



## REPORT TO CITY COUNCIL

**DATE:** OCTOBER 26, 2016  
**TO:** HONORABLE MAYOR AND CITY COUNCILMEMBERS  
**FROM:** GREG RAMIREZ, CITY MANAGER   
**BY:** KIMBERLY RODRIGUES, CITY CLERK   
**SUBJECT:** ADOPT THE 2016 CITY OF AGOURA HILLS RECORDS RETENTION/DESTRUCTION SCHEDULE FOR THE MAINTENANCE AND DISPOSITION OF CITY RECORDS

---

Section 34090 of the Government Code of the State of California provides a procedure whereby the City Council may establish a citywide records retention/destruction schedule. On June 26, 2013, the City Council adopted Resolution No. 13-1709, incorporating amendments and format changes to the Agoura Hills Records/Retention Destruction Schedule ("Schedule") and rescinding Resolution No. 10-1584.

Staff has reviewed the current Schedule (Appendix "I") and is recommending amendments to the "permanent" categories, in compliance with the EDMS Policy, as follows:

- Amendments have been highlighted in red (please note that the formatting will be corrected once the track changes have been approved).
- Any permanent records categories have been updated to reflect, in compliance with the City's Electronic Document Management System (EDMS) Policy, the electronic archiving of originals for permanent retention and/or scheduling the originals for destruction.
- The "Records Destruction Request Form" (Exhibit "A"), "Permanent Records Destruction Authorization Form" (Exhibit "B"), and "Duplicate Records – Destruction Request Form" (Exhibit "C") have been updated and include reference to Resolution No. 16-1825.
- The "Records Inventory Control Form" (Exhibit "D") has been updated and, once adopted, will be incorporated for use in the records inventory process for offsite storage.

The City Attorney's Office has reviewed and approved the proposed amendments. In addition to approving the amendments, it is recommended to rescind Resolution No. 13-1709, and adopt the newly revised Schedule (Resolution No. 16-1825).

Once the amended Schedule is approved, the City will be able to proceed with the destruction of certain permanent records, in compliance with the EDMS Policy, that will ensure the records are preserved electronically and reduce the costs associated with inhouse and/or offsite records storage.

Staff will continue to annually review and update the citywide Schedule and bring forth any recommended changes for City Council approval.

## **RECOMMENDATION**

Staff respectfully recommends the City Council adopt Resolution No. 16-1825; Adopting A Citywide Records Retention/Destruction Schedule, in Compliance with the City's Electronic Document Management System (EDMS) Policy, for the Maintenance and Disposition of Records, and Rescinding Resolution No. 13-1709.

Attachment: Resolution No. 16-1825, with Agoura Hills Records Retention/Destruction Schedule (Appendix I) and Exhibits A-D

**RESOLUTION NO. 16-1825**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AGOURA HILLS, CALIFORNIA, ADOPTING A CITYWIDE RECORDS RETENTION/ DESTRUCTION SCHEDULE, IN COMPLIANCE WITH THE AGOURA HILLS ELECTRONIC DOCUMENT MANAGEMENT SYSTEM (EDMS) POLICY, FOR THE MAINTENANCE AND DISPOSITION OF RECORDS, AND RESCINDING RESOLUTION NO. 13-1709**

**THE CITY COUNCIL OF THE CITY OF AGOURA HILLS RESOLVES AS FOLLOWS:**

**WHEREAS**, The retention of numerous records is unnecessary after a certain period of time for the effective and efficient operation of the government of the City of Agoura Hills.

**WHEREAS**, The approval of guidelines for the ongoing disposition of obsolete City records will assist the City in the effective management of records, as well as provide for the efficient review of records proposed for disposal.

**WHEREAS**, Section 34090, et seq. of the Government Code of the State of California provides the parameters whereby any City record which has served its purpose and is no longer required may be destroyed.

**WHEREAS**, On May 11, 2016, the City Council adopted Resolution No. 16-1814, approving the City's Electronic Document Management System (EDMS) Policy which provides for the destruction of certain permanent records upon scanning the documents into the City's EDMS for permanent electronic retention.

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Agoura Hills as follows:

**Section 1.** The attached Agoura Hills Records Retention/Destruction Schedule (Schedule), which is attached hereto as Appendix I and incorporated herein by this reference, is hereby approved.

**Section 2.** The types of records identified in the Schedule, generated or received by the City are hereby authorized for disposition as outlined in that schedule in accordance with Section 34090, et seq. of the Government Code of the State of California, upon the written consent of the City Clerk and the City Attorney, and with the approval of the City Council of the City of Agoura Hills.

**Section 3.** Upon such written consent and approval, the City Clerk may destroy any City record, document, instrument, book or paper, under his or her charge, without making a copy thereof, after the same is no longer required. This resolution also authorizes the destruction of permanent records, in compliance with the City's EDMS Policy, and Government Code Section 34090.5, but does not authorize the destruction of certain permanent records set forth in Government Code Section 34090, which

include: (a) records affecting the title of real property or liens thereon; (b) court records on any subject where litigation is pending; (c) records required to be kept by statute; (d) records less than two years old. The review by the City Clerk and the City Attorney shall include the determination that the subject records no longer have any administrative value, legal value, evidential value, fiscal value or research and historical value.

**Section 4.** The destruction of any record as provided for herein shall be by disposal, recycling, shredding or other effective method of destruction, as approved by the City Clerk. All records of a sensitive or confidential nature shall be shredded under the direct supervision of the City Clerk.

**Section 5.** The term "record" or "records," as defined in Government Code Section 14741 and as used herein, shall mean all papers, maps, exhibits, magnetic or paper tapes, photographic films and prints, punched cards, and other documents produced, received, owned or used by the City, regardless of physical form or characteristics; that the term "public records," as defined in Government Code Section 6252 and used herein, shall include any writing containing information relating to the conduct of the public's business prepared, owned, used or retained by the City regardless of physical form or characteristics; and that the term "writing," as defined in Government Code Section 6252 and as used herein, shall mean handwriting, typewriting, printing, photostating, photographing, and every other means of recording upon any form of communication or representation, including letters, words, pictures, sounds, or symbol, or combination thereof, and all papers, maps, magnetic or paper tapes, photographic films and prints, magnetic or punched cards, discs, drums and other documents.

**Section 6.** Any records not specified in the Schedule shall not be destroyed without the express approval of the City Attorney and a resolution acted upon by the City Council.

**Section 7.** On each occasion that a Department Head requests the destruction of records, such request shall be made on a "Records Destruction Request Form" (see attached sample identified as Exhibit "A"). This form shall include the finding that all of the records are more than two years old and/or have been retained for the minimum retention period as specified in this resolution. This form shall include the determination that the records no longer have any administrative, legal, evidential, fiscal or research and historical value. This form shall include a description of the records sufficient for identification, including the year of the record, the category from the Schedule, and a specific description of the record. Staff shall certify that the records recommended for destruction no longer have any administrative, legal, evidential, fiscal, research, or historic value and are not: (a) records affecting the title of real property or liens thereon; (b) court records on any subject where litigation is pending; (c) records required to be kept by statute; or (d) records less than two years old; and, to staff's knowledge, are no longer required by the City. The Department Head, the City Clerk, and the City Attorney shall authorize the destruction of records. The "Certificate of Destruction" provided by the City's shredding company will stipulate the date of destruction, the destruction method used, and the name of the person supervising the destruction. The form is

signed by the City Clerk. All records destruction forms shall be maintained as permanent City records in the City Clerk's office. While the attached sample forms may be changed periodically and may even be consolidated, each of them shall retain the titles shown and shall contain the required information specified in this section.

**Section 8.** On each occasion that a Department Head requests the destruction of permanent records, in compliance with the City's EDMS Policy, such request shall be made on a "Permanent Records Destruction Authorization Form" (see attached sample identified as Exhibit "B"). This form shall include the finding that all of the permanent records meet compliance with the EDMS Policy for destruction and have been scanned/digitized permanently into the City's EDMS, are indexed (including logged in the master Records Control Log), verified as accurate and complete, and the document can be reproduced with full legibility. This form shall include a description of the records sufficient for identification, including the year of the record, the category from the Schedule, and a specific description of the record. Further, staff will certify that the permanent records recommended for destruction are not: (a) records affecting the title of real property or liens thereon; (b) court records on any subject where litigation is pending; and (c) records required to be kept by statute. The Department Head, the City Clerk, and the City Attorney shall authorize the destruction of records. The "Certificate of Destruction" provided by the City's shredding company will stipulate the date of destruction, the destruction method used, and the name of the person supervising the destruction. The form is signed by the City Clerk. All records destruction forms shall be maintained as permanent City records in the City Clerk's Office. While the attached sample forms may be changed periodically and may even be consolidated, each of them shall retain the titles shown and shall contain the required information specified in this section.

**Section 9.** Pursuant to Section 34090.7 of the Government Code of the State of California, notwithstanding the provisions of Section 34090, the City Council may prescribe a procedure under which duplicates of City records less than two years old may be destroyed if they are no longer required.

**Section 10.** The City Council hereby authorizes destruction of duplicate records, utilizing the "Duplicate Records – Destruction Request Form" (see attached sample identified as Exhibit "C"), attached hereto, with the approval of the Department Head, the City Clerk and the City Attorney. Unless otherwise specified by the City Clerk, the method of destruction for duplicate records shall be by recycling.

**Section 11.** The City Council hereby authorizes the "Records Inventory Control Form", attached hereto as Exhibit "D", for creating an inventory list for records boxed for offsite storage. Upon completion of the form by the Department's Records Coordinator, the original and four copies will be distributed as follows: original and one copy to the City Clerk, one copy to the department's *Records Management Handbook*, one copy inserted in front of the first file in the storage box, and one copy for Access Information Management. The City Clerk shall retain the master citywide *Offsite Storage Records Inventory* binder, along with the master list of the Agoura Hills (and their corresponding Access/York Storage) box numbers.

**Section 12.** The Schedule shall be reviewed on an annual basis by the City Clerk. The review process shall include a legal analysis with regard to any changes in the various statutes. Following a thorough review, the City Clerk shall present the entire Schedule with any recommended changes to the City Council for approval.

**Section 13.** Pursuant to Government Code Section 6200 relating to offenses by an official custodian, every officer having the custody of any record, map or book, or of any paper or proceeding of any court, filed or deposited in any public office, or placed in his or her hands for any purpose, is punishable by imprisonment in the state prison for two, three or four years if, as to the whole or any part of the record, map, book, paper or proceeding, the officer willfully does or permits any other person to do any of the following: (a) steal, remove or secrete; (b) destroy, mutilate or deface; or (c) alter or falsify. Pursuant to Section 6201, relating to offenses by persons other than custodial officers, every person not an officer referred to in Section 6200, who is guilty of any of the acts specified in that section, is punishable by imprisonment in the state prison, or in a county jail not exceeding one year, or by a fine not exceeding one thousand dollars (\$1,000), or by both such fine and imprisonment.

**Section 14.** Resolution No. 13-1709 is hereby rescinded.

**Section 15.** This resolution shall be in full force and effect immediately upon its passage and adoption thereof.

**PASSED, APPROVED, AND ADOPTED** this 26<sup>th</sup> day of October, 2016, by the following vote to wit:

AYES: (0)  
NOES: (0)  
ABSTAIN: (0)  
ABSENT: (0)

\_\_\_\_\_  
Harry Schwarz, Mayor

ATTEST:

\_\_\_\_\_  
Kimberly M. Rodrigues, MMC  
City Clerk

Appendix I

# City of Agoura Hills

## Records Retention/Destruction Schedule

---

### Ninth Edition

Presented to the City Council on October 26, 2016

Office of the City Clerk





**AGOURA HILLS**

**2016 Records Retention/Destruction Schedule**

**TABLE OF CONTENTS**

<b>Department</b>	<b>Page</b>
Administration / City Manager.....	1
Administration / Civic Center / Library.....	4
Administration / Personnel.....	6
Administration / Risk Management.....	9
Administration / Transportation.....	12
Building & Safety.....	14
City Clerk.....	19
Community Services.....	35
Finance.....	40
Planning.....	48
Planning / Block Grants.....	63
Planning / Code Enforcement.....	66
Public Works.....	67
Public Works / Engineering.....	72
Public Works / Parks.....	77



# 2016 CITY OF AGOURA HILLS RECORDS RETENTION/DESTRUCTION SCHEDULE

DEPARTMENT: Administration / City Manager						
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION DISPOSITION			C, H, V	NOTES
		OFFICE	INACTIVE	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 - City Department and Division 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.	Community Grant Program Applications Correspondence and supporting data	CL+1	23	CL+4	-	This record series is for records of grants awarded by the City to applicants for the annual Community Grant Program. CL (Closed/Completed) represents the date the issues, and the applicant formally accepts, the grant funds.  Citation: 29 CFR 97.42

**RETENTION CODES:** A = Audit AR = Annual Review CL = Closed / Completed E = Expiration P = Permanent S = Superseded T = Termination  
**C, H, V CODES:** C = Confidential H = Historical V = Vital \*EDMS = Electronic Document Management System  
**P-A = (\$can/Destroy) Permanent Records Electronically Archived per EDMS Policy and Originals Destroyed**  
**P-B = (\$can/Retain) Permanent Records Electronically Archived for Reference Purposes Only**

# 2016 CITY OF AGOURA HILLS RECORDS RETENTION/DESTRUCTION SCHEDULE

DEPARTMENT: Administration / City Manager						
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION DISPOSITION			C, H, V	NOTES
		OFFICE	INACTIVE	TOTAL		
6.	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
7.	False Alarms Annual Records Correspondence	CL +3	-	CL +3	-	Citation: California Penal Code, Section 801
8.	Las Virgenes Unified School District Agendas and reports Correspondence and memos	2	-	2	-	Citation: California Government Code, Section 34090
9.	Organizations Files - Civic Organizations: Backup data Correspondence and memos Publications Reports and studies	2	-	2	-	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 'City Clerk - Agreements/ Contracts'.  Citation: California Government Code, Section 34090

**RETENTION CODES:** A = Audit AR = Annual Review CL = Closed / Completed E = Expiration P = Permanent S = Superseded T = Termination  
**C, H, V CODES:** C = Confidential H = Historical V = Vital \*EDMS = Electronic Document Management System  
 P-A = (\$can/Destroy) Permanent Records Electronically Archived per EDMS Policy and Originals Destroyed  
 P-B = (\$can/Retain) Permanent Records Electronically Archived for Reference Purposes Only

# 2016 CITY OF AGOURA HILLS RECORDS RETENTION/DESTRUCTION SCHEDULE

DEPARTMENT: Administration / City Manager						
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION DISPOSITION			C,H,V	NOTES
		OFFICE	INACTIVE	TOTAL		
10.	Organizations Files – Government Agencies: Backup data Correspondence and memos Publications Reports and studies	2	-	2	-	Examples include County of Los Angeles, Local Agency Formation Committee (LAFCO), Las Virgenes Unified School District (LVUSD), 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 'City Clerk - Agreements/ Contracts'.  Citation: California Government Code, Section 34090
11.	Organizations Files - Professional Organizations: Backup data Correspondence and memos Publications Reports and studies	2	-	2	-	Examples include California Joint Powers Insurance Authority (JP/IA), League of California Cities, and Southern California Association of Governments (SCAG). 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 'City Clerk - Agreements/ Contracts'.  Citation: California Government Code, Section 34090
12.	Sheriff's Reports – Monthly	5	-	5	-	Citation: California Government Code, Section 34090

