RESOLUTION NO. 2623-10

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WINDSOR UPDATING THE TOWN OF WINDSOR RECORDS MANAGEMENT MANUAL AND RECORDS RETENTION SCHEDULE AND AUTHORIZING THE DESTRUCTION OF CERTAIN RECORDS

WHEREAS, Government Code Section 34090 et. seq. sets forth certain legal requirements relating to the retention of certain municipal records; and

WHEREAS, other codes, both State and Federal, also specify other retention requirements for specific public records; and

WHEREAS, the Town Council recognizes that, notwithstanding their legal value, certain records of the Town have longer administrative, operational, evidential and historic value; and

WHEREAS, it is appropriate and feasible to deal with public and other administrative records in a responsible, economic and timely manner; and

WHEREAS, the Town of Windsor Records Management Manual and Records Retention Schedule has been extensively reviewed by Department Heads, Records Coordinators, the Town Attorney, and the Town Clerk as Records Manager; and

WHEREAS, Town Council approval of an updated Records Management Manual and Records Retention Schedule for the Town of Windsor constitutes continuing approval for the Department Head to properly dispose of the obsolete records as indicated on the Records Retention Schedule with the concurrent approval of the Town Clerk as Records Manager and the Town Attorney.

NOW, THEREFORE, BE IT RESOLVED THAT the updated Records Management Manual and Records Retention Schedule attached hereto as Exhibit A and made a part hereof is hereby adopted; and

BE IT FURTHER RESOLVED that the Town Clerk as Records Manager and Town Attorney are directed to review these schedules periodically and present any revisions to the Town Council for modification as from time to time may be necessary to keep retention information current and timely.

PASSED, APPROVED AND ADOPTED this 3rd day of March 2010, by the following vote:

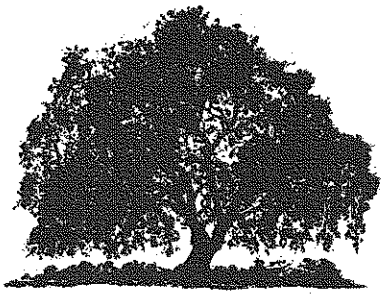
AYES:	**COUNCILMEMBERS ALLEN, FUDGE, GOBLE, SCHOLAR AND MAYOR SALMON**
NOES:	**NONE**
ABSTAIN:	**NONE**
ABSENT:	**NONE**

SAM SALMON, MAYOR

ATTEST:

MARIA DE LA O, TOWN CLERK

Attachment:
Exhibit A – Town of Windsor Records Management Manual and Records Retention Schedule.



TOWN OF
WINDSOR

TOWN OF WINDSOR

RECORDS MANAGEMENT MANUAL

Updated March 3, 2010
Resolution No. 2623-10

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INTRODUCTION,

AUTHORITY,

PURPOSE,

&

OBJECTIVES

INTRODUCTION

The Records Management Manual has been established through the Town Manager's/Town Clerk's Office and contains instructions for the establishment and administration of a Records Management Program for the Town of Windsor. The basic procedures are to be used in the retention, maintenance and disposition of all Town records.

AUTHORITY

The Records Management Program for the Town of Windsor is based on State Law governing public records, generally Government Code Sections 34090, 34090.5, 34090.7.

PURPOSE

The overall purpose of the Records Management Program is to oversee the retention, preservation and disposition of Town records.

OBJECTIVES

- Orderly retirement and destruction of records no longer required by statute to be retained or needed for reference.
- Demonstration of compliance with legal retention requirements established by federal, state and local authorities.
- Timely transfer of records essential to Town government to low-cost storage, thus reducing filing equipment and space.
- Protection of records essential to Town government, but which are referred to infrequently.
- Elimination of duplicate records filed in several departments.
- More efficient retrieval of records through better classification and filing systems.
- Preservation of records with long-term or permanent value.
- Protection of records vital to the Town government in the event of a disaster.

RESPONSIBILITIES

RESPONSIBILITIES

The Town Clerk shall serve as the Town's Records Manager.

Each **DEPARTMENT** shall:

a. Appoint a Records Coordinator to work with the Town Clerk in implementing the Records Management Program. This should be someone who is familiar with the nature and purpose of the department records and with some authority to recommend disposition.

b. Be responsible for providing the Town Clerk a *completed Records Transfer List* (**Exhibit 4**) to include the records retention code and a detailed list of the content and description of the records for each box.

c. Assist the Town Clerk in conducting an inventory of all records created and maintained within the department.

d. Annually review the Records Retention Schedule, submitting to the Town Clerk, any revisions in retention periods, additions, or deletions of records.

e. With the assistance of the Town Clerk on an annual basis, transfer department records to long-term storage, using the Records Retention Schedule as a guide.

f. Prepare, annually, lists of records to be destroyed directly from department files. These are records which, according to the Records Retention Schedule, are not sent to long-term storage. The approval of the Department Head, Town Clerk/Records Manager and the Town Attorney must be obtained before these records may be destroyed.

g. Working with the Town Clerk, prepare annually a list of records in long-term storage to be destroyed. These are records, which according to the Records Retention Schedule, are scheduled for destruction. The approval of the Department Head, Town Clerk and Town Attorney must be obtained before these records may be destroyed.

h. Cooperate with the Town Clerk and Records Coordinators to ensure access to records as required under the Public Records Act.

Note: Department Heads and/or Records Coordinators assisted by the Town Clerk, will be responsible for destruction of these records, in accordance with established procedure.

The **TOWN CLERK,** as supervisor of the Records Management Program shall:

a. Advise and assist in the preparation of the inventory of all departmental records.

b. Review the results of the inventory and Records Retention Schedule and make any recommendations necessary to insure coordination and cooperation in the maintenance, protection, retention and disposition of all Town records.

c. Assign box and location numbers for each box submitted for storage.

d. Approve the transfer of records to storage.

e. Maintain accurate records of all files in storage, keep such files secure, and provide access to all stored files within 24 hours, upon request.

f. Receive and review annual lists of records to be destroyed, per the Records Retention Schedule. Obtain necessary approvals prior to commencing with destruction of the records.

g. Upon receipt of the necessary approval, in cooperation with the Records Coordinators, be responsible for the destruction of obsolete records in accordance with established procedure.

h. Maintain a list of all records destroyed in accordance with the Records Retention Schedule, including records destroyed directly by departments.

i. Submit to all departments annual requests for review of the Records Retention Schedule, and any amendments of the schedule as needed.

The **TOWN ATTORNEY** shall examine the list of records recommended for destruction and shall approve or disapprove the destruction of those records.

The Town Attorney shall review annually the Records Retention Schedule and all proposed amendments to assure compliance with legal requirements.

The **TOWN COUNCIL** shall continue to provide final authority for amendments to the Records Retention Schedule.

INVENTORY

OF

DEPARTMENT RECORDS

INVENTORY OF DEPARTMENT RECORDS

The Town Clerk, in cooperation with Department Heads and Records Coordinators, will physically inventory all departmental records - active and inactive. These records can be of varying media including paper (legal and letter size), computer printout, tape, microforms, engineering drawings and plans, volumes and any other form that may be currently in use within the department. This inventory will reveal the types of records, identified and grouped in series, and the quantities of each that are contained in the department. Each department may be asked to assign a qualified person who is familiar with departmental files to assist in this activity.

The Records Inventory - Appraisal Worksheet (**Exhibit 2)** will show:

1. If the document is the "record copy" or a duplicate copy.

2. The person and department responsible for the records.

3. The specific location of each record.

4. The period of years covered by the record.

5. The filing arrangement of the records.

6. The quantity and type of filing equipment used.

7. The volume of records.

8. A description of the files such that they can be identified by staff not regularly working with them.

9. Frequency of reference.

The Department Head will sign all worksheets.

RECORDS APPRAISAL

RECORDS APPRAISAL

After the inventory has been completed, the Records Inventory - Appraisal Worksheets will be assembled and the records appraised to determine their disposition for the conservation of space, equipment and staff time.

Only records requiring frequent reference should be retained in the office files. When they no longer fulfill this need, they should be either destroyed or transferred to storage.

Guidelines in determining the need to retain records are:

1. **Administrative** value is the length of time that the record is necessary within the Town administration. This time can be divided into two periods: active, the time it is used in the department; and inactive, the additional time it is retained in storage.

2. **Legal** value represents the time that various legal bodies, federal/state/local, require records to be kept. In California, Government Code section 34090 specifies particular records which are permanent and which may or may not be destroyed. There are numerous other code sections involved in governing the retention of records. The retention periods established by law are minimum retention periods. Individual government agencies will decide how long they wish to retain records; the periods of retention may exceed the minimum periods established by law.

3. **Fiscal** value of a record is determined by whether it is required for fiscal or tax purposes by the Internal Revenue Service or some other regulatory body such as the Securities and Exchange Commission, or for internal audit purposes.

4. **Historical or archival** value. While no longer bearing any administrative, fiscal or legal value, records can be of historical interest to individuals doing research in matters involving the history of Windsor. Often there will be a sharing of records with another local organization such as a historical society or a library.

RECORDS RETENTION SCHEDULE

RECORDS RETENTION SCHEDULE

The Records Retention Schedule will list the title of the record, the department of record, the length of time the record will remain active, the total retention of the record, the record's disposition, and a legal citation, if available.

1. **Active Retention** is the period of time the record will be kept in the department.

2. **Total Retention** is the total period of time the records will be retained in storage. Records will not typically be accepted in storage unless they are listed in the Records Retention Schedule.

Destruction of records must follow established procedures according to this manual.

RECORDS RETENTION SCHEDULE - AMENDMENTS

To maintain a viable document and basis for a healthy program, the Records Retention Schedule must be kept current. To amend the Records Retention Schedule, the Department Head will advise the Town Clerk, using the sample memorandum (**Exhibit 3**), which will provide the information necessary for the appraisal and establishment or revision of a retention period.

