Maintenance (O&M) Projects Files: Correspondence and supporting data Service requests	2	-	2	-	O&M Projects are those projects that the City contracts out to private contractors or that are undertaken by City maintenance crews. Citation: California Government Code, Section 34090
8.	Public Works - Performance Bonds/Labor and Materials Bonds: Backup data Labor and materials bonds Performance bonds	C+1	1	C+2	-	These files are physically located in the City Clerk's Office (vault). Citation: California Government Code, Section 34090
9.	Traffic Collision Reports	2	-	2	-	Citation: California Government Code, Section 34090

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**RECORDS RETENTION/DESTRUCTION SCHEDULE
CITY OF AGOURA HILLS**

DEPARTMENT: Public Works/Building & Safety						
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			C,H,V	NOTES
		OFFICE	STORAGE	TOTAL		
1.	Building & Safety -Address Files: Building permits Certificates of occupancy Correspondence and backup data Drawings Electrical permits Geology reports Heating/ventilation/A.C. permits Inspections record sheets Plumbing permits Sign permits Soils reports Substandard Housing Abatement	P	-	P	V	Some of these files have been microfilmed and should be transferred to optical disk media. Citation: California Government Code, Section 34090
2.	Building & Safety - Building Numbering Maps	S	-	S	-	Citation: California Government Code, Section 34090
3.	Building & Safety - Counter Manual: Fee schedules Procedures and instructions	P	-	P	-	Citation: California Government Code, Section 34090
4.	Building & Safety - Disaster Response Program Files: Disaster response plan Resources/contacts lists	S+2	-	S+2	V	Citation: California Government Code, Section 34090

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DEPARTMENT: **Public Works/Building & Safety**

Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			C,H,V	NOTES
		OFFICE	STORAGE	TOTAL		
5.	Building & Safety - Earthquake Records – Inspections/Address Log: Logs of earthquake Inspections performed throughout the City	CL+2	-	CL+2	-	For this record series, CL (Closed/Completed) represents final FEMA audit. Citation: California Government Code, Section 34090
6.	Building & Safety - Plan Review Files Building permits Certificates of occupancy Correspondence and backup data Drawings Electrical permits Heating/ventilation/A.C. permits Inspections record sheets Plumbing permits Sign permits Substandard Housing Abatement	CL	-	CL	-	These are temporary files which are transferred into Address files upon completion of project.
7.	Building & Safety - Plans and Drawings (Commercial Structures): Final, approved plans and drawings	CL	T	T	CL	For this record series, CL (Closed/Completed) represents issuance of certificate of occupancy. T (Termination) represents life of the building (plans and drawings may be destroyed upon building demolition). Citation: California Health and Safety Code, Section 19850
8.	Building & Safety - Plans and Drawings (Residential Structures - single or multiple dwellings <u>more than</u> two stories and basement in height): Final, approved plans and drawings	CL	T	T	CL	For this record series, CL (Closed/Completed) represents issuance of certificate of occupancy. Citation: California Health and Safety Code, Section 19850

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DEPARTMENT: **Public Works/Building & Safety**

Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			C,H,V	NOTES
		OFFICE	STORAGE	TOTAL		
9.	Building & Safety - Plans and Drawings (Residential Structures - single or multiple dwellings not more than two stories and basement in height): Final, approved plans, and drawings	CL	T	T	CL	For this record series, CL (Closed/Completed) represents issuance of certificate of occupancy. T (Termination) represents life of the building (plans and drawings may be destroyed upon building demolition). Citation: California Health and Safety Code, Section 19850
10.	Building & Safety - Sewer Maps and Indexes	P	-	P	V	Citation: California Government Code, Section 34090
11.	Disaster Incidents Files: Correspondence Council approvals/documentation (copies) Damage reports/assessments and supporting data Invoices Photographs	A	5	A+5	-	This record series is for files documenting disaster incidents damages and claims for reimbursement from agencies such as FEMA and OES. Citation: California Government Code, Section 34090
12.	Engineering - Grading Bonds and Releases: Bond documents and supporting data Bond release letters	CL+1	P	P	H	For this record series, CL (Closed/Completed) represents exoneration of a grading bond. Citation: California Government Code, section 34090
13.	Engineering - Grading Permits	CL+1	P	P	H	For this record series, CL (Closed/Completed) represents completion of a grading project. Citation: California Government Code, section 34090