**RETENTION CODES:** A = Audit AR = Annual Review CL = Closed / Completed E = Expiration P = Permanent S = Superseded T = Termination  
**C,H,V CODES:** C = Confidential H = Historical V = Vital \*EDMS = Electronic Document Management System  
**P-A = (\$can/Destroy) Permanent Records Electronically Archived per EDMS Policy and Originals Destroyed**  
**P-B = (\$can/Retain) Permanent Records Electronically Archived for Reference Purposes Only**

# 2016 CITY OF AGOURA HILLS RECORDS RETENTION/DESTRUCTION SCHEDULE

DEPARTMENT: Administration / Civic Center / Library						
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION DISPOSITION			C, H, V	NOTES
		OFFICE	INACTIVE	TOTAL		
1.	<p>Capital Improvement Project (CIP) Files:  <b>Change orders files, including:</b>                      Change orders                      Change order requests                      Correspondence and supporting data                      Cost estimates                      Review documentation  <b>Consultant files, including:</b>                      Contracts, amendments and supporting data (copies)                      Correspondence and supporting data;                      Meeting notes  <b>Contractor files, including:</b>                      Bonds (copies)                      Contracts, amendments and supporting data (copies)                      Correspondence and supporting data                      Insurance documentation (copies)  <b>Design records, including:</b>                      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 <b>period of time. -time-period:</b></p> <p style="text-align: center;">Citation: California Code of Civil Procedure, Section 337.15, S/L</p>

**RETENTION CODES:** A = Audit AR = Annual Review CL = Closed / Completed E = Expiration P = Permanent S = Superseded T = Termination  
**C, H, V CODES:** C = Confidential H = Historical V = Vital \*EDMS = Electronic Document Management System  
**P-A = (\$ can/Destroy) Permanent Records Electronically Archived per EDMS Policy and Originals Destroyed**  
**P-B = (\$ can/Retain) Permanent Records Electronically Archived for Reference Purposes Only**

# 2016 CITY OF AGOURA HILLS RECORDS RETENTION/DESTRUCTION SCHEDULE

DEPARTMENT: Administration / Civic Center / Library						
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION DISPOSITION			C,H,V	NOTES
		OFFICE	INACTIVE	TOTAL		
-	<p><b>Payments files, including:</b></p> <ul style="list-style-type: none"> <li>Correspondence and supporting data</li> <li>Inspections files/daily inspectors' reports</li> <li><b>Project studies and reports</b></li> <li>Progress payments (copies)</li> <li>Purchase orders and invoices (copies)</li> </ul> <p><b>Permits files, including:</b></p> <ul style="list-style-type: none"> <li>Applications and backup data</li> <li>Permits issued</li> </ul>	P	P	P-A	-	<p>Citation: California Government Code, Section 34090</p> <p>In compliance with the City's EDMS* Policy, this record series will be electronically archived in the City's EDMS for permanent retention and the originals will be scheduled for destruction.</p>

**RETENTION CODES:** A = Audit AR = Annual Review CL = Closed / Completed E = Expiration P = Permanent S = Superseded T = Termination  
**C,H,V CODES:** C = Confidential H = Historical V = Vital \*EDMS = Electronic Document Management System  
**P-A = (\$can/Destroy) Permanent Records Electronically Archived per EDMS Policy and Originals Destroyed**  
**P-B = (\$can/Retain) Permanent Records Electronically Archived for Reference Purposes Only**

# 2016 CITY OF AGOURA HILLS RECORDS RETENTION/DESTRUCTION SCHEDULE

DEPARTMENT: Administration / Personnel						
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION DISPOSITION			C, H, V	NOTES
		OFFICE	INACTIVE	TOTAL		
1.	Compensation surveys	S+3	-	S+3		Citation: California Government Code, Section 34090
2.	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
3.	Employee Benefits Administration Records: Correspondence and backup data Enrollment forms Plan documents	T	P	P-A	V	In compliance with the City's EDMS* Policy, this record series will be electronically archived in the City's EDMS for permanent retention and the originals will be scheduled for destruction.  Benefits records are also held by the administering organization (PERS).  Citation: California Government Code, Section 34090
4.	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 T+2	28 428	T+30 T+630	C	Citation: CalOsha 8 CCR 3207(d)(1)  Citation: California Government Code, Section 34090
5.	Organizations Files – Civic, Government, Professional:	2	-	2	-	This record series is for records of general communications with organizations and agencies that

RETENTION CODES: A = Audit AR = Annual Review CL = Closed / Completed E = Expiration P = Permanent S = Superseded T = Termination  
 C, H, V CODES: C = Confidential H = Historical V = Vital \*EDMS = Electronic Document Management System  
 P-A = (\$can/Destroy) Permanent Records Electronically Archived per EDMS Policy and Originals Destroyed  
 P-B = (\$can/Retain) Permanent Records Electronically Archived for Reference Purposes Only

# 2016 CITY OF AGOURA HILLS RECORDS RETENTION/DESTRUCTION SCHEDULE

DEPARTMENT: Administration / Personnel						
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION DISPOSITION			C, H, V	NOTES
		OFFICE	INACTIVE	TOTAL		
	Backup data Correspondence and memos Publications Reports and studies					the Department corresponds with. This series is not for project or activity-specific records.  Citation: California Government Code, Section 34090
6.	Personnel Files: Applications Correspondence and memos Dept of Justice (DOJ) – Criminal History Records Direct deposit authorizations I-9 Forms 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
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

**RETENTION CODES:** A = Audit AR = Annual Review CL = Closed / Completed E = Expiration P = Permanent S = Superseded T = Termination  
**C, H, V CODES:** C = Confidential H = Historical V = Vital \*EDMS = Electronic Document Management System  
**P-A = (\$can/Destroy) Permanent Records Electronically Archived per EDMS Policy and Originals Destroyed**  
**P-B = (\$can/Retain) Permanent Records Electronically Archived for Reference Purposes Only**

# 2016 CITY OF AGOURA HILLS RECORDS RETENTION/DESTRUCTION SCHEDULE

DEPARTMENT: Administration / Personnel						
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION DISPOSITION			C,H,V	NOTES
		OFFICE	INACTIVE	TOTAL		
91	Rules and Regulations	S+2	P	P-A	H	In compliance with the City's EDMS* Policy, this record series will be electronically archived in the City's EDMS for permanent retention and the originals will be scheduled for destruction. Citation: California Government Code, Section 34090

**RETENTION CODES:** A = Audit AR = Annual Review CL = Closed / Completed E = Expiration P = Permanent S = Superseded T = Termination  
**C,H,V CODES:** C = Confidential H = Historical V = Vital \*EDMS = Electronic Document Management System  
**P-A = (\$can/Destroy) Permanent Records Electronically Archived per EDMS Policy and Originals Destroyed**  
**P-B = (\$can/Retain) Permanent Records Electronically Archived for Reference Purposes Only**



# 2016 CITY OF AGOURA HILLS RECORDS RETENTION/DESTRUCTION SCHEDULE

DEPARTMENT: Administration / Risk Management						
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION DISPOSITION			C,H,V	NOTES
		OFFICE	INACTIVE	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.	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
6.	OSHA Logs/Reports	T+5	-	T+5	-	T represents the year to which the records relate.  Citation: California Government Code, Section 34090

**RETENTION CODES:** A = Audit AR = Annual Review CL = Closed / Completed E = Expiration P = Permanent S = Superseded T = Termination  
**C,H,V CODES:** C = Confidential H = Historical V = Vital \*EDMS = Electronic Document Management System  
**P-A = (\$can/Destroy) Permanent Records Electronically Archived per EDMS Policy and Originals Destroyed**  
**P-B = (\$can/Retain) Permanent Records Electronically Archived for Reference Purposes Only**

# 2016 CITY OF AGOURA HILLS RECORDS RETENTION/DESTRUCTION SCHEDULE

DEPARTMENT: Administration / Risk Management						
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION DISPOSITION			C,H,V	NOTES
		OFFICE	INACTIVE	TOTAL		
7.	Organizations Files – Civic, Government, Professional: Backup data Correspondence and memos 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
8.	Risk Management - City-Owned Insurance Records: Correspondence and backup data Insurance policies and certificates Policy information	E+1	P	P-A	-	In compliance with the City's EDMS* Policy, this record series will be electronically archived in the City's EDMS for permanent retention and the originals will be scheduled for destruction.  Citation: California Government Code, Section 34090
9.	Risk Management - Insurance Certificates (businesses doing business with the City)	E+1	P	P-A	-	In compliance with the City's EDMS* Policy, this record series will be electronically archived in the City's EDMS for permanent retention and the originals will be scheduled for destruction.  Citation: California Government Code, Section 34090

**RETENTION CODES:** A = Audit AR = Annual Review CL = Closed / Completed E = Expiration P = Permanent S = Superseded T = Termination  
**C,H,V CODES:** C = Confidential H = Historical V = Vital \*EDMS = Electronic Document Management System  
**P-A = (\$can/Destroy) Permanent Records Electronically Archived per EDMS Policy and Originals Destroyed**  
**P-B = (\$can/Retain) Permanent Records Electronically Archived for Reference Purposes Only**

# 2016 CITY OF AGOURA HILLS RECORDS RETENTION/DESTRUCTION SCHEDULE

DEPARTMENT: Administration / Risk Management						
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION DISPOSITION			C,H,V	NOTES
		OFFICE	INACTIVE	TOTAL		
10.	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
11.	SCJPIA Certificates of Liability: Certificates and backup data	E+1	P	P-A	-	In compliance with the City's EDMS* Policy, this record series will be electronically archived in the City's EDMS for permanent retention and the originals will be scheduled for destruction.  Citation: California Government Code, Section 34090
12.	Workers Compensation Insurance Administration Records: Correspondence and backup data Loss analyses Statements	5	-	5	-	Citation: California Government Code, Section 34090
13.	Workers Compensation Insurance Policies	S	P	P-A	-	In compliance with the City's EDMS* Policy, this record series will be electronically archived in the City's EDMS for permanent retention and the originals will be scheduled for destruction.  Citation: California Government Code, Section 34090

**RETENTION CODES:** A = Audit AR = Annual Review CL = Closed / Completed E = Expiration P = Permanent S = Superseded T = Termination  
**C,H,V CODES:** C = Confidential H = Historical V = Vital \*EDMS = Electronic Document Management System  
**P-A = (\$can/Destroy) Permanent Records Electronically Archived per EDMS Policy and Originals Destroyed**  
**P-B = (\$can/Retain) Permanent Records Electronically Archived for Reference Purposes Only**

# 2016 CITY OF AGOURA HILLS RECORDS RETENTION/DESTRUCTION SCHEDULE

DEPARTMENT: Administration / Transportation						
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION DISPOSITION			C,H,V	NOTES
		OFFICE	INACTIVE	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+45	-	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

**RETENTION CODES:** A = Audit AR = Annual Review CL = Closed / Completed E = Expiration P = Permanent S = Superseded T = Termination  
**C,H,V CODES:** C = Confidential H = Historical V = Vital \*EDMS = Electronic Document Management System  
**P-A = (\$can/Destroy) Permanent Records Electronically Archived per EDMS Policy and Originals Destroyed**  
**P-B = (\$can/Retain) Permanent Records Electronically Archived for Reference Purposes Only**

# 2016 CITY OF AGOURA HILLS RECORDS RETENTION/DESTRUCTION SCHEDULE

DEPARTMENT: Administration / Transportation						
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION DISPOSITION			C,H,V	NOTES
		OFFICE	INACTIVE	TOTAL		
4.	Transportation - Planning Projects Files (Final Documentation): Final reports, studies, surveys, maps, etc.	CL+2P	-	P-A	H	In compliance with the City's EDMS* Policy, this record series will be electronically archived in the City's EDMS for permanent retention and the originals will be scheduled for destruction. <del>This record series will be archived onto the City's optical imaging system for permanent retention.</del>  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 Preliminary 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

**RETENTION CODES:** A = Audit AR = Annual Review CL = Closed / Completed E = Expiration P = Permanent S = Superseded T = Termination  
**C,H,V CODES:** C = Confidential H = Historical V = Vital \*-EDMS = Electronic Document Management System  
 P-A = (Scan/Destroy) Permanent Records Electronically Archived per EDMS Policy and Originals Destroyed  
 P-B = (Scan/Retain) Permanent Records Electronically Archived for Reference Purposes Only

# 2016 CITY OF AGOURA HILLS RECORDS RETENTION/DESTRUCTION SCHEDULE

DEPARTMENT: <b>Public Works/Building &amp; Safety</b>						
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION DISPOSITION			C, H, V	NOTES
		OFFICE	INACTIVE	TOTAL		
1.	Building & Safety - Address Files: Building permits Certificates of occupancy Correspondence and backup data Drawings Electrical permits Geology reports Grading Permits Heating/ventilation/A. C. permits Inspections record sheets Plumbing permits Sign permits Soils reports Substandard Housing Abatement	CL+2	-	P-A	V	In compliance with the City's EDMS* Policy, this record series will be electronically archived in the City's EDMS for permanent retention and the originals will be scheduled for destruction.  Plan Review Files are transferred into Address files upon completion of the project.  Some of these files have been microfilmed and should be transferred to optical disk media.  Citation: California Government Code, Section 34090; Health & Safety Code Section 19850
2.	Building & Safety - Counter Manual: Fee schedules Procedures and instructions	P-2	-	P-A	-	In compliance with the City's EDMS* Policy, this record series will be electronically archived in the City's EDMS for permanent retention and the originals will be scheduled for destruction.  Citation: California Government Code, Section 34090
3.	Building & Safety - Disaster Response Program Files: Disaster response plan Emergency Operations Center (EOC) Records Resources/contacts lists	S+2	-	S+2	V	Citation: California Government Code, Section 34090

**RETENTION CODES:** A = Audit AR = Annual Review CL = Closed / Completed E = Expiration P = Permanent S = Superseded T = Termination  
**C, H, V CODES:** C = Confidential H = Historical V = Vital \*EDMS = Electronic Document Management System  
 P-A = (\$can/Destroy) Permanent Records Electronically Archived per EDMS Policy and Originals Destroyed  
 P-B = (\$can/Retain) Permanent Records Electronically Archived for Reference Purposes Only

# 2016 CITY OF AGOURA HILLS RECORDS RETENTION/DESTRUCTION SCHEDULE

DEPARTMENT: <b>Public Works/Building &amp; Safety</b>						
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION DISPOSITION			C,H,V	NOTES
		OFFICE	INACTIVE	TOTAL		
4.	Building & Safety - Earthquake Records – Emergency Operations Center (EOC) 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
5.	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 <b>COMBINED WITH NO. 1</b>	CL	-	CL	-	<del>These are temporary files which are transferred into Address files upon completion of project.</del>
65.	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