On a yearly basis, the Town Clerk will request that Department Heads review the Records Retention Schedule to determine if amendments are necessary.

The Records Retention Schedule must be changed whenever one of the following conditions arises: 1) a new record is created, 2) the title of a record changes, 3) the retention period of a record changes, 4) the department responsible for an original record changes, or 5) a record is not designated.

Recommended amendments to the Records Retention Schedule will be reviewed by the Town Clerk and Town Attorney. The Town Clerk will prepare the necessary staff report, resolution and amended Records Retention Schedule for submission to the Town Council.

All amendments to the Records Retention Schedule are subject to final authorization by the Town Council.

TRANSFER TO LONG-TERM STORAGE

TRANSFER OF RECORDS TO LONG-TERM STORAGE

A permanent and secure, long-term records center will be established and will be maintained by the Town Clerk. The Records Retention Schedule is to be used as a guide for the transfer of records from the department to this area.

The Records Transfer List (**Exhibit 4**) must be completed for all transfers to this area and submitted to the Town Clerk who will assign box and location numbers. (Note: Document path information must be included on each Records Transfer List for downloading into the Town Clerk's computerized records management program.) The Town Clerk will maintain the Location and Box Number Assignment Log **(Exhibit 5)**.

Typically, only uniform storage boxes will be accepted into the long-term storage area. The storage boxes will handle both legal and letter size records. Records are to be packed upright in the boxes in the same order as they are maintained in office files. **Pack records loosely. No box should contain more than 20 pounds when filled** (about 3/4 full).

Transfer list record titles should match the record title shown on the Records Retention Schedule. **No records shall go into long-term storage if they are not shown on the Records Retention Schedule.**

This transfer of records to long-term storage will take place on an annual basis.

If it is necessary to add new material to a box already in long-term storage, adjustments will have to be made to all copies of the Records Transfer List (i.e., Department, Town Clerk's office, and in the box).

DESTRUCTION OF RECORDS

DESTRUCTION OF RECORDS

DESTRUCTION OF RECORDS DIRECTLY FROM THE DEPARTMENT

On an annual basis, the Department Head or designee, in cooperation with the Town Clerk, will review original records in the department against the Records Retention Schedule. Those records which have exceeded the department retention period, but which do not go into long-term storage, will be destroyed directly by the department.

PROCEDURE

1. The Department Head will send a Request for Authorization to Destroy Records (**Exhibit 6**) to the Town Clerk, listing the documents to be destroyed directly from the department.

2. The Town Clerk will, if appropriate, approve the request and submit the Request and list of records to be destroyed to the Town Attorney for approval.

3. After approval by the Town Attorney, the Town Clerk will notify the Department Head or designee that approval has been received.

   The Town Clerk may assist in the destruction of the records.

   Confidential records, or records that contain private information (home telephone numbers, drivers license numbers, etc.) must either be shredded or other arrangements made for their destruction. This will be done with the assistance of the Town Clerk.

4. A signed Certificate of Destruction (**Exhibit 7**) must be returned to the Town Clerk by the Department Head or designee once the records have been destroyed, indicating the date and method of destruction.

DESTRUCTION OF RECORDS (Cont.)

DESTRUCTION OF RECORDS FROM LONG-TERM STORAGE

On an annual basis, the Department Head or designee, in cooperation with the Town Clerk, will review original records in long-term storage against the Records Retention Schedule. Those records with retention periods which have expired as set forth in the Records Retention Schedule will be destroyed.

PROCEDURE

1. The Department Head or designee will send a Request for Authorization to Destroy Records (**Exhibit 6**) to the Town Clerk listing records to be destroyed from long-term storage.

2. The Town Clerk will, if appropriate, approve the request and submit the Request and list of records to be destroyed to the Town Attorney for approval.

3. After approval by the Town Attorney, the Town Clerk will notify the Department Head or designee that approval has been received.

   The Town Clerk may assist in the destruction of the records.

   Confidential records, or records that contain private information (home telephone numbers, drivers license numbers, etc.) must either be shredded or other arrangements made for their destruction. This will be done with the assistance of the Town Clerk.

4. A signed Certificate of Destruction (**Exhibit 7**) will be returned to the Town Clerk by the Department Head or designee once the records have been destroyed, indicating the date and method of destruction.

DESTRUCTION OF RECORDS (Cont.)

DESTRUCTION OF RECORDS - ALTERNATE PROCEDURES

1. If a Department Head determines that original records exist which are no longer needed, but which are not listed on the Records Retention Schedule, or as amended from time to time, the destruction procedure shall still be followed except that prior to actual destruction, the Town Council shall review the list of the uncategorized records and authorize their destruction by resolution.

2. Notwithstanding the provisions of Government Code section 34090, the department having custody of public records, documents, instruments, books and papers, may, without the approval, cause to be destroyed any or all of the records, documents, instruments, books and papers, if all of the following conditions have been met:

   a. The record, paper, or document is photographed, microphotographed, reproduced by electronically recorded video images on magnetic surfaces, recorded in the electronic data-processing system, recorded on optical disk, reproduced on film or any other medium which does not permit additions, deletions, or changes to the original document, or reproduced on film, optical disk, or any other medium in compliance with the minimum standards or guidelines, or both, as recommended by the American National Standards Institute or the Association for Information and Image Management for recording of permanent records or nonpermanent records, whichever applies.

   b. The device used to reproduce the record, paper, or document on film, optical disk, or any other medium is one which accurately and legibly reproduces the original thereof in all details and which does not permit additions, deletions, or changes to the original document images.

   c. The photographs, microphotographs, or other reproductions on film, optical disk, or any other medium are made as accessible for public reference as the original records were.

   d. A true copy of archival quality of the film, optical disk, or any other medium reproductions shall be kept in a safe and separate place for security purposes.

   e. Other State regulations which may be placed into law.

   f. All Town policies and procedures have been complied with.

DESTRUCTION OF RECORDS (Cont.)

However, no page of any record shall be destroyed if any page cannot be reproduced on film with full legibility. Every irreproducible page shall be preserved in a manner that will afford easy reference.

For purposes of this section, every reproduction shall be deemed to be an original record and a transcript, exemplification, or certified copy of any reproduction shall be deemed to be a transcript, exemplification, or certified copy, as the case may be of the original.

CONFIDENTIAL RECORDS

CONFIDENTIAL RECORDS

Confidential records are exempt from disclosure under the California Public Records Act, Section 6251 through 6265 of the California Government Code.

Confidential records should be stored to protect their confidentiality. They should be stored in a location that will enable only authorized persons to have access to them. When confidential records are transferred to the long-term records center, the Town Clerk should be advised of their confidential nature.

Confidential records, or records that contain private information (home telephone numbers, drivers license numbers, etc.) must be destroyed in a manner that preserves their confidentiality. They cannot be simply discarded, but must be shredded.

REQUESTING INFORMATION

FROM

STORED FILES

REQUESTING INFORMATION FROM STORED FILES

The person requesting the record should complete a Records Request form (**Exhibit 8**) and submit it to the Town Clerk. Use one request form for each file. Use the record title (or file name). If known, indicate the box/location number on the form.

The Town Clerk will pull and return the file to the staff member making the request within 24 hours. One copy of the Records Request form will be attached to the file and sent to the person requesting the record. One copy will be attached to an "out-card" that will replace the file within the box. The Town Clerk will retain a copy and will follow up to ensure that the record is returned in a timely manner. When the record is returned to the Town Clerk it must be accompanied by the Records Request form.

SUMMARY

OF

FORMS USED

SUMMARY OF FORMS USED IN THE RECORDS MANAGEMENT PROGRAM

The following pages contain examples of the forms to be used in the Records Management Program for the Town of Windsor. These forms are briefly described below.

1. **Records Retention Schedule** (Exhibit 1)
   This document governs the mandatory disposition of a Town record series by indicating the minimum length of time records shall be maintained in the office and in storage and when they may be destroyed.

2. **Records Inventory - Appraisal Worksheet** (Exhibit 2)
   This form is used to collect inventory and appraisal information. Information on the location, volume and use of department record series is included, and retention requirements and recommendations are given. The Town Clerk retains the inventory forms.

3. **Sample Memo - Next Update of Records Retention Schedule** (Exhibit 3)
   This form is used when any change to the Records Retention Schedule is needed. Following approval by the Department Head, the Town Clerk will submit the request to the Town Attorney for approval and prepare the necessary staff report and resolution for action by the Town Council.

4. **Records Transfer List** (Exhibit 4)
   This form, prepared by the department, describes the records contained within a box which will be transferred to the records center. The completed form should be submitted to the Town Clerk who will assign a location and box number and return two copies, one to be kept by the department and one to remain in the front of the box.

5. **Location and Box Number Assignment Log** (Exhibit 5)
   This form is used by the Town Clerk for logging box numbers assigned to records being sent to storage.

6. **Request for Authority to Destroy Records** (Exhibit 6)
   This form must be approved by the Department Head and submitted to the Town Clerk. After review and approval, the Town Clerk, will obtain approval from the Town Attorney's office. A copy of the form will be returned to the department and the destruction of the records may then proceed.

7. **Certification of Destruction** (Exhibit 7)
   This form is prepared by the department after records have been destroyed. The form is then attached to the appropriate Request for Authorization to Destroy Records and submitted to the Town Clerk for retention as a permanent record.

8. **Records Request** (Exhibit 8)
This form is to be completed by a department requesting records from storage and submitted to the Town Clerk, who will pull the records as soon as possible but no later than 24 hours after the request has been received.

EXHIBITS

Exhibit 1

RECORDS RETENTION SCHEDULE
TOWN OF WINDSOR
Updated March 3, 2010
Resolution No. 2623-10

Active/Total Retention:

AU = After Audit
CL = Closed/Completed/Terminated
CU = Current
P = Permanent
S = Superseded
LI = Life of Item

Disposition:

* = Destroy paper document after stored in alternate format (TBD - Microfilm/CD Rom/Etc.)
P = Retain paper document permanently
P* = Retain paper document and store in alternate format (TBD)
D = Destroy after retention period expires

Legal Citation: If none, record should be kept no less than two years as required in G.C. 34090(d).