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**RECORDS RETENTION/DESTRUCTION SCHEDULE
CITY OF AGOURA HILLS**

DEPARTMENT: Public Works/Engineering					
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			NOTES
		OFFICE	STORAGE	TOTAL	
1.	<p>Capital Improvement Project (CIP) Files: Change orders files, including: Change orders Change order requests Correspondence and supporting data Cost estimates Review documentation</p> <p>Contractor files, including: Bonds (copies) Contracts, amendments and supporting data (copies)</p> <p>Correspondence and supporting data Insurance documentation (copies)</p> <p>Consultant files, including: Contracts, amendments and supporting data (copies) Correspondence and supporting data Meeting notes</p> <p>Design records, including: Design research and survey data Calculations Drawings; Right-of-Way Documentation - Deeds, Quitclaims, Easements (copies) Correspondence and supporting data</p> <p>Payments files, including: Correspondence and supporting data</p>	C+1	9	C+10	<p>Files are retained for completion of the project and all terms of the project contracts and agreements, plus 10 years. At that time, the files will be evaluated by the department. If the structure still exists, or if the files have historical value, or if the files are needed for City operations, they will be retained for an additional time period.</p> <p style="text-align: center;">Citation: California Code of Civil Procedure, Section 337.15, S/L</p> <p style="text-align: center;">Citation: California Government Code, Section 34090</p>

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DEPARTMENT: Public Works/Engineering

Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			C,H,V	NOTES
		OFFICE	STORAGE	TOTAL		
	Payments files, continued - Inspections files/Daily inspectors' reports Progress payments (copies) Project studies and reports Purchase orders and invoices (copies) Permit files, including: Applications and backup data Permits issued Prevailing Wages/State Industrial Relations Registrations	P S+2	P S+2	P S+2		Citation: California Government Code, Section 34090
2.	Consultants/Suppliers/Vendors information: Brochures Catalogs Correspondence Promotional materials Samples	2+AR	-	2+AR	-	No obligation to retain unsolicited promotional material - only the materials kept in the ordinary course of business.
3.	Land Development Projects Files: Agreements (copies) Correspondence and memos Covenants (copies) Easements (copies) Evaluation estimates Final maps (surrounding and underlying) MOUs Permits (copies) Plan check documentation Plans and drawings	C+1	P	P	H	This record series will be archived onto the City's optical imaging system for permanent retention. Land Development Projects include grading plans, street improvement plans, storm drain plans, landscaping plans, lot line adjustments, and plan checks. Citation: California Government Code, Section 34090

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DEPARTMENT: **Public Works/Engineering**

Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			C,H,V	NOTES
		OFFICE	STORAGE	TOTAL		
	Land Development Projects Files, continued - Plans, drawings, and blueprints Reports and studies Reviews and comments <u>Reyes Adobe Interpretive Plan</u> Supporting data Title reports (copies)					
4.	Land, Surplus Surplus Land Surplus Property	P	P	P	-	Citation: California Government Code, Section 34090
5.	Organizations Files: Correspondence Publications Reports and studies	2	-	2	-	This record series is for records of general communications with organizations and agencies that the Department corresponds with. This series is not for project or activity-specific records. Citation: California Government Code, Section 34090
6.	Permits: Encroachment permits Excavation permits	C+1	P	P	H	This record series will be archived onto the City's optical imaging system for permanent retention. Citation: California Government Code, Section 34090

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**RECORDS RETENTION/DESTRUCTION SCHEDULE
CITY OF AGOURA HILLS**

DEPARTMENT: Public Works/Parks						
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			C,H,V	NOTES
		OFFICE	STORAGE	TOTAL		
1.	<p>Park Master Plans Files: Agenda reports Comments Correspondence and supporting data Environmental documents Reports and studies Maps, plans, and drawings Notices (file copies)</p>	P	-	P	H	<p>This record series will be archived onto the City's optical imaging system for permanent retention. Citation: California Government Code, Section 34090</p>
2.	<p>Parks/Facilities Construction Projects Files: Bonds and insurance documentation (copies) Contracts, amendments and supporting data (Original Contracts are in City Clerk Dept.) Correspondence and supporting data Accounting/Payments files (copies), including: Certified payroll files Contractor invoices Correspondence and supporting data Progress payments/approvals Inspections and acceptance documentation Project studies and reports Design records, including: Calculations City Council documentation (copies) Correspondence and supporting data Design research data Drawings Plans and drawings</p>	C+1	9	C+10		<p>Files are retained for completion of the project and all terms of the project contracts and agreements, plus 10 years. At that time, the files will be evaluated by the department. If the structure still exists, or if the files have historical value, or if the files are needed for City operations, they will be retained for an additional time period. Citation: California Code of Civil Procedure, Section 337.15</p>

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Public Works/Parks

DEPARTMENT:

Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			C,H,V	NOTES
		OFFICE	STORAGE	TOTAL		
	Parks/Facilities Construction Projects Files, continued: Progress reports Project notes, worksheets and analyses Right-of-way documentation (copies) Survey data					

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