RETENTION CODES: A = Audit AR = Annual Review CL = Closed / Completed E = Expiration P = Permanent S = Superseded T = Termination  
 C,H,V CODES: C = Confidential H = Historical V = Vital \*EDMS = Electronic Document Management System  
 P-A = (\$can/Destroy) Permanent Records Electronically Archived per EDMS Policy and Originals Destroyed  
 P-B = (\$can/Retain) Permanent Records Electronically Archived for Reference Purposes Only

# 2016 CITY OF AGOURA HILLS RECORDS RETENTION/DESTRUCTION SCHEDULE

DEPARTMENT: <b>Public Works/Building &amp; Safety</b>						
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION DISPOSITION			C,H,V	NOTES
		OFFICE	INACTIVE	TOTAL		
74	Building & Safety - Plans and Drawings (Residential Structures - single or multiple dwellings) Final, approved plans and drawings Remodel Plans and drawings (addition, deck, pool, retaining wall, etc.)	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
87	Building & Safety - Plans and Drawings Miscellaneous Nonstructural plans and drawings: <ul style="list-style-type: none"> <li>• <u>Outdoor Fireplaces, BBQs, and Fire Pits.</u></li> <li>• <u>Minor non-structural remodels</u></li> <li>• <u>Pilasters and garden walls/fences under 6' high</u></li> <li>• <u>Window change-outs</u></li> <li>• <u>Plumbing fixture change outs</u></li> <li>• <u>Pool Plaster or Replaster</u></li> <li>• <u>Small electrical and plumbing repairs</u></li> <li>• <u>Minor non-structural remodels</u></li> <li>• <u>Repairs to Patios, Gazebos, Pergolas and Carports</u></li> <li>• <u>Small electrical and plumbing repairs</u></li> <li>• <u>Window change outs.</u></li> </ul>	CL-2	-	CL-2	-	For this record series, CL (Closed/Completed) represents issuance of certificate of occupancy.  This record series is for records of miscellaneous minor or nonstructural plans and drawings.  Citation: California Health and Safety Code, Section 19850  Any other plans/drawings not listed in this record series above will be subject to the conditions of #67

**RETENTION CODES:** A = Audit AR = Annual Review CL = Closed / Completed E = Expiration P = Permanent S = Superseded T = Termination  
**C,H,V CODES:** C = Confidential H = Historical V = Vital \*EDMS = Electronic Document Management System  
**P-A = (\$can/Destroy) Permanent Records Electronically Archived per EDMS Policy and Originals Destroyed**  
**P-B = (\$can/Retain) Permanent Records Electronically Archived for Reference Purposes Only**



# 2016 CITY OF AGOURA HILLS RECORDS RETENTION/DESTRUCTION SCHEDULE

DEPARTMENT: <b>Public Works/Building &amp; Safety</b>						
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION DISPOSITION			C, H, V	NOTES
		OFFICE	INACTIVE	TOTAL		
<del>08.</del>	Correspondence Chronological Files Monthly Department Activity Report Sign-In Sheets	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
<del>10.</del>	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
<del>11.</del>	Engineering—Grading Bonds and Releases: —Bond documents and supporting data —Bond release letters MOVE TO ENGINEERING	CL+1	P	P	H	For this record series, CL (Closed/Completed) represents exoneration of a grading bond.  Citation: California Government Code, section 34090
<del>12.</del>	Engineering—Grading Permits GRADING PERMITS ADDED TO NO. 1 MOVE TO ENGINEERING	CL+1	P	P	H	For this record series, CL (Closed/Completed) represents completion of a grading project.  Citation: California Government Code, section 34090

RETENTION CODES: A = Audit AR = Annual Review CL = Closed / Completed E = Expiration P = Permanent S = Superseded T = Termination  
 C, H, V (CODES): C = Confidential H = Historical V = Vital \*EDMS = Electronic Document Management System  
 P-A = (\$can/Destroy) Permanent Records Electronically Archived per EDMS Policy and Originals Destroyed  
 P-B = (\$can/Retain) Permanent Records Electronically Archived for Reference Purposes Only

# 2016 CITY OF AGOURA HILLS RECORDS RETENTION/DESTRUCTION SCHEDULE

DEPARTMENT: <b>Public Works/Building &amp; Safety</b>						
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION DISPOSITION			C,H,V	NOTES
		OFFICE	INACTIVE	TOTAL		
4310.	Organizations Files – Civic, Government, Professional: Backup data Correspondence and memos 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

**RETENTION CODES:** A = Audit AR = Annual Review CL = Closed / Completed E = Expiration P = Permanent S = Superseded T = Termination  
**C,H,V CODES:** C = Confidential H = Historical V = Vital \*EDMS = Electronic Document Management System  
**P-A = (\$can/Destroy) Permanent Records Electronically Archived per EDMS Policy and Originals Destroyed**  
**P-B = (\$can/Retain) Permanent Records Electronically Archived for Reference Purposes Only**

# 2016 CITY OF AGOURA HILLS RECORDS RETENTION/DESTRUCTION SCHEDULE

DEPARTMENT: <b>City Clerk</b>		RECORD SERIES TITLE AND CONTENTS		RETENTION DISPOSITION			C, H, V	NOTES
Item No.		OFFICE	INACTIVE	TOTAL				
1	Agreements, Contracts, and Leases: Correspondence and backup data, except those affecting title Executed documents, amendments and exhibits	CL+1	4P	CL+5- (original) P-A (optical- imaging- system)	H	For this record series, CL (Closed/Completed) represents completion of all terms of the agreement or contract (Not applicable to those affecting title).  In compliance with the City's EDMS* Policy, this record series will be electronically archived in the City's EDMS for permanent retention and the originals will be scheduled for destruction. <del>This record series will be archived onto the City's optical imaging system for permanent retention.</del>  Citation: California Code of Civil Procedure, Section 337.15		
2	Appeals: City Manager decisions City Council decisions	CL+1	P	P-A	H	In compliance with the City's EDMS* Policy, this record series will be electronically archived in the City's EDMS for permanent retention and the originals will be scheduled for destruction. <del>This record series will be archived onto the City's optical imaging system for permanent retention.</del>  Citation: California Government Code, section 34090		
3	Bids/Proposals Files (Successful Bidders): Agreements/contracts Bids/proposals received Correspondence and backup data Requests for bids/proposals Specifications and backup data	CL+1A+ 5	4P	CL+5- (original) P-A (optical- imaging- system)	H	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.  In compliance with the City's EDMS* Policy, this record series will be electronically archived in the City's EDMS for permanent retention and the originals will be scheduled for destruction. <del>This record series will be archived onto the City's optical imaging system for permanent retention.</del>		

**RETENTION CODES:** A = Audit AR = Annual Review CL = Closed / Completed E = Expiration P = Permanent S = Superseded T = Termination  
**C, H, V CODES:** C = Confidential H = Historical V = Vital \*EDMS = Electronic Document Management System  
**P-A = (\$can/Destroy) Permanent Records Electronically Archived per EDMS Policy and Originals Destroyed**  
**P-B = (\$can/Retain) Permanent Records Electronically Archived for Reference Purposes Only**

# 2016 CITY OF AGOURA HILLS RECORDS RETENTION/DESTRUCTION SCHEDULE

DEPARTMENT: <b>City Clerk</b>		RECORD SERIES TITLE AND CONTENTS		RETENTION DISPOSITION			C, H, V	NOTES
Item No.		OFFICE	INACTIVE	TOTAL				
4.	Bids/Proposals Files (Unsuccessful Bidders): Bids/proposals received	2	-	2	C		Citation: California Code of Civil Procedure, Section 337.15  Retention is two (2) years after bid opening. Citation: California Government Code, Section 34090	
5.	Bonds - Subdivision, Grading, Developer Guarantee: Bond documents and supporting data Bond release letters	CL+1	P	P-B	H		This records series will be permanently archived in the City's EDMS for reference purposes only. <del>This record series will be archived onto the City's optical imaging system for permanent retention.</del>  For this record series, CL (Closed/Completed) represents exoneration of a grading bond. Citation: California Government Code, Section 34090	
6.	CDBG (Community Development Block Grant) Files: Agreements, contracts and amendments Correspondence Procedures and administrative materials Public notices	CL+13	32	CL+45	-		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	
7.	City Commissions and Committees -- Agendas, Minutes	P2 P		P-A P-A	H		In compliance with the City's EDMS* Policy, this record series will be electronically archived in the City's EDMS for permanent retention and the originals will be scheduled for destruction.	

**RETENTION CODES:** A = Audit AR = Annual Review CL = Closed / Completed E = Expiration P = Permanent S = Superseded T = Termination  
**C, H, V CODES:** C = Confidential H = Historical V = Vital \*EDMS = Electronic Document Management System  
 P-A = (\$can/Destroy) Permanent Records Electronically Archived per EDMS Policy and Originals Destroyed  
 P-B = (\$can/Retain) Permanent Records Electronically Archived for Reference Purposes Only

# 2016 CITY OF AGOURA HILLS RECORDS RETENTION/DESTRUCTION SCHEDULE

DEPARTMENT: City Clerk						
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION DISPOSITION			C, H, V	NOTES
		OFFICE	INACTIVE	TOTAL		
8	City Commissions and Committees – Applicants (Unsuccessful): Applications Correspondence	2	-	5	-	<del>This record series will be archived onto the City's Optical System for permanent retention.</del>  Citation: California Government Code, Section 34090
9	City Commissions and Committees – Applicants (Successful) Member Records: Applications Certificates Correspondence Letters of appointment Letters of resignation Oaths	T+2	-P	P-A	H	In compliance with the City's EDMS* Policy, this record series will be electronically archived in the City's EDMS for permanent retention and the originals will be scheduled for destruction.  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

**RETENTION CODES:** A = Audit AR = Annual Review CL = Closed / Completed E = Expiration P = Permanent S = Superseded T = Termination  
**C, H, V CODES:** C = Confidential H = Historical V = Vital \*EDMS = Electronic Document Management System  
 P-A = (\$can/Destroy) Permanent Records Electronically Archived per EDMS Policy and Originals Destroyed  
 P-B = (\$can/Retain) Permanent Records Electronically Archived for Reference Purposes Only

# 2016 CITY OF AGOURA HILLS RECORDS RETENTION/DESTRUCTION SCHEDULE

DEPARTMENT: <b>City Clerk</b>						
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION DISPOSITION			C,H,V	NOTES
		OFFICE	INACTIVE	TOTAL		
10.	City Commissions and Committees – Maddy Act (Local Appointments List) Reports	5	-	5	-	Citation: California Government Code, Section 34090
11.	City Council Agenda Packets – Includes Agoura Hills Financing Authority, Agoura Hills Improvement Authority, <del>and</del> Agoura Hills Redevelopment Agency (dissolved in 2012), Parking Authority of the City of Agoura Hills, and Successor Agency to the Agoura Hills Redevelopment Agency. Staff reports and backup data	23	P	P-A	-	In compliance with the City's EDMS* Policy, this record series will be electronically archived in the City's EDMS for permanent retention and the originals will be scheduled for destruction. <del>This Record Series will be archived onto the City's optical imaging system for permanent retention.</del> Citation: California Government Code, Section 34090
12.	City Council Agendas – Includes Agoura Hills Financing Authority, Agoura Hills Improvement Authority, <del>and</del> Agoura Hills Redevelopment Agency (dissolved in 2012), Parking Authority of the City of Agoura Hills, and Successor Agency to the Agoura Hills Redevelopment Agency -	2P	-	P-A	-	In compliance with the City's EDMS* Policy, this record series will be electronically archived in the City's EDMS for permanent retention and the originals will be scheduled for destruction. <del>This record series will be archived onto the City's Optical System for permanent retention.</del> Citation: California Government Code, Section 34090 and 34090.5
13.	City Council DVD Recordings of Meetings – Includes Agoura Hills Financing Authority, Agoura Hills Improvement Authority, <del>and</del> Agoura Hills	1	-	4P-A	-	Original DVD shall be destroyed within one year. Electronic recordings of meetings will be retained permanently on the City's webstreaming software

**RETENTION CODES:** A = Audit AR = Annual Review CL = Closed / Completed E = Expiration P = Permanent S = Superseded T = Termination  
**C,H,V CODES:** C = Confidential H = Historical V = Vital \*EDMS = Electronic Document Management System  
P-A = (\$can/Destroy) Permanent Records Electronically Archived per EDMS Policy and Originals Destroyed  
P-B = (\$can/Retain) Permanent Records Electronically Archived for Reference Purposes Only

# 2016 CITY OF AGOURA HILLS RECORDS RETENTION/DESTRUCTION SCHEDULE

DEPARTMENT: <b>City Clerk</b>						
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION DISPOSITION			C, H, V	NOTES
		OFFICE	INACTIVE	TOTAL		
	Redevelopment Agency (dissolved in 2012), Parking Authority of the City of Agoura Hills, and Successor Agency to the Agoura Hills Redevelopment Agency					(Archived on Granicus; 2006-Present) Official records of City Council meetings are in the record series 'City Council Minutes, Ordinances and Resolutions' which are scheduled for permanent retention.  Citation: California Government Code, Section 34090.7
14.	City Council Meeting Notices – Includes Agoura Hills Financing Authority, Agoura Hills Improvement Authority, <del>and</del> Agoura Hills Redevelopment Agency (dissolved in 2012), Parking Authority of the City of Agoura Hills, and Successor Agency to the Agoura Hills Redevelopment Agency – Declarations of posting Notices of adjournment Notices of rescheduled meetings Notices of special meetings	P2	-	P-A	-	In compliance with the City's EDMS* Policy, this record series will be electronically archived in the City's EDMS for permanent retention and the originals will be scheduled for destruction. <del>This record series will be archived onto the City's Optical System for permanent retention.</del>  Citation: California Government Code, Section 34090 and 34090.5
15.	City Council Minutes, Ordinances, and Resolutions – Includes Agoura Hills Financing Authority, Agoura Hills Improvement Authority, <del>and</del> Agoura Hills Redevelopment Agency (dissolved in 2012), Parking Authority of the City of Agoura Hills, and Successor Agency to the Agoura Hills Redevelopment Agency	P	-	P-A	V, H	In compliance with the City's EDMS* Policy, this record series will be electronically archived in the City's EDMS for permanent retention and the originals will be scheduled for destruction. <del>This record series will be permanently archived in the City's EDMS for reference purposes only.</del>  Citation: California Government Code, Section 34090
16.	City Council Ordinances and Resolutions Indexes –	P	-	P-B	H	This records series will be permanently archived in the

**RETENTION CODES:** A = Audit AR = Annual Review CL = Closed / Completed E = Expiration P = Permanent S = Superseded T = Termination  
**C, H, V CODES:** C = Confidential H = Historical V = Vital \*EDMS = Electronic Document Management System  
 P-A = (\$can/Destroy) Permanent Records Electronically Archived per EDMS Policy and Originals Destroyed  
 P-B = (\$can/Retain) Permanent Records Electronically Archived for Reference Purposes Only