Retention Code: This code is used for input into the computerized records management index.

NOTE: "Non-Records" have not been included as part of this Records Retention Schedule. A "non-record" is any paper generated during the course of business that does not merit retention because it does not contain information of a significant or lasting value. Rough drafts, transmittal letters, cover memos, publications (unless printed by the Town in the course of business) or other resource material, and copies of original documents such as agreements, minutes, ordinances, resolutions, agendas, etc., unless an integral part of a file, are examples of non-records. Non-record material can be disposed of at the discretion of the Department Head.

NOTE: Animal control and law enforcement services are contracted for the Town of Windsor through the County of Sonoma. Records related to these services are maintained by the County and fall under the jurisdiction of the County of Sonoma Records Retention Schedule.

ADMINISTRATIVE SERVICES

ADMINISTRATIVE SERVICES

Title of Record	Department of Record	Active Retention (In Years)	Total Retention (In Years)	Disposition of Documents	Legal Citation	Retention Code (1)
Accounting - General	Administrative Services	2	5	D	GC 34090	ACG
Accounting - Insurance	Administrative Services	2	P	P	GC 34090, CCP 337	ACI
Accounts Payable Records	Administrative Services	2	AU + 5	D	GC 34090	APR
Accounts Receivable Records	Administrative Services	2	AU + 5	D	GC 34090	ARR
Acquisition or Sale - Real Property (Excluding Original Deeds/Easements)	Administrative Services	CL + 2	P	P*	GC 34090	ACQ
Americans with Disabilities Act claim documentation	Administrative Services	2	CL+5	D	24 CFR 85.42, OMB Circular A-133.320(g); GC §34090	ADA
Appraisals - Real Estate (i.e., for sale/acquisition) (*After close of sale/acquisition or completion of project)	Administrative Services	CL + 5*	10	D	GC 34090	APP
Assessment Districts - Financial Documents	Administrative Services	CL + 2	P	P*	GC 34090	ADF
Assessor Parcel Files for Water Customers including Correspondence, Door Hangers, Field Service Requests, Lock-offs	Administrative Services	2	2	D	GC 34090	APF
Audited Financial Reports (including Redevelopment)	Administrative Services	2	P	*	GC 34090	AFR
Audits/Working Papers	Administrative Services	2	5	D	GC 34090	AUW

LEGEND:

AU= After Audit **CL**=Closed/Completed/Terminated **CU**=Current **D**=Destroy after retention period expires **LI**= Life of Item (ADD)

P= Permanent **P***=Retain paper document and store in alternate format (TBD) **S**= Superseded *= alternate format (TBD)

Title of Record	Department of Record	Active Retention (In Years)	Total Retention (In Years)	Disposition of Documents	Legal Citation	Retention Code (1)
Bank Statements/Reconciliations	Administrative Services	2	AU + 5	D	GC 34090	BSR
Bank Transfers	Administrative Services	2	AU + 5	D	GC 34090	BTF
Bids, Requests for Quotes, Requests for Proposals (Excluding Public Works Projects) - Successful	Administrative Services	2	P	P	CCP 337, GC 34090	BIS
Bids, Requests for Quotes, Requests for Proposals (Including Public Works Projects) - Unsuccessful	Administrative Services	2	2	D	CCP 337, GC 34090	BIU
Bonds - Arbitrage Reports, Continuing Disclosure Reports and Final Documentation (Including Redevelopment Agency)	Administrative Services	CL + 2	CL + 10	D	CCP 337.5, CCP 337 et seq, GC 34090	BON
Budgets (Including Redevelopment Agency)	Administrative Services	5	P	P*	GC 34090	BUD
Business Registration Applications	Administrative Services	2	AU+ 5	D	CCP 337, GC 34090	BRA
Calendars	Administrative Services	2	2	D	GC 34090	CAL
Cash Receipts Journals	Administrative Services	2	AU + 5	D	CCP 337, GC 34090	CRJ
Certificates of Deposit	Administrative Services	CU	CL + 7	D	CCP 337, GC 34090	COD
Claims -Funds on damages against the Town	Administrative Services	2	CL + 5	D	GC 34090, CCP 337	CDA
COLA Schedules	Administrative Services	2	5	D	GC 34090	COL
Conference/Education/Seminars/ Training Records/Workshop	Administrative Services	2	AU+ 5	D	GC 34090	SET

LEGEND:

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Title of Record	Department of Record	Active Retention (In Years)	Total Retention (In Years)	Disposition of Documents	Legal Citation	Retention Code (1)
Correspondence - Chronological Files	Administrative Services	2	CU+ 2	D	GC 34090d	CHR
Correspondence - General	Administrative Services	2	2	D	GC 34090	COR
Customer complaints	Administrative Services	2	2	D	GC 34090	COM
DFEH Charge of Discrimination	Administrative Services	2	CL+5	D	2 CCR 7287.0; GC 12946, GC 34090	DFE
EEO4 Data/Reports	Administrative Services	2	CL + 5	D	29 CFR 1602.30; 29 CFR 1602.32; GC 34090	EEO
EEOC Charge of Discrimination	Administrative Services	2	CL+5	D	2 CCR 7287.0; GC 12946, GC 34090	ECD
Employee Records - Benefits	Administrative Services	CU + 2	2	D	GC 12946, GC 34090	ERB
Employee Records - Personnel Files	Administrative Services	CL	P	P	GC 12946, GC 34090, 8 CCR §3204(d)(1) et seq.,	ERF
Employee Records – PERS	Administrative Services	CL	P	P	GC 12946, GC 34090, 29 USC 1113	ERP
General Ledger Reports	Administrative Services	2	AU + 5	D	GC 34090	GLR
Goals/Work Programs	Administrative Services	CU + 2	CU + 2	D	GC 34090	GWP
Grants - Financial Documents	Administrative Services	CU	CL + 5	D	24 CFR 85.42, OMB Circular A-133.320(g); GC §34090	GRF
Grants - Project Documents/Reports	Administrative Services	2	CL+ 5	D	24 CFR 85.42, OMB Circular A-133.320(g); GC §34090	GRP
HIPAA Policies & Procedures	Administrative Services	2	CU+6	D	GC 34090, 45 CFR	HIP

LEGEND:

AU= After Audit **CL**=Closed/Completed/Terminated **CU**=Current **D**=Destroy after retention period expires **LI**= Life of Item (ADD)

P= Permanent **P***=Retain paper document and store in alternate format (TBD) **S**= Superseded *= alternate format (TBD)

Title of Record	Department of Record	Active Retention (In Years)	Total Retention (In Years)	Disposition of Documents	Legal Citation	Retention Code (I)
					164.530(j)	
Incident Reports –Damage, Reimbursement	Administrative Services	2	CL + 5	D	GC 34090, CCP 337	INR
Insurance (Certificate/Documents)	Administrative Services	CU+1	P	P	GC34090, CCP 337	ICD
Inventories - Minor Equipment (other than Fixed Assets)	Administrative Services	2	4	D	GC 34090	INV
Inventories - Fixed Assets/Depreciation Schedules	Administrative Services	2	AU + 4	D	GC 34090	IFA
Investment Transactions	Administrative Services	CL + 2	CL + 5	D	GC 34090	INT
Job Specifications	Administrative Services	2	6	D	GC 34090, GC §§12946,	JBS
Joint Powers Financing Authority - Management Audits	Administrative Services	2	AU+4	D	GC 34090	JPM
Journal Vouchers	Administrative Services	2	5	D	GC 34090	JRV
Legal Advertising/Public Hearing & Proofs of publication	Administrative Services	CU	CU + 2	D	GC 34090,	LEG
Legal Opinions	Administrative Services	2	P	P	GC 34090, May be Confidential	LOP
Liens	Administrative Services	CU	P	P	GC 34090(a)	LIE
Litigation	Administrative Services	CL + 2	CL + 5	D	GC 34090, CCP 337	LIT
Loans & Notes	Administrative Services	CL	CL + 5	D	GC 34090, CCP 337	LOA
Meter Reading Register	Administrative Services	2	2	D	GC 34090	MRR

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Title of Record	Department of Record	Active Retention (In Years)	Total Retention (In Years)	Disposition of Documents	Legal Citation	Retention Code (I)
Motor Vehicle Pulls (DMV)	Administrative Services	2	CL+7	D	GC 12946, GC 34090	MVP
Negotiation Records	Administrative Services	2	P	P	GC 34090	NEG
New Hire Reports – State of California	Administrative Services	2	S+ 1	D	GC 34090	NHR
Payroll Registers	Administrative Services	2	AU + 4	D	29 CFR 516.5, GC 34090	PAY
Payroll – W4, W5, DE4, 457, Direct Deposit, Physician Pre Designation Form, Garnishment, Benefit Statements	Administrative Services	2	P	P	29 CFR 516.5, 29 CFR 516.6, GC 34090, R&T §19530	PRL
Payroll Quarterly/Year-End Reports including ESIS, FIT (including W2's), SDI, SIT, SUI, 1099s	Administrative Services	2	AU+4	D	GC 34090, R&T §19530	QYE
Policy & Manuals – MOU & Salary Schedules	Administrative Services	2	P	P	GC 34090	PPD
Press Releases	Administrative Services	2	2	D	GC 34090	PRE
Professional Bulletins/Newsletters (not Town records)	Administrative Services	CU	CU	D		PBN
Professional Memberships	Administrative Services	2	2	D	GC 34090	PRM
Purchase Order Log	Administrative Services	CU	CU + 2	D	GC 34090	POL
Questionnaires/Surveys - Other	Administrative Services	CU	2	D	GC 34090	QSO
Recruitment: applications, resumes, ethnicity disclosures, examination documents, job bulletins, eligibility	Administrative Services	2	CL + 3	D	GC 12946; 29 CFR 1602 et seq ;1627.3, GC 34090	RKT

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Title of Record	Department of Record	Active Retention (In Years)	Total Retention (In Years)	Disposition of Documents	Legal Citation	Retention Code (1)
Revenue & Expense Summaries	**Administrative Services**	**2**	**2**	**D**	**GC 34090**	**RVS**
Risk Management Reports • **Employee Records-Training** • **OSHA Documents** • **OSHA Documents – Toxic**	**Administrative Services**	**2** **2** **2**	**CL + 5** **5** **5**	**D** **D** **30**	**GC 34090, GC 12946, 8 CCR 3203 et seq, 8 CCR 14300.33(a), 29 CFR 1904.44**	**RMR** **RMO** **RMT**
Safety Reports, Certification, Designation	**Administrative Services**	**2**	**CU + 2**	**D**	**29 CFR 1627.3; GC 34090, 8 CCR 3203 et seq, 8 CCR 14300.33(a), 29 CFR 1904.4**	**SFT**
Salary Records, including: Deduction Authorization, Beneficiary Designation, Unemployment Claims, Garnishments	**Administrative Services**	**2**	**P**	**P**	**GC 34090; GC 12946**	**SAD**
Salary Survey information	**Administrative Services**	**2**	**5**	**D**	**GC 34090**	**SSI**
State Controller's Reports	**Administrative Services**	**2**	**AU + 4**	**D**	**GC 34090**	**SCR**
Statistical Reports	**Administrative Services**	**2**	**2**	**D**	**GC 34090**	**STR**
Street Report and Annual Report of Financial Transactions	**Administrative Services**	**2**	**AU + 4**	**D**	**GC 34090**	**SRA**
Studies/Reports - Miscellaneous	**Administrative Services**	**2**	**5**	**D**	**GC 34090**	**SRM**
Taxpayer Identification Number/W9's	**Administrative Services**	**CL**	**CL + 2**	**D**	**GC 34090**	**TIN**
Telephone Message Books (preliminary drafts)	**Administrative Services**	**0**	**0**	**D**	**GC 34090**	**TMB**

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Time Cards	**Administrative Services**	**CL + 2**	**AU+4**	**D**	**GC 34090, 26 CFR 31.6001-1, R&T §19530; 29 CFR 516.5 - 516.6**	**TIC**
Town Property Facilities - Property Management Files	**Administrative Services**	**CU**	**10**	**D**	**GC 34090**	**TPF**
Treasurer's Quarterly Investment Report	**Administrative Services**	**2**	**AU + 4**	**D**	**GC 34090**	**TQI**
Verification of Right to work in the US (Form I-9)	**Administrative Services**	**2**	**CL + 3**	**D**	**29 CFR 1627.3(b)(i), GC 12946, 34090**	**VER**
Worker's Compensation Records (reports, incidents, working files)	**Administrative Services**	**2**	**CL + 30**	**P**	**8 CCR 3204(d)(1) et seq., 8 CCR 10102, 15400.2; GC 12946, 34090**	**WCC**

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BUILDING

BUILDING

Title of Record	Department of Record	Active Retention (In Years)	Total Retention (In Years)	Disposition of Documents	Legal Citation	Retention Code (1)
Acquisition or Sale - Real Property (Excluding Original Deeds/Easements)	Building	CL + 2	P	P*	GC 34090	ACQ
Address Files (includes Building Permits)	Building	P	P	*	GC 34090, H&S 19850	ADD
Appraisals - Real Estate (i.e., for sale/acquisition) (*After close of sale/acquisition or completion of project)	Building	CL + 5*	10	D	GC 34090	APP
Bids, Requests for Quotes, Requests for Proposals (Excluding Public Works Projects) - Successful	Building	2	P	P	CCP 337, GC 34090	BIS
Bids, Requests for Quotes, Requests for Proposals (Including Public Works Projects) - Unsuccessful	Building	2	2	D	GC 34090	BIU
Blueprints / Building Plans - Residential (See "Legal Citation"/Codes for Exceptions)	Building	CL + 1	CL + 1	D	H&S 19850 , GC 34090	BLR
Blueprints / Building Plans - Non-Residential and Residential Master Plans (Excluding Parks)	Building	CU	P	P	H&S 19850 Civil Code 1351, GC 34090	BLN
Building Permits - Denied	Building	CL + 2	CL + 2	D	GC 34090	BPD
Certificates of Compliance/Elevation/ Occupancy	Building	P	P	P*	GC 34090	CCE
Code Enforcement - Recorded Liens and Releases	Building	P	P	*	GC 34090	CER

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Title of Record	Department of Record	Active Retention (In Years)	Total Retention (In Years)	Disposition of Documents	Legal Citation	Retention Code (I)
Code Enforcement Violations – Property & Zoning	Building	CL+2	CL+2	D	GC 34090d	VIO
Conditional Use Permit Project Files	Building	CU	P	*	GC 34090	CUP
Conference/Education/Seminars/ Training Records/Workshop	Building	2	2	D	GC 34090	SET
Correspondence - Chronological Files	Building	2	2	D	GC 34090	CHR
Correspondence - General	Building	2	2	D	GC 34090	COR
Customer complaints	Building	2	2	D	GC 34090	COM
Fees	Building	S	S + 2	D	GC 34090	FEE
Flood Plain Documentation	Building	CL + 2	P	*	GC 34090	FPD
Goals/Work Programs	Building	CU + 2	CU + 2	D	GC 34090	GWP
Grading Permits	Building	2	P	P	GC 34090	GRP
Grants - Applications, Legal Documentation and Related Correspondence	Building	CL	CL + 5	D	24 CFR 85.42, OMB Circular A-133.320(g); GC §34090	GRA
Grants - Project Documents/Reports	Building	2	CL+5	D	24 CFR 85.42, OMB Circular A-133.320(g); GC §34090	GRP
Incident Reports	Building	2	2	D	GC 34090	INR

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Title of Record	Department of Record	Active Retention (In Years)	Total Retention (In Years)	Disposition of Documents	Legal Citation	Retention Code (1)
Legal Advertising/Public Hearing & Proofs of publication	**Building**	**CU**	**CU+2**	**D**	**GC 34090, CCP 337**	**LEG**
Legal Opinions	**Building**	**2**	**P**	**P**	**GC 34090, May be Confidential**	**LOP**
Litigation	**Building**	**CL + 2**	**CL+5**	**D**	**GC 34090, CCP 337**	**LIT**
Newsletters	**Building**	**2**	**S+2**	**D**	**GC 34090**	**NSL**
Policies/Procedures - Departmental	**Building**	**S**	**S + 2**	**D**	**GC 34090**	**PPD**
Press Releases	**Building**	**2**	**2**	**D**	**GC 34090**	**PRE**
Professional Memberships	**Building**	**2**	**2**	**D**	**GC 34090**	**PRM**
Studies/Reports - Miscellaneous	**Building**	**2**	**5**	**D**	**GC 34090**	**SRM**
Telephone Message Books – Preliminary Drafts	**Building**	**0**	**0**	**D**	**GC 34090**	**TMB**
Zonings/Rezonings/Prezonings	**Building**	**2**	**P**	*	**GC 34090**	**ZRP**

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PARKS & RECREATION

PARKS & RECREATION

Title of Record	Department of Record	Active Retention (In Years)	Total Retention (In Years)	Disposition of Documents	Legal Citation	Retention Code (1)
Agenda Reports/Packets (packet copies of staff reports & related documents): ▪ Parks & Recreation ▪ Senior Citizen Advisory Council	Parks & Recreation	2	2	D	GC 34090	ARP
Audio Tapes/Meetings: ▪ Parks & Recreation ▪ Senior Citizen Advisory Council	Parks & Recreation	3 mos	3	D	GC 34090.7	AUT
Bids, Requests for Quotes, Requests for Proposals - Successful	Parks & Recreation	2	P	P	CCP 337, GC 34090	BIS
Bids, Requests for Quotes, Requests for Proposals - Unsuccessful	Parks & Recreation	2	2	D	GC 34090	BIU
Brochures-Flyers-Miscellaneous Publication-Calendars	Parks & Recreation	2	2	D	GC 34090	CAL
Capital Improvement Project Permanent Records: **Plans, Specifications, Successful Proposal, Change Orders, Materials Testing Reports, Grading Permits, Insurance Certificates, Hazardous Materials Plans, Notice of Completion, Photos, Soils Reports, Studies, Submittals, Surveys, etc.**	Parks & Recreation	CL + 2	P	P*	GC 34090, CCP 337	CIP`
Capital Improvement Project Administration Records: **Project Administration, Certified Payrolls, Construction Manager's Logs, Daily**	Parks & Recreation	CL + 2	8	CL + 10	GC 34090, CCP 337	CIA

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Title of Record	Department of Record	Active Retention (In Years)	Total Retention (In Years)	Disposition of Documents	Legal Citation	Retention Code (1)
Inspections, Project Schedules, Progress meetings, Real Estate Appraisals, RFIs & Responses, Storm Water Pollution Prevention Plan (SWPPP) etc.						
Conference/Education/Seminars/ Training Records/Workshop	Parks & Recreation	2	2	D	GC 34090	SET
Correspondence - Chronological Files	Parks & Recreation	2	2	D	GC 34090	CHR
Correspondence - General	Parks & Recreation	2	2	D	GC 34090	COR
Customer com	Parks & Recreation	2	2	D	GC 34090	COM
Employee Records – Misc. Training	Parks & Recreation	S	S + 2	D	GC 12946, GC 34090	ERT
Environmental Documents	Parks & Recreation	2	P	*	GC 34090, 14 CCR §15095(c)	ENV
Facility & Park Rentals - Permits/Applications	Parks & Recreation	CU	CL + 2	D	GC 34090	FRP
Goals/Work Programs	Parks & Recreation	CU + 2	CU + 2	D	GC 34090	GWP
Grants - Applications, Legal Documentation and Related Correspondence	Parks & Recreation	CL	CL + 5	D	24CFR; 570,502(6) (3); 241CFR; 85.42 & OMB Cir A-110, GC 34090	GRA
Grants - Project Documents/Reports	Parks & Recreation	2	CL+4	D	24CFR; 570,502(6) (3); 241CFR; 85.42 & OMB Cir A-110, GC 34090	GRP
Incident Reports	Parks & Recreation	2	2	D	GC 34090	INR
Legal Opinions	Parks & Recreation	2	P	P	GC 34090, May be Confidential	LOP