# 2016 CITY OF AGOURA HILLS RECORDS RETENTION/DESTRUCTION SCHEDULE

DEPARTMENT: <b>City Clerk</b>						
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION DISPOSITION			C,H,V	NOTES
		OFFICE	INACTIVE	TOTAL		
	<i>Includes Agoura Hills Financing Authority, Agoura Hills Improvement Authority, <del>and</del> Agoura Hills Redevelopment Agency (dissolved in 2012), Parking Authority of the City of Agoura Hills, and Successor Agency to the Agoura Hills Redevelopment Agency -</i>					<i>City's EDMS for reference purposes only.</i>  Citation: California Government Code, Section 34090
17.	City Council Standing Committee Agendas	2	-	P-A	H	In compliance with the City's EDMS* Policy, this record series will be electronically archived in the City's EDMS for permanent retention and the originals will be scheduled for destruction. <del>This record series will be archived onto the City's optical imaging system for permanent retention.</del>  Citation: California Government Code, Section 34090
18.	City Council Standing Committee Meeting Notices - Declarations of posting Notices of adjournment Notices of rescheduled meetings Notices of special meetings	P2	-	P-A	-	In compliance with the City's EDMS* Policy, this record series will be electronically archived in the City's EDMS for permanent retention and the originals will be scheduled for destruction. <del>This record series will be archived onto the City's Optical System for permanent retention.</del>  Citation: California Government Code, Section 34090 and 34090.5

RETENTION CODES: A = Audit AR = Annual Review CL = Closed / Completed E = Expiration P = Permanent S = Superseded T = Termination  
 C,H,V CODES: C = Confidential H = Historical V = Vital \*EDMS = Electronic Document Management System  
 P-A = (\$can/Destroy) Permanent Records Electronically Archived per EDMS Policy and Originals Destroyed  
 P-B = (\$can/Retain) Permanent Records Electronically Archived for Reference Purposes Only



# 2016 CITY OF AGOURA HILLS RECORDS RETENTION/DESTRUCTION SCHEDULE

DEPARTMENT: <b>City Clerk</b>						
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION DISPOSITION			C,H,V	NOTES
		OFFICE	INACTIVE	TOTAL		
19.	<p>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>	P2	P2	P-A	H	<p>In compliance with the City's EDMS* Policy, this record series will be electronically archived in the City's EDMS for permanent retention and the originals will be scheduled for destruction.  <del>This record series will be archived onto the City's optical-imaging system for permanent retention.</del>                      Citation: California Government Code, Section 34090</p>
20.	<p>City Incorporation Documents</p>	P	-	P-B	H	<p>This records series will be permanently archived in the City's EDMS for reference purposes only.                      Citation: California Government Code, Section 34090</p>

**RETENTION CODES:** A = Audit AR = Annual Review CL = Closed / Completed E = Expiration P = Permanent S = Superseded T = Termination  
**C,H,V CODES:** C = Confidential H = Historical V = Vital \*EDMS = Electronic Document Management System  
**P-A = (\$can/Destroy) Permanent Records Electronically Archived per EDMS Policy and Originals Destroyed**  
**P-B = (\$can/Retain) Permanent Records Electronically Archived for Reference Purposes Only**

# 2016 CITY OF AGOURA HILLS RECORDS RETENTION/DESTRUCTION SCHEDULE

DEPARTMENT: <b>City Clerk</b>						
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION DISPOSITION			C,H,V	NOTES
		OFFICE	INACTIVE	TOTAL		
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-A	H	In compliance with the City's EDMS* Policy, this record series will be electronically archived in the City's EDMS for permanent retention and the originals will be scheduled for destruction.  <del>This record series will be archived onto the City's optical imaging system for permanent retention.</del>
24.	Election Records - Campaign Statements (FPPC 410 -	<del>CL</del> Electi	-	<del>CL</del> Electi	-	Citation: — California Government Code, Section 81009(eb)  Citation: California Government Code, Section

**RETENTION CODES:** A = Audit AR = Annual Review CL = Closed / Completed E = Expiration P = Permanent S = Superseded T = Termination  
**C,H,V CODES:** C = Confidential H = Historical V = Vital \*EDMS = Electronic Document Management System  
**P-A = (\$can/Destroy) Permanent Records Electronically Archived per EDMS Policy and Originals Destroyed**  
**P-B = (\$can/Retain) Permanent Records Electronically Archived for Reference Purposes Only**

# 2016 CITY OF AGOURA HILLS RECORDS RETENTION/DESTRUCTION SCHEDULE

DEPARTMENT: <b>City Clerk</b>						
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION DISPOSITION			C,H,V	NOTES
		OFFICE	INACTIVE	TOTAL		
	460, 470, 501, AH 10, 20, 30, 40): Candidates' (not elected) committee statements Candidates' (not elected) statements	on+575		on+575		81009(eb)
25.	Election Records - Campaign Statements (FPPC 410 - 460, 470, 501, AH 10, 20, 30, 40): Political Action Committees' (PAC) statements	Electio on+7	-P	Electio on+7P-A	-	In compliance with the City's EDMS* Policy, this record series will be electronically archived in the City's EDMS for permanent retention and the originals will be scheduled for destruction. <del>This record series will be archived onto the City's optical imaging system for permanent retention.</del>  Citation: California Government Code, Section 81009(b)
26.	Election Records - Election Administration Files: Communications with election consultants Communications with FPPC Correspondence and backup data Rules and procedures	Electio n+5	-	Electio +5	-	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-A	H	In compliance with the City's EDMS* Policy, this record series will be electronically archived in the City's EDMS for permanent retention and the originals will be scheduled for destruction. <del>This record series will be archived onto the City's optical imaging system for permanent retention.</del>  Citation: California Government Code, Section 34090

**RETENTION CODES:** A = Audit AR = Annual Review CL = Closed / Completed E = Expiration P = Permanent S = Superseded T = Termination  
**C,H,V CODES:** C = Confidential H = Historical V = Vital \*EDMS = Electronic Document Management System  
**P-A = (\$can/Destroy) Permanent Records Electronically Archived per EDMS Policy and Originals Destroyed**  
**P-B = (\$can/Retain) Permanent Records Electronically Archived for Reference Purposes Only**

# 2016 CITY OF AGOURA HILLS RECORDS RETENTION/DESTRUCTION SCHEDULE

DEPARTMENT: <b>City Clerk</b>						
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION DISPOSITION			C,H,V	NOTES
		OFFICE	INACTIVE	TOTAL		
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; <b>17400</b>
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
30.	Equipment Files: Correspondence and backup data Owner's 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

**RETENTION CODES:** A = Audit AR = Annual Review CL = Closed / Completed E = Expiration P = Permanent S = Superseded T = Termination  
**C,H,V CODES:** C = Confidential H = Historical V = Vital \*EDMS = Electronic Document Management System  
**P-A = (\$can/Destroy) Permanent Records Electronically Archived per EDMS Policy and Originals Destroyed**  
**P-B = (\$can/Retain) Permanent Records Electronically Archived for Reference Purposes Only**

# 2016 CITY OF AGOURA HILLS RECORDS RETENTION/DESTRUCTION SCHEDULE

DEPARTMENT: <b>City Clerk</b>						
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION DISPOSITION			C,H,V	NOTES
		OFFICE	INACTIVE	TOTAL		
32.	Finance - City Budgets: Final budget documents	40CL+1	P	P-A	H	In compliance with the City's EDMS* Policy, this record series will be electronically archived in the City's EDMS for permanent retention and the originals will be scheduled for destruction.  <del>This record series will be archived onto the City's optical imaging system for permanent retention.</del> This series is for the final budget documents only. Budget development files are held by Finance Department.  Citation: California Government Code, Section 34090
33.	Grants - Grant Administration and Implementation Files: 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	CL+1	23	CL+4	-	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.  Citation: 29 CFR 97.42

**RETENTION CODES:** A = Audit AR = Annual Review CL = Closed / Completed E = Expiration P = Permanent S = Superseded T = Termination  
**C,H,V CODES:** C = Confidential H = Historical V = Vital \*EDMS = Electronic Document Management System  
**P-A = (\$can/Destroy) Permanent Records Electronically Archived per EDMS Policy and Originals Destroyed**  
**P-B = (\$can/Retain) Permanent Records Electronically Archived for Reference Purposes Only**

# 2016 CITY OF AGOURA HILLS RECORDS RETENTION/DESTRUCTION SCHEDULE

DEPARTMENT: City Clerk						
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION DISPOSITION			C,H,V	NOTES
		OFFICE	INACTIVE	TOTAL		
	Rules and procedures					
34.	Litigation Files	P	-P	P-A	-	<p>In compliance with the City's EDMS* Policy, this record series will be electronically archived in the City's EDMS for permanent retention and the originals will be scheduled for destruction. <del>This record series will be archived onto the City's optical imaging system for permanent retention.</del></p> <p>Originals retained by City Attorney's Office.</p> <p style="text-align: center;">Citation: California Government Code, Section 34090.7</p>
35.	Municipal Code	PS+2	-P	P-B	V	<p>This records series will be permanently archived in the City's EDMS for reference purposes only.</p> <p>An original copy of the Municipal Code and corresponding supplements will be stored in the vault.</p> <p style="text-align: center;">Citation: California Government Code, Section 34090 (<del>Superseded plus-2</del>)</p>

**RETENTION CODES:** A = Audit AR = Annual Review CL = Closed / Completed E = Expiration P = Permanent S = Superseded T = Termination  
**C,H,V CODES:** C = Confidential H = Historical V = Vital \*EDMS = Electronic Document Management System  
**P-A = (\$can/Destroy) Permanent Records Electronically Archived per EDMS Policy and Originals Destroyed**  
**P-B = (\$can/Retain) Permanent Records Electronically Archived for Reference Purposes Only**

# 2016 CITY OF AGOURA HILLS RECORDS RETENTION/DESTRUCTION SCHEDULE

DEPARTMENT: <b>City Clerk</b>						
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION DISPOSITION			C,H,V	NOTES
		OFFICE	INACTIVE	TOTAL		
36.	Organizations Files - Civic Organizations: Backup data Correspondence and memos Publications Reports and studies	2	-	2	-	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
37.	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
38.	Organizations Files - Professional Organizations: Backup data Correspondence and memos Publications Reports and studies	2	-	2	-	Examples include SCAG, CCAC, and IIMC. 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

**RETENTION CODES:** A = Audit AR = Annual Review CL = Closed / Completed E = Expiration P = Permanent S = Superseded T = Termination  
**C,H,V CODES:** C = Confidential H = Historical V = Vital \*EDMS = Electronic Document Management System  
**P-A = (\$can/Destroy) Permanent Records Electronically Archived per EDMS Policy and Originals Destroyed**  
**P-B = (\$can/Retain) Permanent Records Electronically Archived for Reference Purposes Only**

# 2016 CITY OF AGOURA HILLS RECORDS RETENTION/DESTRUCTION SCHEDULE

DEPARTMENT:		City Clerk				
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION DISPOSITION			C,H,V	NOTES
		OFFICE	INACTIVE	TOTAL		
39.	Petitions to City (informal)	2	-	2	-	Citation: California Government Code, Section 34090
40.	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
41.	Public Hearings Notices: Certified mail receipts Mailing lists Notices Proof of publication	2	-	2	-	Citation: California Government Code, Section 34090
42.	Public Records Requests (Not Related to Litigation): Public Records Request Forms (Original) Email Requests (including electronic copies) Letter Requests Correspondence and backup data	CL + 2	-	CL+ 2	-	Citation: California Government Code, Section 34090
43.	Records Management – City Retention Schedules	S	-	P-A	-	In compliance with the City's EDMS* Policy, this record series will be electronically archived in the City's EDMS for permanent retention and the originals will be scheduled for destruction. <del>This record series will be archived onto the City's optical imaging system for permanent retention.</del>

**RETENTION CODES:** A = Audit AR = Annual Review CL = Closed / Completed E = Expiration P = Permanent S = Superseded T = Termination  
**C,H,V CODES:** C = Confidential H = Historical V = Vital \*EDMS = Electronic Document Management System  
**P-A = (\$can/Destroy) Permanent Records Electronically Archived per EDMS Policy and Originals Destroyed**  
**P-B = (\$can/Retain) Permanent Records Electronically Archived for Reference Purposes Only**



# 2016 CITY OF AGOURA HILLS RECORDS RETENTION/DESTRUCTION SCHEDULE

DEPARTMENT: <b>City Clerk</b>						
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION DISPOSITION			C,H,V	NOTES
		OFFICE	INACTIVE	TOTAL		
44.	Records Management – Destroyed Records Lists and Approvals	P2	-P	P-A	-	Citation: California Government Code, Section 34090  In compliance with the City's EDMS* Policy, this record series will be electronically archived in the City's EDMS for permanent retention and the originals will be scheduled for destruction. <del>This record series will be archived onto the City's optical-imaging system for permanent retention.</del>  Citation: California Government Code, Section 34090
45.	Records Management – Stored Records Lists	S	-P	P-A	-	In compliance with the City's EDMS* Policy, this record series will be electronically archived in the City's EDMS for permanent retention and the originals will be scheduled for destruction.  Keep old lists for reference.
46.	Statements of Economic Interest - Form 700: Appointees' statements Candidates' statements Officeholders' statements	T+7 E+54	- T+7 E+5	P-A T+7 E+5	-	Duplicate series for 87200 filers; <del>o-Official/original record is filed with the FPPC.</del> Elected – 7 years after termination Non-Elected – Election plus 5 years After termination, may be scanned, after two years, to EDMS and retained electronically. In compliance with the City's EDMS* Policy, this record series will be electronically archived in the City's EDMS for permanent retention and the originals will be

**RETENTION CODES:** A = Audit AR = Annual Review CL = Closed / Completed E = Expiration P = Permanent S = Superseded T = Termination  
**C,H,V CODES:** C = Confidential H = Historical V = Vital \*EDMS = Electronic Document Management System  
**P-A = (\$can/Destroy) Permanent Records Electronically Archived per EDMS Policy and Originals Destroyed**  
**P-B = (\$can/Retain) Permanent Records Electronically Archived for Reference Purposes Only**

# 2016 CITY OF AGOURA HILLS RECORDS RETENTION/DESTRUCTION SCHEDULE

DEPARTMENT: City Clerk						
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION DISPOSITION			C,H,V	NOTES
		OFFICE	INACTIVE	TOTAL		
47.	Statements of Economic Interest - Forms 700: Designated City employees' statements	7	-	7	-	<p>scheduled for destruction.</p> <p>Citation: California Government Code, Section 81009(e)</p> <p>Citation: California Government Code, Section 81009</p>
48.	Subject Files: Correspondence and backup data Publications Reports and studies	52	-	52	-	<p>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, (<del>Business License</del>), 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).</p> <p>Citation: California Government Code, Section 34090</p>

RETENTION CODES: A = Audit AR = Annual Review CL = Closed / Completed E = Expiration P = Permanent S = Superseded T = Termination  
 C,H,V CODES: C = Confidential H = Historical V = Vital \*EDMS = Electronic Document Management System  
 P-A = (\$can/Destroy) Permanent Records Electronically Archived per EDMS Policy and Originals Destroyed  
 P-B = (\$can/Retain) Permanent Records Electronically Archived for Reference Purposes Only

# 2016 CITY OF AGOURA HILLS RECORDS RETENTION/DESTRUCTION SCHEDULE

DEPARTMENT: <b>Community Services/Parks/Recreation</b>						
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION DISPOSITION			C, H, V	NOTES
		OFFICE	INACTIVE	TOTAL		
1.	Accident and Incident Reports	2	3	5	-	Citation: California Government Code, Section 34090
2.	Brochures Advertisers Files: Camera-ready copy Check copies Correspondence Requests Supporting data	2	-	2	-	Citation: California Government Code, Section 34090
3.	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
4.	Community Services Advisory Committee Agendas and Minutes	2	-	P-A	H	In compliance with the City's EDMS* Policy, this record series will be electronically archived in the City's EDMS for permanent retention and the originals will be scheduled for destruction. <del>This record series will be archived onto the City's optical-imaging system for permanent retention.</del>  Citation: California Government Code, Section 34090
5.	Correspondence Chronological Files	2	-	2	-	Correspondence Chronological files are files containing copies of internally generated corres-

**RETENTION CODES:** A = Audit AR = Annual Review CL = Closed / Completed E = Expiration P = Permanent S = Superseded T = Termination  
**C, H, V CODES:** C = Confidential H = Historical V = Vital \*EDMS = Electronic Document Management System  
**P-A = (\$can/Destroy) Permanent Records Electronically Archived per EDMS Policy and Originals Destroyed**  
**P-B = (\$can/Retain) Permanent Records Electronically Archived for Reference Purposes Only**

# 2016 CITY OF AGOURA HILLS RECORDS RETENTION/DESTRUCTION SCHEDULE

DEPARTMENT: <b>Community Services/Parks/Recreation</b>						
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION DISPOSITION			C,H,V	NOTES
		OFFICE	INACTIVE	TOTAL		
6.	Facilities Reservation Forms	CL+2	-	CL + 2	-	pondence and memos. These copies are filed in chronological order for quick access and retrieval. Citation: California Government Code, Section 34090
7.	History Files: Brochures Department publications Flyers Photos binders Press releases Publicity binders	CL	P	P-A	H	For this record series, CL (Closed/Completed) represents the date on which the facility was reserved, or if rejected, the date the reservation form sought to reserve the facility. Citation: California Government Code, Section 34090  In compliance with the City's EDMS* Policy, this record series will be electronically archived in the City's EDMS for permanent retention and the originals will be scheduled for destruction.  Citation: California Government Code, Section 34090
8.	Organizations Files – Civic, Government, Professional: Backup data Correspondence and memos 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
9.	Personnel - Instructor Contracts	E+2	-	E+2	-	Citation: California Government Code, Section 34090
10.	Program Evaluations (Class Evaluations)	2	-	2	-	Citation: California Government Code, Section 34090

**RETENTION CODES:** A = Audit AR = Annual Review CL = Closed / Completed E = Expiration P = Permanent S = Superseded T = Termination  
**C,H,V CODES:** C = Confidential H = Historical V = Vital \*EDMS = Electronic Document Management System  
**P-A = (\$can/Destroy) Permanent Records Electronically Archived per EDMS Policy and Originals Destroyed**  
**P-B = (\$can/Retain) Permanent Records Electronically Archived for Reference Purposes Only**

# 2016 CITY OF AGOURA HILLS RECORDS RETENTION/DESTRUCTION SCHEDULE

DEPARTMENT: <b>Community Services/Parks/Recreation</b>						
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION DISPOSITION			C, H, V	NOTES
		OFFICE	INACTIVE	TOTAL		
11.	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
12.	Program Registrations/Waivers of Liability	5	-	5	-	Citation: California Government Code, Section 34090  Citation: Code of Civil Procedures, Sections 337 and 338
13.	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)  Programs Files (City-Participation), continued... Program rules and procedures	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

**RETENTION CODES:** A = Audit AR = Annual Review CL = Closed / Completed E = Expiration P = Permanent S = Superseded T = Termination  
**C, H, V CODES:** C = Confidential H = Historical V = Vital  
**P-A = (\$can/Destroy) Permanent Records Electronically Archived per EDMS Policy and Originals Destroyed**  
**P-B = (\$can/Retain) Permanent Records Electronically Archived for Reference Purposes Only**

# 2016 CITY OF AGOURA HILLS RECORDS RETENTION/DESTRUCTION SCHEDULE

DEPARTMENT: <b>Community Services/Parks/Recreation</b>						
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION DISPOSITION			C, H, V	NOTES
		OFFICE	INACTIVE	TOTAL		
	Promotional materials (press releases, flyers) Supporting data					
14.	<p>Programs Files (City-Sponsored):</p> <ul style="list-style-type: none"> <li>Budgeting data</li> <li>Contracts/agreements for supplies and services - vendors and suppliers (copies)</li> <li>Correspondence and memos</li> <li>Invoices for services and supplies (copies)</li> <li>Program development materials, including:                             <ul style="list-style-type: none"> <li>Budgeting</li> <li>Facilities/equipment research</li> <li>Promotional materials (press releases, flyers)</li> <li>Reference materials</li> <li>Staffing</li> </ul> </li> </ul>	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>
15.	Recreation Registration Database Records: Program data (active)	2	-	2	-	Citation: California Government Code, Section 34090

**RETENTION CODES:** A = Audit AR = Annual Review CL = Closed / Completed E = Expiration P = Permanent S = Superseded T = Termination  
**C, H, V CODES:** C = Confidential H = Historical V = Vital  
**P-A = (\$can/Destroy) Permanent Records Electronically Archived per EDMS Policy and Originals Destroyed**  
**P-B = (\$can/Retain) Permanent Records Electronically Archived for Reference Purposes Only**

# 2016 CITY OF AGOURA HILLS RECORDS RETENTION/DESTRUCTION SCHEDULE

DEPARTMENT: <b>Community Services/Parks/Recreation</b>						
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION DISPOSITION			C, H, V	NOTES
		OFFICE	INACTIVE	TOTAL		
16.	Program data (inactive/historical) Registrant data (active)  Special Events Files: Correspondence and supporting data Maps, plans and drawings Permits/applications Requests	CL+2	-	CL+2		Includes parades, block parties, picnics, celebrations, sporting events, etc.  Citation: California Government Code, Section 34090

**RETENTION CODES:** A = Audit AR = Annual Review CL = Closed / Completed E = Expiration P = Permanent S = Superseded T = Termination  
**C, H, V CODES:** C = Confidential H = Historical V = Vital \*EDMS = Electronic Document Management System  
**P-A = (\$can/Destroy) Permanent Records Electronically Archived per EDMS Policy and Originals Destroyed**  
**P-B = (\$can/Retain) Permanent Records Electronically Archived for Reference Purposes Only**

# 2016 CITY OF AGOURA HILLS RECORDS RETENTION/DESTRUCTION SCHEDULE

DEPARTMENT: <b>Finance</b>		RECORD SERIES TITLE AND CONTENTS		RETENTION DISPOSITION			C, H, V	NOTES
Item No.		OFFICE	INACTIVE	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/ <del>Disks</del>	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 ( <del>Work Files</del> ): Audited Financial R-reports ( <del>work-copies</del> ) <del>Correspondence</del> <del>Financial-statements (work-copies)</del> <del>Worksheets-and-backup-data</del>	5P	-P	5P-B	V			This records series will be permanently archived in the City's EDMS for reference purposes only.  Final audit reports are held by City Clerk's Office. Citation: California Government Code, Section 34090

**RETENTION CODES:** A = Audit AR = Annual Review CL = Closed / Completed E = Expiration P = Permanent S = Superseded T = Termination  
**C, H, V CODES:** C = Confidential H = Historical V = Vital \*-EDMS = Electronic Document Management System  
**P-A = (\$can/Destroy) Permanent Records Electronically Archived per EDMS Policy and Originals Destroyed**  
**P-B = (\$can/Retain) Permanent Records Electronically Archived for Reference Purposes Only**



# 2016 CITY OF AGOURA HILLS RECORDS RETENTION/DESTRUCTION SCHEDULE

DEPARTMENT: Finance						
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION DISPOSITION			C,H,V	NOTES
		OFFICE	INACTIVE	TOTAL		
<del>5</del>	Audit and Tax Reports to State Agencies: ---Correspondence ---Final reports ---Procedures for preparation ---Source materials and backup data	40	-	P	-	Citation: California Government Code, Section 34090
<del>6</del>	Bank/Account Records: Accounts - general information Account statements Correspondence and backup data Signature authorizations	A	5	A+5	-	Citation: California Government Code, Section 34090
<del>7</del>	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
<del>8</del>	Bank Reconciliation Files: Bank statements (notated) Cash balance reports Check register reports	A A+2	5 -5	A+5 A+52	-	Citation: California Government Code, Section 34090;

**RETENTION CODES:** A = Audit AR = Annual Review CL = Closed / Completed E = Expiration P = Permanent S = Superseded T = Termination  
**C,H,V CODES:** C = Confidential H = Historical V = Vital \*EDMS = Electronic Document Management System  
**P-A = (\$can/Destroy) Permanent Records Electronically Archived per EDMS Policy and Originals Destroyed**  
**P-B = (\$can/Retain) Permanent Records Electronically Archived for Reference Purposes Only**

# 2016 CITY OF AGOURA HILLS RECORDS RETENTION/DESTRUCTION SCHEDULE

DEPARTMENT: Finance		RECORD SERIES TITLE AND CONTENTS		RETENTION DISPOSITION			C, H, V	NOTES
Item No.		OFFICE	INACTIVE	TOTAL				
	General ledger reports Voided check registers/voided checks Worksheets and backup data							
<del>98</del>	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	
<del>409</del>	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	
<del>44</del> 10.	Business Registration	E+4	E+4	E+4			Citation: California Government Code, Section 34090	
<del>42</del> 1.	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	

**RETENTION CODES:** A = Audit AR = Annual Review CL = Closed / Completed E = Expiration P = Permanent S = Superseded T = Termination  
**C, H, V CODES:** C = Confidential H = Historical V = Vital \*EDMS = Electronic Document Management System  
**P-A = (\$can/Destroy) Permanent Records Electronically Archived per EDMS Policy and Originals Destroyed**  
**P-B = (\$can/Retain) Permanent Records Electronically Archived for Reference Purposes Only**

# 2016 CITY OF AGOURA HILLS RECORDS RETENTION/DESTRUCTION SCHEDULE

DEPARTMENT: Finance		RECORD SERIES TITLE AND CONTENTS	RETENTION DISPOSITION			C,H,V	NOTES
Item No.	OFFICE		INACTIVE	TOTAL			
<del>43</del> 42	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	
<del>44</del> 43	A	5	A+5	-		Citation: California Government Code, Section 34090	
<del>45</del> 44	2	P	P-A	-H		In compliance with the City's EDMS* Policy, this record series will be electronically archived in the City's EDMS for permanent retention and the originals will be scheduled for destruction.  Citation: California Government Code, Section 34090	

RETENTION CODES: A = Audit AR = Annual Review CL = Closed / Completed E = Expiration P = Permanent S = Superseded T = Termination  
 C,H,V CODES: C = Confidential H = Historical V = Vital \*EDMS = Electronic Document Management System  
 P-A = (Scan/Destroy) Permanent Records Electronically Archived per EDMS Policy and Originals Destroyed  
 P-B = (Scan/Retain) Permanent Records Electronically Archived for Reference Purposes Only

# 2016 CITY OF AGOURA HILLS RECORDS RETENTION/DESTRUCTION SCHEDULE

DEPARTMENT: Finance		RECORD SERIES TITLE AND CONTENTS	RETENTION DISPOSITION			C, H, V	NOTES
Item No.	OFFICE		INACTIVE	TOTAL	C, H, V		
<del>16</del> 15.		Information Systems - Computer System Backup <del>Tapes</del> Virtual Backup (Cloud)	4-2 wk	-	4-2 wk	-	Tapes contain operational (not archival) backups of data on the City's NT Network computer system. The system is backed up during posting, which may be once or twice/week. Six tapes are used and rotated.
<del>17</del> 16.		Journal Entries	A	5	A+5	-	Citation: California Government Code, Section 34090
<del>18</del> 17.		Local Agency Investment Fund (LAIF) Records: Correspondence Fund reports Fund statements	2	-	2	-	Citation: California Government Code, Section 34090
<del>18</del> 18.		NSF Files: Bounced checks Correspondence and notes	A + 2	-	A+2	-	Citation: California Government Code, Section 34090

RETENTION CODES: A = Audit AR = Annual Review CL = Closed / Completed E = Expiration P = Permanent S = Superseded T = Termination  
 C, H, V CODES: C = Confidential H = Historical V = Vital \*-EDMS = Electronic Document Management System  
 P-A = (Scan/Destroy) Permanent Records Electronically Archived per EDMS Policy and Originals Destroyed  
 P-B = (Scan/Retain) Permanent Records Electronically Archived for Reference Purposes Only

# 2016 CITY OF AGOURA HILLS RECORDS RETENTION/DESTRUCTION SCHEDULE

DEPARTMENT: Finance		RECORD SERIES TITLE AND CONTENTS	RETENTION DISPOSITION			C, H, V	NOTES
Item No.	OFFICE		INACTIVE	TOTAL	C, H, V		
<del>20</del> 19	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	
<del>24</del> 20	P	P	P-B	-C	-C	This records series will be permanently archived in the City's EDMS for reference purposes only.  Citation: California Government Code, Section 34090	
<del>22</del> 21	CL+4A+4	2	CL+4A+4	-	-	Citation: 29 CFR 516.2 - 516.6  C-4, date of entry, or resolution of all issues, whichever is later.	
<del>23</del> 22	A+42	24	A+56	-	-	Citation: 26 CFR 31.6001-1	

RETENTION CODES: A = Audit AR = Annual Review CL = Closed / Completed E = Expiration P = Permanent S = Superseded T = Termination  
 C, H, V CODES: C = Confidential H = Historical V = Vital \*-EDMS = Electronic Document Management System  
 P-A = (\$can/Destroy) Permanent Records Electronically Archived per EDMS Policy and Originals Destroyed  
 P-B = (\$can/Retain) Permanent Records Electronically Archived for Reference Purposes Only

# 2016 CITY OF AGOURA HILLS RECORDS RETENTION/DESTRUCTION SCHEDULE

DEPARTMENT: Finance		RECORD SERIES TITLE AND CONTENTS	RETENTION DISPOSITION			C,H,V	NOTES
Item No.			OFFICE	INACTIVE	TOTAL		
<del>24</del> 3.	Payroll - Payroll Tax Reports: Correspondence Fees statements Payroll tax statements - quarters Tax information and backup data	A+42	42	6A+6	-	Citation: 29 USC 436	
<del>25</del> 4.	Payroll - W-2's Records: Correspondence and backup data W-2 (City copies) W-2 control reports	A+46	92	6A+6	-	Citation: 29 CFR 516.2 - 516.6	
<del>26</del> 5.	Post Office/Bulk Mail Receipts	2	-	2	-	Citation: California Government Code, Section 34090	
<del>27</del> 6.	Property Tax Revenue Records: Assessed values totals statements	P	-P	P-B	H	This records series will be permanently archived in the City's EDMS for reference purposes only. Citation: California Government Code, Section 34090	
<del>28</del> 7.	Property Tax Revenue Records: Communications with Los Angeles County Assessor Correspondence and backup data Reports and Studies	A+5	6	A+5	-	Citation: California Government Code, Section 34090	