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Title of Record	Department of Record	Active Retention (In Years)	Total Retention (In Years)	Disposition of Documents	Legal Citation	Retention Code (1)
Litigation	**Parks & Recreation**	**CL + 2**	**CL+5**	**D**	**GC 34090, CCP 337**	**LIT**
Maps & Plans - Town-Owned Community Facilities	**Parks & Recreation**	**P**	**P**	**P**	**GC 34090**	**MTO**
Master Plans, Specific Plans & Area Plans	**Parks & Recreation**	**2**	**P**	**P***	**GC 34090**	**MPL**
Master Plan Working Documents	**Parks & Recreation**	**CU**	**2**	**D**	**GC 34090**	**MPW**
Minutes: ▪ **Parks & Recreation** ▪ **Senior Citizen Advisory Council**	**Parks & Recreation**	**P**	**P**	**P***	**GC 34090(e)**	**MIN**
Newsletters	**Parks & Recreation**	**2**	**S+2**	**D**	**GC 34090**	**NSL**
Park Improvements - Town (Including Blueprints & "As Builts")	**Parks & Recreation**	**P**	**P**	**P***	**GC 34090**	**PIT**
Park Improvements - Working Documents	**Parks & Recreation**	**S**	**2**	**D**	**GC 34090**	**PIW**
Parks - Historical Information	**Parks & Recreation**	**CL**	**P**	**P**	**GC 34090**	**PHI**
Parks & Facility Maintenance/Operations- Misc reports, Checklists, correspondence	**Parks & Recreation**	**CU+ 2**	**CU+2**	**D**	**GC 34090**	**MNT**
Policies/Procedures - Departmental	**Parks & Recreation**	**S**	**S + 2**	**D**	**GC 34090**	**PPD**
Press Releases	**Parks & Recreation**	**2**	**2**	**D**	**GC 34090**	**PRE**
Professional Memberships	**Parks & Recreation**	**2**	**2**	**D**	**GC 34090**	**PRM**

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Title of Record	Department of Record	Active Retention (In Years)	Total Retention (In Years)	Disposition of Documents	Legal Citation	Retention Code (1)
Questionnaires/Surveys - Other	Parks & Recreation	CU	2	D	GC 34090	QSO
Recreation Registrations	Parks & Recreation	CU	CL + 2	D	GC 34090	RRE
Special Events – Misc Info	Parks & Recreation	1	2	D	GC 34090	SPE
Special Events – Insurance certificates	Parks & Recreation	2	CU+2	P	GC 34090	SPI
Studies/Reports - Miscellaneous	Parks & Recreation	2	5	D	GC 34090	SRM
Telephone Message Books – Preliminary Drafts	Parks & Recreation	0	0	D	GC 34090	TMB
Vehicles Owned – including Maintenance History	Parks & Recreation	CU	LI+2	D	GC 34090	VOM
Work Orders	Parks & Recreation	CU + 2	CU + 2	D	GC 34090	WOP

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PLANNING

PLANNING

Title of Record	Department of Record	Active Retention (In Years)	Total Retention (In Years)	Disposition of Documents	Legal Citation	Retention Code (1)
AB 1234 – Ethics Training	Planning	2	5	D	GC 53235.2(b)	ETH
Abatements (Code Enforcement)	Planning	CL + 2	CL+2	D	GC 34090	ABA
Acquisition or Sale - Real Property (Excluding Original Deeds/Easements)	Planning	CL + 2	P	P*	GC 34090a	ACQ
Address Files	Planning	P	P	*	GC 34090	ADD
Administrative Permit Hearing – Notice of Decision	Planning	2	2	P	GC 34090	APH
Agendas/Special Meeting Notices/ Certificates of Posting/Meeting Action Notes: • Planning Commission • Administrative Hearing	Planning	2	2	D	GC 34090	AGN
Agenda Reports/Packets (packet copies of staff reports & related documents): • Planning Commission • Administrative Hearing	Planning	 2 1	 5 2	 D D	GC 34090	 ARP ARH
Airport Land Use Commission	Planning	2	P	P	GC 34090	ALC
Annexations - Formation Documents	Planning	CU	P	P	GC 34090	ANX
Appeals	Planning	2	P	P	GC 34090	APL
Appraisals - Real Estate (i.e., for sale/acquisition) (*After close of sale/acquisition/completion of project)	Planning	CL + 5*	10	D	GC 34090	APP

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Title of Record	Department of Record	Active Retention (In Years)	Total Retention (In Years)	Disposition of Documents	Legal Citation	Retention Code (1)
Audio/Video Tapes/Meetings: • Planning Commission	Planning	3 mos	3 mos	D	GC 34090.7	AUT
Bids, Requests for Quotes, Requests for Proposals - Successful	Planning	2	P	P	CCP 337, GC 34090	BIS
Bids, Requests for Quotes, Requests for Proposals - Unsuccessful	Planning	2	2	D	GC 34090	BIU
Calendars – Preliminary Drafts	Planning	0	0	D	GC 34090	CAL
Census/Demographics – Not City Records	Planning	0	0	*	0	CEN
Certificates of Compliance/Elevation/ Occupancy	Planning	P	P	P*	GC 34090	CCE
Code Enforcement - Recorded Liens and Releases	Planning	P	P	*	GC 34090a	CER
Code Enforcement Violations – Property & Zoning	Planning	CL+2	CL+2	D	GC 34090	VIO
Conditional Use Permit Project Files	Planning	CU	P	*	GC 34090	CUP
Conference/Education/Seminars/ Training Records/Workshop	Planning	2	2	D	GC 34090	SET
Correspondence - Chronological Files	Planning	2	2	D	GC 34090	CHR
Correspondence – General	Planning	2	2	D	GC 34090	COR
Design Review Cases	Planning	2	P	*	GC 34090	DRC
Design Standards & Guidelines	Planning	S	P	*	GC 34090	DRG

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Title of Record	Department of Record	Active Retention (In Years)	Total Retention (In Years)	Disposition of Documents	Legal Citation	Retention Code (1)
Environmental Documents	**Planning**	**2**	**P**	*	**GC 34090, 14 CCR §15095(c)**	**ENV**
Fees	**Planning**	**S**	**S + 2**	**D**	**GC 34090**	**FEE**
Flood Plain Documentation	**Planning**	**CL + 2**	**P**	*	**GC 34090**	**FPD**
General Plan	**Planning**	**S**	**P**	**P***	**GC 34090**	**GPL**
General Plan Amendments	**Planning**	**CL**	**P**	*	**GC 34090**	**GPA**
General Plan (Working Papers for Development of the General Plan)	**Planning**	**2**	**2**	**D**	**GC 34090**	**GPW**
Goals/Work Programs	**Planning**	**CU + 2**	**CU + 2**	**D**	**GC 34090**	**WP**
Grading Permits	**Planning**	**2**	**P**	**P**	**GC 34090**	**GRP**
Grants - Applications, Legal Documentation and Related Correspondence	**Planning**	**CL**	**CL + 5**	**D**	**24CFR; 570,502(6) (3); 241CFR; 85.42 & OMB Cir A-110, GC 34090**	**GRA**
Grants - Project Documents/Reports	**Planning**	**2**	**CL+4**	**D**	**24CFR; 570,502(6) (3); 241CFR; 85.42 & OMB Cir A-110, GC 34090**	**GRP**
Housing Programs	**Planning**	**AU + 2**	**AU + 5**	**D**	**24 CFR 85.42, 92.508(a)(c)(2) & 570.502(b), 29 CFR 97.42, GC §34090**	**HOU**
Housing Projects (Affordable Housing Developments)	**Planning**	**CL + 2**	**P**	**P***	**24 CFR 85.42, 92.508(a)(c)(2) & 570.502(b), 29 CFR 97.42, GC §34090**	**HOP**

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Title of Record	Department of Record	Active Retention (In Years)	Total Retention (In Years)	Disposition of Documents	Legal Citation	Retention Code (1)
Incident Reports	**Planning**	**2**	**2**	**D**	**GC 34090**	**INR**
Land Use Studies/Plans/Reports	**Planning**	**CU**	**P**	**P***	**GC 34090**	**LUS**
Legal Advertising/Public Hearing & Proofs of publication	**Planning**	**CU**	**CU+2**	**D**	**GC 34090, CCP 337**	**LEG**
Legal Opinions	**Planning**	**2**	**P**	**P**	**GC 34090, May be Confidential**	**LOP**
Litigation	**Planning**	**CL + 2**	**CL+5**	**D**	**GC 34090, CCP 337**	**LIT**
Lot Line Adjustments and Land Divisions	**Planning**	**2**	**P**	**P***	**GC 34090**	**LLA**
Master Plans, Specific Plans & Area Plans	**Planning**	**2**	**P**	**P***	**GC 34090**	**MPL**
Mergers – Voluntary/Involuntary	**Planning**	**2**	**P**	**P**	**GC 34090**	**MER**
Minutes: ▪ **Planning Commission**	**Planning**	**P**	**P**	**P***	**GC 34090(e)**	**MIN**
Newsletters	**Planning**	**2**	**S+2**	**D**	**GC 34090**	**NSL**
Parcel Maps - Tentative	**Planning**	**CU**	**P**	**P**	**GC 34090(a)**	**PMT**
Permits:						
• **Campaign Sign**		**1**	**2**	**D**		**PCS**
• **Home Occupation**		**2**	**P**	**P**		**PHO**
• **Special Event**	**Planning**	**1**	**2**	**D**	**GC 34090**	**PSE**
• **Tree Removal**		**CU**	**2**	**D**		**PTR**
• **Use Permit**		**2**	**P**	*		**PUP**