**RETENTION CODES:** A = Audit AR = Annual Review CL = Closed / Completed E = Expiration P = Permanent S = Superseded T = Termination  
**C,H,V CODES:** C = Confidential H = Historical V = Vital \*-EDMS = Electronic Document Management System  
**P-A = (\$can/Destroy) Permanent Records Electronically Archived per EDMS Policy and Originals Destroyed**  
**P-B = (\$can/Retain) Permanent Records Electronically Archived for Reference Purposes Only**

# 2016 CITY OF AGOURA HILLS RECORDS RETENTION/DESTRUCTION SCHEDULE

DEPARTMENT: <b>Finance</b>						
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION DISPOSITION			C,H,V	NOTES
		OFFICE	INACTIVE	TOTAL		
29 <del>28</del>	Purchase Orders Purchase order logs	2	-	2	-	Citation: California Government Code, Section 34090
30	<del>Revenue Records—Utility Users Taxes: —Correspondence —Tax remittance reports</del>	A	6	A+6	-	<del>The City receives no income at present. Citation: California Government Code, Section 34090</del>
34 <del>29</del>	Warrant Registers (Invoice Approval Lists)	A+2	-	A+2	-	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

RETENTION CODES: A = Audit AR = Annual Review CL = Closed / Completed E = Expiration P = Permanent S = Superseded T = Termination  
 C,H,V CODES: C = Confidential H = Historical V = Vital \*-EDMS = Electronic Document Management System  
 P-A = (Scan/Destroy) Permanent Records Electronically Archived per EDMS Policy and Originals Destroyed  
 P-B = (Scan/Retain) Permanent Records Electronically Archived for Reference Purposes Only

# 2016 CITY OF AGOURA HILLS RECORDS RETENTION/DESTRUCTION SCHEDULE

DEPARTMENT: <b>Community Development/Planning</b>						
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION DISPOSITION			C, H, V	NOTES
		OFFIC E	INACTIVE	TOTAL		
1.	Administrative Permits, e.g., Modifications, Outdoor dining, Day Care	CL + 3	P	P-A	H	In compliance with the City's EDMS* Policy, this record series will be electronically archived in the City's EDMS for permanent retention and the originals will be scheduled for destruction. <del>This record series will be archived onto the City's optical imaging system for permanent retention.</del> Citation: California Government Code, section 34090
2.	Agoura Village Development Permits	CL+3	P	P-B	H	This records series will be permanently archived in the City's EDMS for reference purposes only. Citation: California Government Code, section 34090
3.	Appeals : Directors decisions Planning Commission decisions	CL	P	P-A	H	In compliance with the City's EDMS* Policy, this record series will be electronically archived in the City's EDMS for permanent retention and the originals will be scheduled for destruction. <del>This record series will be archived onto the City's optical imaging system for permanent retention.</del> Citation: California Government Code, section 34090
4.	Case Logs (Project Logs)	P	-P	P-A	-	This record series describes the logs listing all projects arranged by project type.  In compliance with the City's EDMS* Policy, this record series will be electronically archived in the City's EDMS for permanent retention and the originals will be scheduled for destruction. Citation: California Government Code, Section 34090

**RETENTION CODES:** A = Audit AR = Annual Review CL = Closed / Completed E = Expiration P = Permanent S = Superseded T = Termination  
**C, H, V CODES:** C = Confidential H = Historical V = Vital \*EDMS = Electronic Document Management System  
**P-A = (\$can/Destroy) Permanent Records Electronically Archived per EDMS Policy and Originals Destroyed**  
**P-B = (\$can/Retain) Permanent Records Electronically Archived for Reference Purposes Only**



# 2016 CITY OF AGOURA HILLS RECORDS RETENTION/DESTRUCTION SCHEDULE

DEPARTMENT: <b>Community Development/Planning</b>						
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION DISPOSITION			C, H, V	NOTES
		OFFICE	INACTIVE	TOTAL		
5	CEQA Legal Notices: Notices of completion Notices of determination Notices of exemption Notices of preparation	P	-P	P-A	-	In compliance with the City's EDMS* Policy, this record series will be electronically archived in the City's EDMS for permanent retention and the originals will be scheduled for destruction. <del>This record series will be archived onto the City's optical imaging system for permanent retention.</del>  Citation: California Government Code, Section 34090
6	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
7	Economic Development Financial Shopping centers Other	15 5 5	P	P-A P-A P-A	H H	In compliance with the City's EDMS* Policy, this record series will be electronically archived in the City's EDMS for permanent retention and the originals will be scheduled for destruction. <del>This record series will be archived onto the City's optical imaging system for permanent retention.</del>  Citation: California Government Code, Section 34090

**RETENTION CODES:** A = Audit AR = Annual Review CL = Closed / Completed E = Expiration P = Permanent S = Superseded T = Termination  
**C, H, V CODES:** C = Confidential H = Historical V = Vital \*EDMS = Electronic Document Management System  
**P-A = (\$can/Destroy) Permanent Records Electronically Archived per EDMS Policy and Originals Destroyed**  
**P-B = (\$can/Retain) Permanent Records Electronically Archived for Reference Purposes Only**

# 2016 CITY OF AGOURA HILLS RECORDS RETENTION/DESTRUCTION SCHEDULE

DEPARTMENT: <b>Community Development/Planning</b>						
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION DISPOSITION			C,H,V	NOTES
		OFFIC E	INACTIVE	TOTAL		
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.	General Plan and Specific Plan Amendment 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 + 3	P	P-A	H	In compliance with the City's EDMS* Policy, this record series will be electronically archived in the City's EDMS for permanent retention and the originals will be scheduled for destruction. <del>This record series will be archived onto the City's optical imaging system for permanent retention.</del>  For this record series, completed indicates that if there is an associated project, it is completed.  Citation: California Government Code, Section 34090

RETENTION CODES: A = Audit AR = Annual Review CL = Closed / Completed E = Expiration P = Permanent S = Superseded T = Termination  
 C,H,V CODES: C = Confidential H = Historical V = Vital \*EDMS = Electronic Document Management System  
 P-A = (\$can/Destroy) Permanent Records Electronically Archived per EDMS Policy and Originals Destroyed  
 P-B = (\$can/Retain) Permanent Records Electronically Archived for Reference Purposes Only

# 2016 CITY OF AGOURA HILLS RECORDS RETENTION/DESTRUCTION SCHEDULE

DEPARTMENT: <b>Community Development/Planning</b>						
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION DISPOSITION			C,H,V	NOTES
		OFFIC E	INACTIVE	TOTAL		
10.	General Plan Records: Agendas and minutes (file copies) Agenda reports Annual Progress 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-B	H	This records series will be permanently archived in the City's EDMS for reference purposes only. <del>This record series will be archived onto the City's optical imaging system for permanent retention.</del>  Citation: California Government Code, Section 34090
11.	Interpretations	CL+3	P	P-A	H	In compliance with the City's EDMS* Policy, this record series will be electronically archived in the City's EDMS for permanent retention and the originals will be scheduled for destruction.  Citation: California Government Code, section 34090
12.	Land Divisions Abandonment/Vacation Certificate of Compliance Lot Line Adjustment Parcel Map Tentative Tract Map	CL + 35	P	P-A	H	In compliance with the City's EDMS* Policy, this record series will be electronically archived in the City's EDMS for permanent retention and the originals will be scheduled for destruction. <del>This record series will be archived onto the City's optical imaging system for permanent retention.</del>  Citation: California Government Code, Section 34090

**RETENTION CODES:** A = Audit AR = Annual Review CL = Closed / Completed E = Expiration P = Permanent S = Superseded T = Termination  
**C,H,V CODES:** C = Confidential H = Historical V = Vital \*EDMS = Electronic Document Management System  
**P-A = (\$can/Destroy) Permanent Records Electronically Archived per EDMS Policy and Originals Destroyed**  
**P-B = (\$can/Retain) Permanent Records Electronically Archived for Reference Purposes Only**

# 2016 CITY OF AGOURA HILLS RECORDS RETENTION/DESTRUCTION SCHEDULE

DEPARTMENT: <b>Community Development/Planning</b>						
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION DISPOSITION			C, H, V	NOTES
		OFFICE	INACTIVE	TOTAL		
13.	Land Planning/Use Files: Correspondence and memos Environmental documentation Maps and drawings Public hearing documentation Reports and studies	CL	P	P-A	H	In compliance with the City's EDMS* Policy, this record series will be electronically archived in the City's EDMS for permanent retention and the originals will be scheduled for destruction. <del>This record series will be archived onto the City's optical imaging system for permanent retention.</del> 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
14.	Non Conforming Use Permits	CL + 3	P	P-A	H	In compliance with the City's EDMS* Policy, this record series will be electronically archived in the City's EDMS for permanent retention and the originals will be scheduled for destruction. <del>This record series will be archived onto the City's optical imaging system for permanent retention.</del> Citation: California Government Code, Section 34090
15.	Oak Tree Permits (Administrative)	CL + 3	4	CL+67	H	This record series will be archived onto the City's optical imaging system for permanent retention. Citation: California Government Code, Section 34090

**RETENTION CODES:** A = Audit AR = Annual Review CL = Closed / Completed E = Expiration P = Permanent S = Superseded T = Termination  
**C, H, V CODES:** C = Confidential H = Historical V = Vital \*EDMS = Electronic Document Management System  
 P-A = (\$can/Destroy) Permanent Records Electronically Archived per EDMS Policy and Originals Destroyed  
 P-B = (\$can/Retain) Permanent Records Electronically Archived for Reference Purposes Only

# 2016 CITY OF AGOURA HILLS RECORDS RETENTION/DESTRUCTION SCHEDULE

DEPARTMENT: <b>Community Development/Planning</b>						
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION DISPOSITION			C, H, V	NOTES
		OFFICE	INACTIVE	TOTAL		
16.	Organizations Files -- Civic, Government, Professional: Backup data Correspondence and memos 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
17.	Planning Commission Agendas: Declarations of posting Original agendas	P2	-	P-A	H	In compliance with the City's EDMS* Policy, this record series will be electronically archived in the City's EDMS for permanent retention and the originals will be scheduled for destruction. <del>This record series will be archived onto the City's optical imaging system for permanent retention.</del>  Citation: California Government Code, Section 34090
18.	Planning Commission Meetings -- DVD	4P	-	4P-A	-	Original DVD shall be destroyed within one year. Electronic recordings of meetings will be retained permanently on the City's webstreaming software for a minimum of 15 years and then superseded by subsequent meetings. Citation: California Government Code, Section 34090.7 (Archived on Granicus; 2006-Present)
19.	Planning Commission Minutes	P	-	P-A	V, H	In compliance with the City's EDMS* Policy, this record series will be electronically archived in the City's EDMS for permanent retention and the originals will be scheduled for destruction. <del>This record series will be archived onto the City's optical imaging system for permanent retention.</del>

RETENTION CODES: A = Audit AR = Annual Review CL = Closed / Completed E = Expiration P = Permanent S = Superseded T = Termination  
 C, H, V CODES: C = Confidential H = Historical V = Vital \*EDMS = Electronic Document Management System  
 P-A = (\$can/Destroy) Permanent Records Electronically Archived per EDMS Policy and Originals Destroyed  
 P-B = (\$can/Retain) Permanent Records Electronically Archived for Reference Purposes Only

# 2016 CITY OF AGOURA HILLS RECORDS RETENTION/DESTRUCTION SCHEDULE

DEPARTMENT: <b>Community Development/Planning</b>						
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION DISPOSITION			C, H, V	NOTES
		OFFIC E	INACTIVE	TOTAL		
20.	Planning - Planning Commission Notices: Notices of hearings Proof of publication documentation	5	-	5	-	Citation: California Government Code, Section 34090
21.	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 (Archived on Granicus; 2006-Present)
<p><b>RETENTION CODES:</b> A = Audit AR = Annual Review CL = Closed / Completed E = Expiration P = Permanent S = Superseded T = Termination  <b>C, H, V CODES:</b> C = Confidential H = Historical V = Vital *EDMS = Electronic Document Management System  <b>P-A = (\$can/Destroy) Permanent Records Electronically Archived per EDMS Policy and Originals Destroyed</b>  <b>P-B = (\$can/Retain) Permanent Records Electronically Archived for Reference Purposes Only</b></p>						<p style="color: red;">In compliance with the City's EDMS* Policy, this record</p>

# 2016 CITY OF AGOURA HILLS RECORDS RETENTION/DESTRUCTION SCHEDULE

DEPARTMENT: <b>Community Development/Planning</b>						
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION DISPOSITION			C, H, V	NOTES
		OFFICE	INACTIVE	TOTAL		
22.	Planning - Planning Commission Resolutions	P	-	P-A	V, H	series will be electronically archived in the City's EDMS for permanent retention and the originals will be scheduled for destruction <del>This record series will be archived onto the City's optical imaging system for permanent retention.</del>  Citation: California Government Code, Section 34090
23.	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)	2	-	2	-	This record series will be archived onto the City's optical imaging system for permanent retention.  Citation: California Government Code, Section 34090
24.	Planning - Project Files ( <del>Conditional Use Permits</del> ): Agreements (file copies) Applications and supporting data Consultants'/Staff reports and studies	CL+35	P	P-A	H	In compliance with the City's EDMS* Policy, this record series will be electronically archived in the City's EDMS for permanent retention and the originals will be scheduled for destruction. <del>This record series will be archived onto the City's optical imaging system for</del>

RETENTION CODES: A = Audit AR = Annual Review CL = Closed / Completed E = Expiration P = Permanent S = Superseded T = Termination  
 C, H, V CODES: C = Confidential H = Historical V = Vital \*EDMS = Electronic Document Management System  
 P-A = (\$can/Destroy) Permanent Records Electronically Archived per EDMS Policy and Originals Destroyed  
 P-B = (\$can/Retain) Permanent Records Electronically Archived for Reference Purposes Only

# 2016 CITY OF AGOURA HILLS RECORDS RETENTION/DESTRUCTION SCHEDULE

DEPARTMENT: <b>Community Development/Planning</b>						
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION DISPOSITION			C, H, V	NOTES
		OFFIC E	INACTIVE	TOTAL		
	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 Photographs Resolutions and ordinances (file copies) Site review Staff Report					<del>permanent retention.</del> Citation: California Government Code, Section 34090
25.	Pre-Applications	CL+3	4	CL+57	H	Citation: California Government Code, Section 34090
26.	Pre-Screen Review	CL+3	4	CL+57	H	Citation: California Government Code, Section 34090

RETENTION CODES: A = Audit AR = Annual Review CL = Closed / Completed E = Expiration P = Permanent S = Superseded T = Termination  
 C, H, V CODES: C = Confidential H = Historical V = Vital \*EDMS = Electronic Document Management System  
 P-A = (\$can/Destroy) Permanent Records Electronically Archived per EDMS Policy and Originals Destroyed  
 P-B = (\$can/Retain) Permanent Records Electronically Archived for Reference Purposes Only