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Planning Commission Bylaws	**Planning**	**S**	**P**	*	**GC 34090**	**PCB**
Planning Commission Work Plan	**Planning**	**S**	**S + 2**	**D**	**GC 34090**	**PCW**
Planning Public Projects	**Planning**	**CL+2**	**P**	**P**	**GC 34090**	**PPP**
Policies/Procedures -	**Planning**	**S**	**S + 2**	**D**	**GC 34090**	**PPD**
Preapplication Projects	**Planning**	**CL+2**	**P**	**P**	**GC 34090**	**PAP**
Press Releases	**Planning**	**2**	**2**	**D**	**GC 34090**	**PRE**
Professional Memberships	**Planning**	**2**	**2**	**D**	**GC 34090**	**PRM**
Questionnaires/Surveys - Other	**Planning**	**CU**	**2**	**D**	**GC 34090**	**QSO**
Redevelopment Agency Administrative Documents (State reports & plans not listed elsewhere)	**Planning**	**P**	**P**	**P**	**GC 34090**	**RDA**
Resolutions: • **Planning Commission**	**Planning**	**10**	**P**	**P***	**GC 34090(e)**	**RES**
Sonoma County Project Referrals	**Planning**	**CU**	**2**	**D**	**GC 34090**	**SCP**
Street Naming and Numbering	**Planning**	**P**	**P**	**P***	**GC 34090**	**SNN**
Studies/Reports - Miscellaneous	**Planning**	**2**	**5**	**D**	**GC 34090**	**SRM**
Subdivisions	**Planning**	**CL + 2**	**P**	**P***	**GC 34090**	**SUB**

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Title of Record	Department of Record	Active Retention (In Years)	Total Retention (In Years)	Disposition of Documents	Legal Citation	Retention Code (1)
Telephone Message Books – Preliminary Drafts	**Planning**	**0**	**0**	**D**	**GC 34090**	**TMB**
Variances	**Planning**	**CU**	**P**	*	**GC 34090**	**VAR**
Zonings/Rezonings/Prezonings	**Planning**	**2**	**P**	*	**GC 34090**	**ZRP**

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PUBLIC WORKS/ENGINEERING

PUBLIC WORKS/ENGINEERING

Title of Record	Department of Record	Active Retention (In Years)	Total Retention (In Years)	Disposition of Documents	Legal Citation	Retention Code (1)
Abandonments/Vacations/Closures - Streets	**Public Works**	**CU**	**P**	**P***	**GC 34090**	**ABN**
Acquisition or Sale - Real Property (Excluding Original Deeds/Easements)	**Public Works**	**CL + 2**	**P**	**P***	**GC 34090a**	**ACQ**
Appraisals - Real Estate (i.e., for sale/acquisition) (*After close of sale/acquisition or completion of project)	**Public Works**	**CL + 5***	**10**	**D**	**GC 34090**	**APP**
Assessment Districts - Formation Documents, Maps, Diagrams, Spreadsheets, Improvement Plans	**Public Works**	**CL + 2**	**P**	**P***	**GC 34090**	**ADM**
Assessment Districts - Proposition 218 Ballots (For Fee Increases)	**Public Works**	**CU+2**	**P**	**P**	**GC 34090**	**ADB**
Bids, Requests for Quotes, Requests for Proposals (Excluding Public Works Projects) - Successful	**Public Works**	**2**	**P**	**P**	**CCP 337, GC 34090**	**BIS**
Bids, Requests for Quotes, Requests for Proposals- Unsuccessful	**Public Works**	**2**	**2**	**D**	**GC 34090**	**BIU**
Calendars – Preliminary Drafts	**Public Works**	**0**	**0**	**D**	**GC 34090**	**CAL**
Capital Improvement Project Permanent Records: **Plans, Specifications, Successful Proposal, Change Orders, Materials Testing Reports, Grading Permits, Insurance Certificates, Hazardous Materials Plans, Notice of Completion, Photos, Soils Reports, Studies, Submittals, Surveys, etc.**	**Public Works**	**CL + 2**	**P**	**P***	**GC 34090, CCP 337**	**CIP`**

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Title of Record	Department of Record	Active Retention (In Years)	Total Retention (In Years)	Disposition of Documents	Legal Citation	Retention Code (1)
Capital Improvement Project Administration Records: Project Administration, Certified Payrolls, Construction Manager's Logs, Daily Inspections, Project Schedules, Progress meetings, Real Estate Appraisals, RFIs & Responses, Storm Water Pollution Prevention Plan (SWPPP) etc.	Public Works	CL+2	8	CL+10	GC 34090, CCP 337	CIA
Conference/Education/Seminars/ Training Records/Workshop	Public Works	2	2	D	GC 34090	SET
Correspondence - Chronological Files	Public Works	2	2	D	GC 34090	CHR
Correspondence - General	Public Works	2	2	D	GC 34090	COR
Customer complaints	Public Works	2	2	D	GC 34090	COM
Design and Construction Standards	Public Works	S	P	*	GC 34090	DST
Development Projects	Public Works	CL + 2	P	P*	GC 34090	DEV
Employee Records - Training – Misc.	Public Works	S	S + 2	D	GC 12946, GC 34090	ERT
Encroachment Permits	Public Works	CL + 2	P	P	GC 34090	ENP
Equipment Inventory (backhoe, etc)	Public Works	CU	LI	D	GC 34090	EQP
Fees	Public Works	S	S + 2	D	GC 34090	FEE
Goals/Work Programs	Public Works	CU + 2	CU + 2	D	GC 34090	GWP

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Title of Record	Department of Record	Active Retention (In Years)	Total Retention (In Years)	Disposition of Documents	Legal Citation	Retention Code (1)
Grants - Applications, Legal Documentation and Related Correspondence	**Public Works**	**CL**	**CL + 5**	**D**	**24CFR; 570,502(6) (3); 241CFR; 85.42 & OMB Cir A-110, GC 34090**	**GRA**
Grants - Project Documents/Reports	**Public Works**	**2**	**CL+5**	**D**	**24CFR; 570,502(6) (3); 241CFR; 85.42 & OMB Cir A-110, GC 34090**	**GRP**
Hazardous Materials Program	**Public Works**	**CU**	**P**	*	**GC 34090**	**HMP**
Hazardous Waste Disposal	**Public Works**	**2**	**P**	**D**	**GC 34090**	**HWD**
Hazardous Waste Materials Storage Permit	**Public Works**	**CL + 2**	**P**	**D**	**GC 34090**	**HWM**
Incident Reports	**Public Works**	**2**	**2**	**D**	**GC 34090**	**INR**
Legal Advertising/Public Hearing & Proofs of publication	**Public Works**	**CU**	**CU+2**	**D**	**GC 34090, CCP 337**	**LEG**
Legal Opinions	**Public Works**	**2**	**P**	**P**	**GC 34090, may be Confidential**	**LOP**
Litigation	**Public Works**	**CL + 2**	**CL+5**	**D**	**GC 34090, CCP 337**	**LIT**
Maps & Plans - Aerial/Drainage/ Grading/Subdivision/Survey	**Public Works**	**CU+2**	**P**	**P**	**GC 34090**	**MAD**
Maps & Plans - Infrastructure	**Public Works**	**P**	**P**	**P**	**GC 34090**	**MIF**
Newsletters	**Public Works**	**2**	**S+2**	**D**	**GC 34090**	**NSL**
Operation Log Books - Wastewater	**Public Works**	**5**	**P**	**P**	**GC 34090, 40 CFR 122.21, 122.41**	**OLB**

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Title of Record	Department of Record	Active Retention (In Years)	Total Retention (In Years)	Disposition of Documents	Legal Citation	Retention Code (1)
Operation Log Books - Water	Public Works	5	P	P	22 CCR,64453(1), GC 34090 , 17 CCR 7605	OLW
Outside Water and Sewer Service Agreements	Public Works	CL + 2	P	*	GC 34090	OWS
Parcel Maps - Final	Public Works	CL + 2	P	P	GC 34090	PMF
Policies/Procedures	Public Works	S	S + 2	D	GC 34090	PPD
Press Releases	Public Works	2	2	D	GC 34090	PRE
Professional Memberships	Public Works	2	2	D	GC 34090	PRM
Public Works Projects	Public Works	CU	P	*	GC 34090, CCP 337	PWW
Questionnaires/Surveys - Other	Public Works	CU	2	D	GC 34090	QSO
Relocations	Public Works	CL + 2	P	*	GC 34090	REL
Soils Reports	Public Works	CL + 2	P	*	GC 34090	SOR
Street Lighting Inventory	Public Works	S + 2	S + 2	D	GC 34090	SLI
Street Maintenance and Street Lighting	Public Works	CU + 2	P	P*	GC 34090	SLM
Street/Road Inventory	Public Works	P	P	P*	GC 34090	SRI
Studies/Reports - Miscellaneous	Public Works	2	5	D	GC 34090	SRM
Subdivisions	Public Works	CL + 2	P	P*	GC 34090	SUB