# 2016 CITY OF AGOURA HILLS RECORDS RETENTION/DESTRUCTION SCHEDULE

DEPARTMENT: <b>Community Development/Planning</b>						
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION DISPOSITION			C,H,V	NOTES
		OFFIC E	INACTIVE	TOTAL		
27.	Planning - Public Hearings Notices: Certified mail receipts Mailing lists Notices Proof of publication	2	-	2	-	Citation: California Government Code, Section 34090
28.	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

**RETENTION CODES:** A = Audit AR = Annual Review CL = Closed / Completed E = Expiration P = Permanent S = Superseded T = Termination  
**C,H,V CODES:** C = Confidential H = Historical V = Vital \*EDMS = Electronic Document Management System  
**P-A = (\$can/Destroy) Permanent Records Electronically Archived per EDMS Policy and Originals Destroyed**  
**P-B = (\$can/Retain) Permanent Records Electronically Archived for Reference Purposes Only**

# 2016 CITY OF AGOURA HILLS RECORDS RETENTION/DESTRUCTION SCHEDULE

DEPARTMENT: <b>Community Development/Planning</b>						
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION DISPOSITION			C,H,V	NOTES
		OFFIC E	INACTIVE	TOTAL		
29.	Real Property - Annexations Files: Certificates of completion Correspondence and backup data	P	-	P-B	V,H	This records series will be permanently archived in the City's EDMS for reference purposes only. <del>This record series will be archived onto the City's optical imaging system for permanent retention.</del>  Citation: California Government Code, Section 34090
30.	Real Property - Certificates of Compliance (Lot Line Adjustments): Certificates and supporting data	P	-	P-B	V,H	This records series will be permanently archived in the City's EDMS for reference purposes only. <del>This record series will be archived onto the City's optical imaging system for permanent retention.</del>  Citation: California Government Code, Section 34090
31.	Real Property - Dedications Files: Correspondence and supporting data Offers of dedication and exhibits	P	-	P-B	V,H	This records series will be permanently archived in the City's EDMS for reference purposes only. <del>This record series will be archived onto the City's optical imaging system for permanent retention.</del>  Citation: California Government Code, Section 34090
34.	Real Property - Detachments/Withdrawals Files:	P	-	P-B	V,H	This records series will be permanently archived in the

**RETENTION CODES:** A = Audit AR = Annual Review CL = Closed / Completed E = Expiration P = Permanent S = Superseded T = Termination  
**C,H,V CODES:** C = Confidential H = Historical V = Vital \*EDMS = Electronic Document Management System  
**P-A = (\$can/Destroy) Permanent Records Electronically Archived per EDMS Policy and Originals Destroyed**  
**P-B = (\$can/Retain) Permanent Records Electronically Archived for Reference Purposes Only**

# 2016 CITY OF AGOURA HILLS RECORDS RETENTION/DESTRUCTION SCHEDULE

DEPARTMENT: <b>Community Development/Planning</b>						
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION DISPOSITION			C, H, V	NOTES
		OFFICE	INACTIVE	TOTAL		
33.	Correspondence and supporting data Maps and drawings Studies and reports					City's EDMS for reference purposes only. <del>This record series will be archived onto the City's optical imaging system for permanent retention.</del>  Citation: California Government Code, Section 34090
33.	Real Property - Real Property Files: Deeds and supporting data Easements and supporting data Quitclaims and supporting data	P	-	P-B	V, H	This records series will be permanently archived in the City's EDMS for reference purposes only. <del>This record series will be archived onto the City's optical imaging system for permanent retention.</del>  Citation: California Government Code, Section 34090
34.	Sign Permits and Sign Program Amendments	CL+3	P	P-A	H	In compliance with the City's EDMS* Policy, this record series will be electronically archived in the City's EDMS for permanent retention and the originals will be scheduled for destruction. <del>This record series will be archived onto the City's optical imaging system for permanent retention.</del>  Citation: California Government Code, Section 34090
35.	Site Plan Review	CL+35	P	P-A		In compliance with the City's EDMS* Policy, this record series will be electronically archived in the City's EDMS

RETENTION CODES: A = Audit AR = Annual Review CL = Closed / Completed E = Expiration P = Permanent S = Superseded T = Termination  
 C, H, V CODES: C = Confidential H = Historical V = Vital \*EDMS = Electronic Document Management System  
 P-A = (\$can/Destroy) Permanent Records Electronically Archived per EDMS Policy and Originals Destroyed  
 P-B = (\$can/Retain) Permanent Records Electronically Archived for Reference Purposes Only



# 2016 CITY OF AGOURA HILLS RECORDS RETENTION/DESTRUCTION SCHEDULE

DEPARTMENT: <b>Community Development/Planning</b>						
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION DISPOSITION			C, H, V	NOTES
		OFFICE	INACTIVE	TOTAL		
37.	Special Projects Other Cities/Agencies Regional Planning Special Studies	CL	P	P-B	-	This records series will be permanently archived in the City's EDMS for reference purposes only. <del>This record series will be archived onto the City's optical-imaging system for permanent retention.</del> Citation: California Government Code, Section 34090
38.	Surveys* (i.e.: child care, general plan, etc.)  *Specific project surveys maintained with project file(s)	S	P	P-B	H	This records series will be permanently archived in the City's EDMS for reference purposes only. <del>This record series will be archived onto the City's optical-imaging system for permanent retention.</del> Citation: California Government Code, Section 34090
39.	Temporary Use Permits (includes Parade Permits).	CL+3	2	CL+3	H	Citation: California Government Code, Section 34090
40.	Variances (Includes Amendments) 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	CL+35	P	P-A	H	In compliance with the City's EDMS* Policy, this record series will be electronically archived in the City's EDMS for permanent retention and the originals will be scheduled for destruction. <del>This record series will be archived onto the City's optical-imaging system for permanent retention.</del> Citation: California Government Code, Section 34090

**RETENTION CODES:** A = Audit AR = Annual Review CL = Closed / Completed E = Expiration P = Permanent S = Superseded T = Termination  
**C, H, V CODES:** C = Confidential H = Historical V = Vital \*EDMS = Electronic Document Management System  
**P-A = (\$can/Destroy) Permanent Records Electronically Archived per EDMS Policy and Originals Destroyed**  
**P-B = (\$can/Retain) Permanent Records Electronically Archived for Reference Purposes Only**

# 2016 CITY OF AGOURA HILLS RECORDS RETENTION/DESTRUCTION SCHEDULE

DEPARTMENT: <b>Community Development/Planning</b>						
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION DISPOSITION			C,H,V	NOTES
		OFFICE	INACTIVE	TOTAL		
	Notices (file copies) Permits Planning Commission minutes (file copies) Planning Commission transcripts Photographs Resolutions and ordinances (file copies) Site review Staff Report					
41.	Zoning Changes/Municipal Code Amendments	CL+35	P	P-B	H	This records series will be permanently archived in the City's EDMS for reference purposes only. <del>This record series will be archived onto the City's optical-imaging system for permanent retention.</del> Citation: California Government Code, Section 34090
42.	Zoning Ordinance Amendment	CL+5P	P	P-B	H	This records series will be permanently archived in the City's EDMS for reference purposes only. Citation: California Government Code, Section 34090

**RETENTION CODES:** A = Audit AR = Annual Review CL = Closed / Completed E = Expiration P = Permanent S = Superseded T = Termination  
**C,H,V CODES:** C = Confidential H = Historical V = Vital \*EDMS = Electronic Document Management System  
**P-A = (\$can/Destroy) Permanent Records Electronically Archived per EDMS Policy and Originals Destroyed**  
**P-B = (\$can/Retain) Permanent Records Electronically Archived for Reference Purposes Only**

# 2016 CITY OF AGOURA HILLS RECORDS RETENTION/DESTRUCTION SCHEDULE

DEPARTMENT: <b>Community Development/Planning / Block Grants</b>						
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION DISPOSITION			C,H,V	NOTES
		OFFICE	INACTIVE	TOTAL		
1.	<p>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                      Memorandums of Understanding (MOU's)                      Reports to granting agency                      Requisitions                      Rules, regulations, and procedures</p>	CL+3	2	CL+5	-	<p>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.</p> <p>Citation: 29 CFR 97.42</p>
2.	<p>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                      Memorandums of Understanding (MOU's)                      Procedures to Implement MOU's (original MOU's are in City Clerk's Office)                      Project rules and procedures                      Requisitions</p>	CL+3	2	CL+5	-	<p>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.</p> <p>Citation: 29 CFR 97.42</p>

**RETENTION CODES:** A = Audit AR = Annual Review CL = Closed / Completed E = Expiration P = Permanent S = Superseded T = Termination  
**C,H,V CODES:** C = Confidential H = Historical V = Vital \*EDMS = Electronic Document Management System  
**P-A = (Scan/Destruct) Permanent Records Electronically Archived per EDMS Policy and Originals Destroyed**  
**P-B = (Scan/Retain) Permanent Records Electronically Archived for Reference Purposes Only**

# 2016 CITY OF AGOURA HILLS RECORDS RETENTION/DESTRUCTION SCHEDULE

DEPARTMENT: <b>Community Development/Planning / Block Grants</b>						
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION DISPOSITION			C,H,V	NOTES
		OFFICE	INACTIVE	TOTAL		
↓	Grants - CDBG Projects Files: Applications and supporting data Agreements and contracts Correspondence and supporting data Financial documentation Labor compliance documentation (when required) Memorandums of Understanding (MOU's) Requisitions Reyes Adobe	CL+3	2	CL+5	P-A	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 expending 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 This records series will be permanently archived in the City's EDMS for reference purposes only.

**RETENTION CODES:** A = Audit AR = Annual Review CL = Closed / Completed E = Expiration P = Permanent S = Superseded T = Termination  
**C,H,V CODES:** C = Confidential H = Historical V = Vital \*EDMS = Electronic Document Management System  
**P-A = (\$can/Destroy) Permanent Records Electronically Archived per EDMS Policy and Originals Destroyed**  
**P-B = (\$can/Retain) Permanent Records Electronically Archived for Reference Purposes Only**



# 2016 CITY OF AGOURA HILLS RECORDS RETENTION/DESTRUCTION SCHEDULE

DEPARTMENT: <b>Community Development/Planning / Block Grants</b>						
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION DISPOSITION			C,H,V	NOTES
		OFFICE	INACTIVE	TOTAL		

**RETENTION CODES:** A = Audit AR = Annual Review CL = Closed / Completed E = Expiration P = Permanent S = Superseded T = Termination  
**C,H,V CODES:** C = Confidential H = Historical V = Vital \*EDMS = Electronic Document Management System  
**P-A = (\$can/Destroy) Permanent Records Electronically Archived per EDMS Policy and Originals Destroyed**  
**P-B = (\$can/Retain) Permanent Records Electronically Archived for Reference Purposes Only**

# 2016 CITY OF AGOURA HILLS RECORDS RETENTION/DESTRUCTION SCHEDULE

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

**RETENTION CODES:** A = Audit AR = Annual Review CL = Closed / Completed E = Expiration P = Permanent S = Superseded T = Termination  
**C, H, V CODES:** C = Confidential H = Historical V = Vital \*EDMS = Electronic Document Management System  
**P-A = (\$can/Destroy) Permanent Records Electronically Archived per EDMS Policy and Originals Destroyed**  
**P-B = (\$can/Retain) Permanent Records Electronically Archived for Reference Purposes Only**

# 2016 CITY OF AGOURA HILLS RECORDS RETENTION/DESTRUCTION SCHEDULE

DEPARTMENT: <b>Public Works</b>		RECORD SERIES TITLE AND CONTENTS	RETENTION DISPOSITION			C,H,V	NOTES
Item No.	OFFICE		INACTIVE	TOTAL	C,H,V		
1	CL+2	-	CL+2	-	-	Citation: California Government Code, Section 34090	
	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)						
2	P	-	P-B	H	-	This records series will be permanently archived in the City's EDMS for reference purposes only. This record series will be archived onto the City's optical imaging system for permanent retention. Citation: California Government Code, Section 34090	
	Capital Improvement Projects (CIP) Plans & Drawings: Final, as-built plans and drawings						
3.	2	-	2	-	-	Correspondence Chronological Files 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	
	Correspondence Chronological Files						
4	CLP	3-	GL+3P-A	-	-	In compliance with the City's EDMS* Policy, this record series will be electronically archived in the City's EDMS for permanent retention and the originals will be scheduled for destruction. For this record series, CL (Completion) represents date of last expenditure report or resolution of all issues.	
	Federal Highway Administration Funding (FHWA) Administrative Files: Applications/funding requests and supporting data Budgeting analyses Correspondence w/ local administrative agencies (including CALTRANS, DOT, LACTC, MTA, RTD) Studies & reports (Ventura and Los Angeles Counties)						

**RETENTION CODES:** A = Audit AR = Annual Review CL = Closed / Completed E = Expiration P = Permanent S = Superseded T = Termination  
**C,H,V CODES:** C = Confidential H = Historical V = Vital \*EDMS = Electronic Document Management System  
**P-A = (\$can/Destroy) Permanent Records Electronically Archived per EDMS Policy and Originals Destroyed**  
**P-B = (\$can/Retain) Permanent Records Electronically Archived for Reference Purposes Only**

# 2016 CITY OF AGOURA HILLS RECORDS RETENTION/DESTRUCTION SCHEDULE

DEPARTMENT: <b>Public Works</b>						
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION DISPOSITION			C,H,V	NOTES
		OFFICE	INACTIVE	TOTAL		
	Supporting data					Citation: 49 CFR 18.42, <del>and/or</del> 29 CFR 5.5 and 29 CFR 97.42
5	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	G+1P	2	G+3P-A		<del>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.</del>  Citation: <del>29 CFR 97.42</del>  In compliance with the City's EDMS* Policy, this record series will be electronically archived in the City's EDMS for permanent retention and the originals will be scheduled for destruction.
6	Intersections/Streets/Signals	P	-	P-A	H	In compliance with the City's EDMS* Policy, this record series will be electronically archived in the City's EDMS for permanent retention and the originals will be scheduled for destruction. <del>This record series will be archived onto the City's optical imaging system for permanent retention.</del>  Citation: California Government Code, Section 34090

**RETENTION CODES:** A = Audit AR = Annual Review CL = Closed / Completed E = Expiration P = Permanent S = Superseded T = Termination  
**C,H,V CODES:** C = Confidential H = Historical V = Vital \*EDMS = Electronic Document Management System  
**P-A = (\$can/Destroy) Permanent Records Electronically Archived per EDMS Policy and Originals Destroyed**  
**P-B = (\$can/Retain) Permanent Records Electronically Archived for Reference Purposes Only**

# 2016 CITY OF AGOURA HILLS RECORDS RETENTION/DESTRUCTION SCHEDULE

DEPARTMENT: <b>Public Works</b>						
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION DISPOSITION			C,H,V	NOTES
		OFFICE	INACTIVE	TOTAL		
7	<p>Maps - Final, recorded maps, including:                      Assessment districts                      Construction (final, as-constructed only)                      Improvement plans                      Lot line adjustments, Lot Tie, Lot Split                      Parcel maps                      Record of survey                      Sewer Maps and Indexes                      Subdivision maps                      Tract maps                      Utilities – storm drain</p>	P	-	P-B with exceptions	H,V	<p>All Maps and Plans will be permanently archived in the City's EDMS for reference purposes only.</p> <p>All other documents in this record series, in compliance with the City's EDMS* Policy, will be electronically archived in the City's EDMS for permanent retention and the originals will be scheduled for destruction.</p> <p>Final maps, plans, drawings &amp; blueprints are also recorded with the County Assessor.</p> <p>City flat files -- incomplete; as of this schedule, developers/applicants are required to submit copies of final recorded maps.</p> <p>Citation: California Government Code, Section 34090</p>
8	<p>NPDES - Program Files                      Correspondence and supporting data                      Program rules, regulations &amp; procedures                      Reports &amp; studies</p>	P	-	P-A	H	<p>In compliance with the City's EDMS* Policy, this record series will be electronically archived in the City's EDMS for permanent retention and the originals will be scheduled for destruction. <del>This record series will be archived into the City's optical-imaging system for permanent retention.</del></p> <p>Because this program may result in the creation of an assessment district, this record series retention is the same as a special assessment district.</p> <p>Citation: California Government Code, Section 34090</p>
9	<p>Operations &amp; Maintenance (O&amp;M) Projects Files:                      Correspondence and supporting data                      Service requests</p>	CL+2	-	CL + 2	-	<p>O&amp;M Projects are those projects that the City contracts out to private contractors or that are undertaken by City maintenance crews.</p>

**RETENTION CODES:** A = Audit AR = Annual Review CL = Closed / Completed E = Expiration P = Permanent S = Superseded T = Termination  
**C,H,V CODES:** C = Confidential H = Historical V = Vital \*EDMS = Electronic Document Management System  
 P-A = (Scan/Destroy) Permanent Records Electronically Archived per EDMS Policy and Originals Destroyed  
 P-B = (Scan/Retain) Permanent Records Electronically Archived for Reference Purposes Only

# 2016 CITY OF AGOURA HILLS RECORDS RETENTION/DESTRUCTION SCHEDULE

DEPARTMENT: <b>Public Works</b>		RECORD SERIES TITLE AND CONTENTS	RETENTION DISPOSITION			C,H,V	NOTES
Item No.			OFFICE	INACTIVE	TOTAL		
10.		Organizations Files – Civic, Government, Professional: Backup data Correspondence and memos Publications Reports and studies	2	-	2		Citation: California Government Code, Section 34090  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
11.		Parks General Landscape Medians Landscaping Parks Tree Plaques	P	P	P-A	H	In compliance with the City's EDMS* Policy, this record series will be electronically archived in the City's EDMS for permanent retention and the originals will be scheduled for destruction.  Citation: California Government Code, Section 34090
12.		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
13.		Traffic Collision Reports	2	-	2	-	Citation: California Government Code, Section 34090

**RETENTION CODES:** A = Audit AR = Annual Review CL = Closed / Completed E = Expiration P = Permanent S = Superseded T = Termination  
**C,H,V CODES:** C = Confidential H = Historical V = Vital \*EDMS = Electronic Document Management System  
**P-A = (\$can/Destroy) Permanent Records Electronically Archived per EDMS Policy and Originals Destroyed**  
**P-B = (\$can/Retain) Permanent Records Electronically Archived for Reference Purposes Only**

# 2016 CITY OF AGOURA HILLS RECORDS RETENTION/DESTRUCTION SCHEDULE

DEPARTMENT: <b>Public Works</b>						
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION DISPOSITION			C,H,V	NOTES
		OFFICE	INACTIVE	TOTAL		
14.	Utilities General Metricom Overhead/Underground Pac Bell SCE Sewers Water	P	P	P-A	H	In compliance with the City's EDMS* Policy, this record series will be electronically archived in the City's EDMS for permanent retention and the originals will be scheduled for destruction.  Citation: California Government Code, Section 34090

**RETENTION CODES:** A = Audit AR = Annual Review CL = Closed / Completed E = Expiration P = Permanent S = Superseded T = Termination  
**C,H,V CODES:** C = Confidential H = Historical V = Vital \*EDMS = Electronic Document Management System  
**P-A = (\$can/Destroy) Permanent Records Electronically Archived per EDMS Policy and Originals Destroyed**  
**P-B = (\$can/Retain) Permanent Records Electronically Archived for Reference Purposes Only**

# 2016 CITY OF AGOURA HILLS RECORDS RETENTION/DESTRUCTION SCHEDULE

DEPARTMENT: Public Works / Engineering						
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION DISPOSITION			C,H,V	NOTES
		OFFICE	INACTIVE	TOTAL		
1.	<p>Special Assessment Districts Files: Annual Engineering reports to the City Correspondence and supporting data Public hearings documentation</p>	P	-	P-A	H	<p>In compliance with the City's EDMS* Policy, this record series will be electronically archived in the City's EDMS for permanent retention and the originals will be scheduled for destruction. <del>This record series will be archived onto the City's optical-imaging system for permanent retention.</del></p> <p>Citation: California Government Code, Section 34090</p>
2.	<p>Capital Improvement Project (CIP) Files: <b>Change orders files, including:</b> Change orders Change order requests Correspondence and supporting data Cost estimates Review documentation <b>Contractor files, including:</b> Bonds (copies) Contracts, amendments and supporting data (copies) Correspondence and supporting data Insurance documentation (copies) <b>Consultant files, including:</b> Contracts, amendments and supporting data (copies) Correspondence and supporting data Meeting notes <b>Design records, including:</b> Design research and survey data</p>	CL+1		CL+10 P-A	-	<p>In compliance with the City's EDMS* Policy, this record series will be electronically archived in the City's EDMS for permanent retention and the originals will be scheduled for destruction.</p> <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> <p>Citation: California Government Code, Section 34090</p>

**RETENTION CODES:** A = Audit AR = Annual Review CL = Closed / Completed E = Expiration P = Permanent S = Superseded T = Termination  
**C,H,V CODES:** C = Confidential H = Historical V = Vital \*EDMS = Electronic Document Management System  
**P-A = (Scan/Destroy) Permanent Records Electronically Archived per EDMS Policy and Originals Destroyed**  
**P-B = (Scan/Retain) Permanent Records Electronically Archived for Reference Purposes Only**



# 2016 CITY OF AGOURA HILLS RECORDS RETENTION/DESTRUCTION SCHEDULE

DEPARTMENT: <b>Public Works / Engineering</b>						
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION DISPOSITION			C,H,V	NOTES
		OFFICE	INACTIVE	TOTAL		
	<p>Calculations Drawings; <b>Design records, continued -</b> Right-of-Way Documentation - Deeds, Quitclaims, Easements (copies) Correspondence and supporting data <b>Payments files, including:</b> Correspondence and supporting data Inspections files/Daily inspectors' reports Progress payments (copies) Project studies and reports Purchase orders and invoices (copies) <b>Permit files, including:</b> Applications and backup data Permits issued Prevailing Wages/State Industrial Relations Registrations</p>	P	P	P-A		<p>In compliance with the City's EDMS* Policy, this record series will be electronically archived in the City's EDMS for permanent retention and the originals will be scheduled for destruction.</p> <p>Citation: California Government Code, Section 34090</p>
3..	<p>Consultants/Suppliers/Vendors information: Brochures Catalogs Correspondence Promotional materials Samples</p>	2+AR	-	2+AR	-	<p>No obligation to retain unsolicited promotional material - only the materials kept in the ordinary course of business.</p>
4.	Correspondence Chronological Files	2	-	2	-	<p>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.</p>

**RETENTION CODES:** A = Audit AR = Annual Review CL = Closed / Completed E = Expiration P = Permanent S = Superseded T = Termination  
**C,H,V CODES:** C = Confidential H = Historical V = Vital \*EDMS = Electronic Document Management System  
**P-A = (\$can/Destroy) Permanent Records Electronically Archived per EDMS Policy and Originals Destroyed**  
**P-B = (\$can/Retain) Permanent Records Electronically Archived for Reference Purposes Only**

# 2016 CITY OF AGOURA HILLS RECORDS RETENTION/DESTRUCTION SCHEDULE

DEPARTMENT: <b>Public Works / Engineering</b>		RECORD SERIES TITLE AND CONTENTS	RETENTION DISPOSITION			C,H,V	NOTES
Item No.			OFFICE	INACTIVE	TOTAL		
5.		Grading Bonds: Bond documents and supporting data Bond release letters	CL+1	P	P-A	-	Citation: California Government Code, Section 34090  In compliance with the City's EDMS* Policy, this record series will be electronically archived in the City's EDMS for permanent retention and the originals will be scheduled for destruction.  Citation: California Government Code, Section 34090
6.		Grading Permits:	CL+1	P	P-A	-	In compliance with the City's EDMS* Policy, this record series will be electronically archived in the City's EDMS for permanent retention and the originals will be scheduled for destruction.  For this record series, CL (Closed/Completed) represents completion of a grading project.  Citation: California Government Code, Section 34090
75.		Land Development Projects Files: Agreements (copies) Correspondence and memos Covenants (copies) Easements (copies) Evaluation estimates Final maps (surrounding and underlying) Memorandums of Understanding (MOU) Permits (copies) Plan check documentation Plans and drawings  <del>Land Development Projects Files, continued</del>	C+1	P	P-A <i>with excepti ons</i>	H	<b>All Maps and Plans</b> will be permanently archived in the City's EDMS for reference purposes only.  <b>All other documents in this record series</b> , in compliance with the City's EDMS* Policy, will be electronically archived in the City's EDMS for permanent retention and the originals will be scheduled for destruction. <del>This record series will be archived onto the City's optical imaging system for permanent retention.</del>  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

**RETENTION CODES:** A = Audit AR = Annual Review CL = Closed / Completed E = Expiration P = Permanent S = Superseded T = Termination  
**C,H,V CODES:** C = Confidential H = Historical V = Vital \*EDMS = Electronic Document Management System  
**P-A = (\$can/Destroy) Permanent Records Electronically Archived per EDMS Policy and Originals Destroyed**  
**P-B = (\$can/Retain) Permanent Records Electronically Archived for Reference Purposes Only**

# 2016 CITY OF AGOURA HILLS RECORDS RETENTION/DESTRUCTION SCHEDULE

DEPARTMENT: <b>Public Works / Engineering</b>						
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION DISPOSITION			C, H, V	NOTES
		OFFICE	INACTIVE	TOTAL		
	Plans, drawings, and blueprints Reports and studies Reviews and comments Reyes Adobe Interpretive Plan Supporting data Title reports ( copies)					
<del>68.</del>	Land, Surplus Surplus Land Surplus Property	P	P	P-A	-	In compliance with the City's EDMS* Policy, this record series will be electronically archived in the City's EDMS for permanent retention and the originals will be scheduled for destruction.  <del>This record series will be permanently archived in the City's EDMS for reference purposes only.</del> Citation: California Government Code, Section 34090
<del>79.</del>	Organizations Files – Civic, Government, Professional: Backup data Correspondence and memos 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
<del>810.</del>	Permits: Encroachment permits Excavation permits	C+1	P	P-A	H	In compliance with the City's EDMS* Policy, this record series will be electronically archived in the City's EDMS for permanent retention and the originals

**RETENTION CODES:** A = Audit AR = Annual Review CL = Closed / Completed E = Expiration P = Permanent S = Superseded T = Termination  
**C, H, V CODES:** C = Confidential H = Historical V = Vital \*EDMS = Electronic Document Management System  
**P-A = (\$can/Destroy) Permanent Records Electronically Archived per EDMS Policy and Originals Destroyed**  
**P-B = (\$can/Retain) Permanent Records Electronically Archived for Reference Purposes Only**

# 2016 CITY OF AGOURA HILLS RECORDS RETENTION/DESTRUCTION SCHEDULE

DEPARTMENT: Public Works / Engineering						
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION DISPOSITION			C,H,V	NOTES
		OFFICE	INACTIVE	TOTAL		
1						<p>will be scheduled for destruction.</p> <p><del>This record series will be archived onto the City's optical imaging system for permanent retention.</del></p> <p>Citation: California Government Code, Section 34090</p>

**RETENTION CODES:** A = Audit AR = Annual Review CL = Closed / Completed E = Expiration P = Permanent S = Superseded T = Termination  
**C,H,V CODES:** C = Confidential H = Historical V = Vital \*EDMS = Electronic Document Management System  
**P-A = (\$can/Destroy) Permanent Records Electronically Archived per EDMS Policy and Originals Destroyed**  
**P-B = (\$can/Retain) Permanent Records Electronically Archived for Reference Purposes Only**

# 2016 CITY OF AGOURA HILLS RECORDS RETENTION/DESTRUCTION SCHEDULE

DEPARTMENT: <b>Public Works / Parks</b>		RECORD SERIES TITLE AND CONTENTS		RETENTION DISPOSITION			C,H,V	NOTES
Item No.		OFFICE	INACTIVE	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	P-A with excepti ons	H	<p><b>All Maps and Plans</b> will be permanently archived in the City's EDMS for reference purposes only.</p> <p><b>All other documents in this record series</b>, in compliance with the City's EDMS* Policy, will be electronically archived in the City's EDMS for permanent retention and the originals will be scheduled for destruction.  <del>This record series will be archived onto the City's optical imaging system for permanent retention.</del></p> <p>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  <b>Accounting/Payments files (copies), including:</b>                      Certified payroll files                      Contractor invoices                      Correspondence and supporting data                      Progress payments/approvals                      Inspections and acceptance documentation                      Project studies and reports  <b>Design records, including:</b>                      Calculations                      City Council documentation (copies)                      Correspondence and supporting data                      Design research data</p>	CL+1	9P	CL+10 P-A with excepti ons		<p><b>All Maps and Plans</b> will be permanently archived in the City's EDMS for reference purposes only.</p> <p><b>All other documents in this record series</b>, in compliance with the City's EDMS* Policy, will be electronically archived in the City's EDMS for permanent retention and the originals will be scheduled for destruction.</p> <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</p>		

**RETENTION CODES:** A = Audit AR = Annual Review CL = Closed / Completed E = Expiration P = Permanent S = Superseded T = Termination  
**C,H,V CODES:** C = Confidential H = Historical V = Vital EDMS = Electronic Document Management System  
**P-A = (\$can/Destroy) Permanent Records Electronically Archived per EDMS Policy and Originals Destroyed**  
**P-B = (\$cam/Retain) Permanent Records Electronically Archived for Reference Purposes Only**

# 2016 CITY OF AGOURA HILLS RECORDS RETENTION/DESTRUCTION SCHEDULE

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

**RETENTION CODES:** A = Audit AR = Annual Review CL = Closed / Completed E = Expiration P = Permanent S = Superseded T = Termination  
**C,H,V CODES:** C = Confidential H = Historical V = Vital EDMS = Electronic Document Management System  
**P-A = (\$can/Destroy) Permanent Records Electronically Archived per EDMS Policy and Originals Destroyed**  
**P-B = (\$can/Retain) Permanent Records Electronically Archived for Reference Purposes Only**