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Title of Record	Department of Record	Active Retention (In Years)	Total Retention (In Years)	Disposition of Documents	Legal Citation	Retention Code (1)
Telephone Message Books – Preliminary Drafts	Public Works	0	0	D	GC 34090	TMB
Traffic/Parking Information/Regulations	Public Works	2	5	D	GC 34090	TPI
Transportation Permits - Oversized Loads	Public Works	2	2	D	GC 34090	TRP
Underground Service Alerts	Public Works	CU+2	3	D	GC 34090, GC 4216.2(d) & 4216.3(d)	USA
Underground Utility Records	Public Works	2	P	P	GC 34090	UUR
Vehicles Owned - Maintenance History	Public Works	CU	LI+2	D	GC 34090	VOM
Water Lead & Copper Results	Public Works	6	12	D	22 CCR 64400.25; 22 CCR §64470, 40 CFR 141.33(a); 40 CFR 141.91	WLC
Water - Backflow Device Reports	Public Works	5	5	D	GC §34090; 17 CCR 7605	WBD
Water/Wastewater Certifications	Public Works	CU	CU + 12	D	40 CFR 141.91, GC 34090	WWC
Water/Wastewater Quality - Lab Results	Public Works	5	10	D	40 CFR 141.91, GC 34090	WWQ
Water/Wastewater Permits - NPDES	Public Works	CU + 2	P	*	40 CFR 122.21, 122.41 GC 34090,	WPN
Water/Wastewater Permits - Other	Public Works	CU + 2	CU + 2	D	GC 34090	WPO
Water/Wastewater Regulatory Water Reclamation/Storm Water Reports	Public Works	5	10	D	40 CFR 122.21, 122.41 GC 34090	WWW

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Title of Record	Department of Record	Active Retention (In Years)	Total Retention (In Years)	Disposition of Documents	Legal Citation	Retention Code (1)
Water/Wastewater Production Daily Readings	**Public Works**	**5**	**10**	**D**	**GC 34090**	**WPR**
Water/Wastewater Telemetry & Datalogger Records	**Public Works**	**5**	**10**	**D**	**GC 34090**	**WWR**
Work Orders	**Public Works**	**CU + 2**	**CU + 2**	**D**	**GC 34090**	**WOP**

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REDEVELOPMENT

REDEVELOPMENT

Title of Record	Department of Record	Active Retention (In Years)	Total Retention (In Years)	Disposition of Documents	Legal Citation	Retention Code (1)
Acquisition or Sale - Real Property (Excluding Original Deeds/Easements)	Redevelopment	CL + 2	P	P*	GC 34090a	ACQ
Agreements – Cooperative, RDA	Redevelopment	2	P	P	CCP 337, GC 34090	AGC
Appraisals - Real Estate (i.e., for sale/acquisition) (*After close of sale/acquisition or completion of project)	Redevelopment	CL + 5*	10	D	GC 34090	APP
Bids, Requests for Quotes, Requests for Proposals (Excluding Public Works Projects) - Successful	Redevelopment	2	P	P	CCP 337, GC 34090	BIS
Bids, Requests for Quotes, Requests for Proposals (Including Public Works Projects) - Unsuccessful	Redevelopment	2	2	D	GC 34090	BIU
Capital improvements project Permanent Records: Plans, Specifications, Successful Proposal, Change Orders, Materials Testing Reports, Grading Permits, Insurance Certificates, Hazardous Materials Plans, Notice of	Redevelopment	CL+10	P	P*	GC 34090-CC337.15	CEN
Capital Improvement Project Permanent Records: Plans, Specifications, Successful Proposal, Change Orders, Materials Testing Reports, Grading Permits, Insurance Certificates, Hazardous Materials Plans, Notice of Completion, Photos, Soils Reports, Studies, Submittals, Surveys, etc.	Redevelopment	CL + 2	P	P*	GC 34090, CCP 337	CIP`

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Title of Record	Department of Record	Active Retention (In Years)	Total Retention (In Years)	Disposition of Documents	Legal Citation	Retention Code (1)
Census/Demographics – Not Town Records	Redevelopment	0	0	D		CEN
Conference/Education/Seminars/ Training Records/Workshop	Redevelopment	2	2	D	GC 34090	SET
Correspondence - General	Redevelopment	2	2	D	GC 34090	COR
Goals/Work Programs	Redevelopment	CU + 2	CU + 2	D	GC 34090	GWP
Grants - Applications, Legal Documentation and Related Correspondence	Redevelopment	CL	CL + 5	D	24CFR; 570,502(6) (3); 241CFR; 85.42 & OMB Cir A-110, GC 34090	GRA
Grants - Project Documents/Reports	Redevelopment	2	CL+5	D	24CFR; 570,502(6) (3); 241CFR; 85.42 & OMB Cir A-110, GC 34090	GRP
Incident Reports	Redevelopment	2	2	D	GC 34090	INR
Legal Advertising/Public Hearing & Proofs of publication	Redevelopment	CU	CU+2	D	GC 34090, CCP 337	LEG
Legal Opinions	Redevelopment	2	P	P	GC 34090, May be Confidential	LOP
Litigation	Redevelopment	CL + 2	CL+5	D	GC 34090, CCP 337	LIT
Newsletters	Redevelopment	2	S+2	D	GC 34090	NSL
Policies/Procedures - Departmental	Redevelopment	S	S + 2	D	GC 34090	PPD
Press Releases	Redevelopment	2	2	D	GC 34090	PRE
Professional Memberships	Redevelopment	2	2	D	GC 34090	PRM

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Title of Record	Department of Record	Active Retention (In Years)	Total Retention (In Years)	Disposition of Documents	Legal Citation	Retention Code (1)
Redevelopment Projects	**Redevelopment**	**CU**	**P**	**P**	**GC 34090**	**RDP**
Studies/Reports - Miscellaneous	**Redevelopment**	**2**	**5**	**D**	**GC 34090**	**SRM**

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TOWN MANAGER'S OFFICE

TOWN MANAGER'S OFFICE

Title of Record	Department of Record	Active Retention (In Years)	Total Retention (In Years)	Disposition of Documents	Legal Citation	Retention Code (1)
AB 1234 – Ethics Training	Town Manager's Office	2	5	D	GC 53235.2(b)	ETH
Acquisition or Sale - Real Property (Excluding Original Deeds/Easements)	Town Manager's Office	CL + 2	P	P*	GC 34090(a)	ACQ
Agendas/Special Meeting Notices/ Certificates of Posting/Meeting Notes: ▪ Town Council ▪ Windsor Water District	Town Manager's Office	2	2	D	GC 34090	AGN
Agenda Reports/Packets (packet copies of staff reports & related documents): ▪ Town Council ▪ Windsor Water District	Town Manager's Office	2	5	D	GC 34090	ARP
Agreements - Consultants, General, Professional Services	Town Manager's Office	CL + 2	CL + 5	D	CCP 337.2, 343 GC 37090	AGR
Agreements – Cooperative, RDA	Town Manager's Office	2	P	P	GC 34090, CCP 337	AGC
Agreements – Lease	Town Manager's Office	2	CL+5	P	GC 34090, CCP 337	AGL
Agreements - Franchise and/or Public Utility	Town Manager's Office	2	P	P	GC 34090, CCP 337	FRA
Agreements – Memorandums of Understanding (MOU)	Town Manager's Office	S	P	P*	GC 12946, GC 34090, CCP 337	ERM
Agreements - Reimbursement	Town Manager's Office	2	CL+5	P	GC 34090, CCP 337	ARG
Annexations - Reports, Agreements, Public Notices	Town Manager's Office	2	P	P*	GC 34090	ANR

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Title of Record	Department of Record	Active Retention (In Years)	Total Retention (In Years)	Disposition of Documents	Legal Citation	Retention Code (1)
Appeals	**Town Manager's Office**	**2**	**P**	*	**CCP 583.320(a)(3), GC 34090**	**APL**
Appointments - Council	**Town Manager's Office**	**2**	**CL + 5**	**D**	**GC 34090**	**APT**
Appraisals - Real Estate (i.e., for sale/acquisition) (*After close of sale/acquisition or completion of project)	**Town Manager's Office**	**CL + 5***	**10**	**D**	**GC 34090**	**APP**
Articles of Incorporation	**Town Manager's Office**	**2**	**P**	**P***	**GC 34090**	**AOI**
Audio/Video Tapes/Meetings: ▪ **Town Council**	**Town Manager's Office**	**3 mos**	**3 mos**	**D**	**GC 34090.7**	**AUT**
Calendars – Preliminary Drafts	**Town Manager's Office**	**0**	**0**	**D**	**GC 34090**	**CAL**
Campaign Statements - Successful Candidates and/or Committees	**Town Manager's Office**	**2**	**P**	*	**GC 81009(b), GC 34090**	**CSS**
Campaign Statements - Unsuccessful Candidates and/or Committees	**Town Manager's Office**	**2**	**5**	**D**	**GC 81009(b), GC 34090**	**CSU**
Certificates of Correction	**Town Manager's Office**	**P**	**P**	**P**	**GC 34090(a), GC 34090**	**COC**
Conference/Education/Seminars/ Training Records/Workshop	**Town Manager's Office**	**2**	**2**	**D**	**GC 34090**	**SET**
Conflict of Interest Code	**Town Manager's Office**	**S**	**S + 2**	**D**	**GC 34090**	**COI**
Correspondence - Chronological Files	**Town Manager's Office**	**2**	**2**	**D**	**GC 34090**	**CHR**
Correspondence - General	**Town Manager's Office**	**2**	**2**	**D**	**GC 34090**	**COR**
Customer complaints	**Town Manager's Office**	**2**	**2**	**D**	**GC 34090**	**COM**

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Title of Record	Department of Record	Active Retention (In Years)	Total Retention (In Years)	Disposition of Documents	Legal Citation	Retention Code (1)
Deeds/Easements	Town Manager's Office	P	P	P*	GC 34090(a)	DEE
Development & Redevelopment Agreements	Town Manager's Office	2	P	P	GC 34090, CCP 337	DAG
Economic Development Plans	Town Manager's Office	CL + 2	CL + 5	D	GC 34090	EDP
Election Results - Town	Town Manager's Office	4	P	P*	GC 34090	ELR
Eminent Domain Judgments (Excluding those for Public Works Projects)	Town Manager's Office	2	P	P*	GC 34090(a)	EDJ
Employee Records - Memorandums of Understanding	Town Manager's Office	S	P	P*	GC 12946, GC 34090, CCP 337	ERM
Employee Records - Training – Misc.	Town Manager's Office	1	S + 2	D	GC 12946, GC 34090	ERT
Endowments	Town Manager's Office	P	P	P	GC 34090, CCP 337	END
Fees	Town Manager's Office	S	S + 2	D	GC 34090	FEE
Goals/Work Programs	Town Manager's Office	CU + 2	CU + 2	D	GC 34090	GWP
Grand Jury Reports	Town Manager's Office	2	5		GC 34090	GJR
Grants - Applications, Legal Documentation and Related Correspondence	Town Manager's Office	CL	CL + 5	D	24CFR; 570,502(6) (3); 241CFR; 85.42 & OMB Cir A-110, GC 34090	GRA
Grants - Project Documents/Reports	Town Manager's Office	2	CL+4	D	24CFR; 570,502(6) (3); 241CFR; 85.42 & OMB Cir A-110, GC 34090	GRP
Historical Preservation and Historical Records	Town Manager's Office	CU	P	P	GC 34090	HIS

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Title of Record	Department of Record	Active Retention (In Years)	Total Retention (In Years)	Disposition of Documents	Legal Citation	Retention Code (1)
Incident Reports	**Town Manager's Office**	**2**	**2**	**D**	**GC 34090**	**INR**
Joint Powers Financing Authority - Agreements & Audits	**Town Manager's Office**	**P**	**P**	**P***	**GC 34090, CCP 337**	**JPA**
Legal Advertising/Public Hearing & Proofs of publication	**Town Manager's Office**	**CU**	**CU+2**	**D**	**GC 34090, CCP 337**	**LEG**
Legal Opinions	**Town Manager's Office**	**2**	**P**	**P**	**GC 34090, may be Confidential**	**LOP**
Litigation	**Town Manager's Office**	**CL + 2**	**CL+5**	**D**	**GC 34090, CCP 337**	**LIT**
Maddy Act Compliance	**Town Manager's Office**	**2**	**2**	**D**	**GC 34090**	**MAC**
Management Audits	**Town Manager's Office**	**2**	**10**	**D**	**GC 34090**	**MAU**
Minutes: • **Town Council**	**Town Manager's Office**	**P**	**P**	**P***	**GC 34090(e)**	**MIN**
Newsletters	**Town Manager's Office**	**2**	**S+2**	**D**	**GC 34090**	**NSL**
Nomination Papers • **Successful Candidates** ▪ **Unsuccessful Candidates**	**Town Manager's Office**	**Term** **Election+2**	**Term +4** **Election+4**	**P** **D**	**EC 17100**	**NPS** **NPU**
Oaths of Office - Elected Officials and Committee/Commission Members	**Town Manager's Office**	**Term**	**Term + 6**	**D**	**29 USC 1113, GC 34090**	**OOO**
Ordinances	**Town Manager's Office**	**2**	**P**	**P***	**GC 34090(e)**	**ORD**
Petitions - General/Public	**Town Manager's Office**	**2**	**5**	**D**	**GC 34090**	**PGP**

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Title of Record	Department of Record	Active Retention (In Years)	Total Retention (In Years)	Disposition of Documents	Legal Citation	Retention Code (1)
Petitions *(Not Public Records)* • **Initiatives** • **Recalls** • **Referendums**	**Town Manager's Office**	**8 months after election**	**8 months after election**	**D**	**EC 17200(a), 17400(a)**	**PNP**
Policies - Town Council	**Town Manager's Office**	**S**	**P**	*****	**GC 34090**	**PTC**
Policies/Procedures	**Town Manager's Office**	**S**	**S + 2**	**D**	**GC 34090**	**PPD**
Press Releases	**Town Manager's Office**	**2**	**2**	**D**	**GC 34090**	**PRE**
Proclamations	**Town Manager's Office**	**2**	**2**	**D**	**GC 34090**	**PRO**
Professional Memberships	**Town Manager's Office**	**2**	**2**	**D**	**GC 34090**	**PRM**
Questionnaires/Surveys - Council Directed	**Town Manager's Office**	**CU**	**5**	**D**	**GC 34090**	**QST**
Questionnaires/Surveys - Other	**Town Manager's Office**	**CU**	**2**	**D**	**GC 34090**	**QSO**
Records Management - Disposition of Records	**Town Manager's Office**	**2**	**10**	**D**	**GC 34090**	**REC**
Records Management - Retention Schedules and Manuals	**Town Manager's Office**	**S**	**P**	**S**	**GC 34090**	**RRS**
Redevelopment Agency Administrative Documents (State Reports & Plans Not Listed Elsewhere)	**Town Manager's Office**	**P**	**P**	**P**	**GC 34090**	**RDA**
Resolutions: ▪ **Town Council**	**Town Manager's Office**	**10**	**P**	**P***	**GC 34090(e), 40801**	**RES**
Rosters of Town Officials	**Town Manager's Office**	**4**	**P**	**P***	**GC 34090**	**RTP**

LEGEND:

AU= After Audit **CL**=Closed/Completed/Terminated **CU**=Current **D**=Destroy after retention period expires **LI**= Life of Item (ADD)

P= Permanent **P***=Retain paper document and store in alternate format (TBD) **S**= Superseded *= alternate format (TBD)

Title of Record	Department of Record	Active Retention (In Years)	Total Retention (In Years)	Disposition of Documents	Legal Citation	Retention Code (1)
Solid Waste Management (Recycling/Refuse)	Town Manager's Office	2	5	D	GC 34090	SWM
Statements of Economic Interests Original	Town Manager's Office	4	7	D	GC 34090	SEI
Statements of Economic Interests - Copies of those filed with FPPC	Town Manager's Office	4	4	D	GC 34090	SEF
Studies/Reports - Miscellaneous	Town Manager's Office	2	5	D	GC 34090	SRM
Subpoenas	Town Manager's Office	CU+2	2	D	GC34090	SPN
Telephone Message Books – Preliminary Drafts	Town Manager's Office	0	0	D	GC 34090	TMB
Town of Windsor Code	Town Manager's Office	P	P	P*	GC 34090	TWC
Windsor Water District Projects	Town Manager's Office	P	P	P*	GC 34090, CCP 337	WWD

LEGEND:

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Exhibit 2

TOWN OF WINDSOR
RECORDS INVENTORY - APPRAISAL WORKSHEET

1. **DEPARTMENT**: _____ DIVISION: _____

2. **TITLE OF RECORD**: _____

   DESCRIPTION OF RECORD: _____

   _____

3. **TIME SPAN OF RECORD**: _____

4. **RECORD FILED**: _____ Alphabetically _____ Numerically

5. **SIZE OF RECORD**: _____ 81/2 x 11 _____ 9 12 x 14 _____ 11 x 14

   _____ Oversize _____ Other _____

6. **FORMAT OF RECORD**: File Folder _____ End Tab _____ Top Tab _____

   Computer Printout _____ Cassette Tape _____ Other _____

7. **VOLUME OF RECORDS**:

   # file folders _____
   # of file drawers _____
   # of file shelves (in feet) _____
   # of regular binders _____
   # of computer binders _____
   # of bound volumes _____
   # of cassette tapes _____
   # of boxes _____

8. **CURRENT LOCATION OF RECORDS**: _____

9. **PERSON RESPONSIBLE FOR THESE RECORDS**: _____

   TELEPHONE NO.: _____

10. **HOW OFTEN IS THIS RECORD REFERENCED?** _____

11. **IS THIS RECORD STILL CREATED?** _____ Yes _____ No

12. **TYPE OF RECORD**: Record Copy _____ Non-Record _____ Confidential _____

13. **IS THE RECORD SUBJECT TO**: Tax Audit _____ Internal Audit _____

If so, when? _____

14. **IS THE RECORD A**: Vital Record _____ Historical Record _____

15. **JUSTIFICATION FOR FUTURE ALTERNATIVE STORAGE FORMAT**:

Need for improved retrieval _____

Need for public access to documents _____

Several departments require duplicate records _____

Need for security copy _____

Lengthy or permanent retention period _____

Other _____

16. **COMMENTS**:

_____

_____

17. **DATE INVENTORIED**: _____ BY: _____

DEPARTMENT HEAD: _____

Date: _____

Exhibit 3

TOWN OF WINDSOR
MEMORANDUM

DATE: _____

TO: _____, Town Clerk

FROM: _____, Department Head

SUBJECT: ITEMS TO BE INCLUDED IN THE NEXT UPDATE OF THE RECORDS RETENTION SCHEDULE

The attached list of records is brought to your attention for inclusion in the Records Retention Schedule. A suggested retention period and statutory reference have been indicated.

The proposed retention periods have been determined by taking into consideration administrative use and legal requirements.

Exhibit 4

TOWN OF WINDSOR
RECORDS TRANSFER LIST

Department: _____ Division: _____
Name of Documents/Project: _____

Date of Records (From)	(To)	Description of Records

Date Records are Ready for Destruction: _____(See Records Retention Schedule)

Date Sent to Records Center: _____

Location Number: _____ (Location & Box Number Assigned by Town Clerk)
Box Number: _____

(Note: Include document path information for downloading into the Town Clerk's computerized records retention program.)

Exhibit 5

TOWN OF WINDSOR
LOCATION AND BOX NUMBER ASSIGNMENT LOG
(To Be Completed and Maintained by Town Clerk)

Location Number	Box Number	Period Covered	Date Destroyed	Notes

Exhibit 6

TOWN OF WINDSOR
REQUEST FOR AUTHORIZATION TO DESTROY RECORDS

In accordance with the established Town of Windsor Records Retention Schedule updated on March 3, 2010 by Resolution No.2623-10, authority is requested to destroy the records listed on the attached Records Transfer List.

We have determined these records are no longer needed for administrative, legal or fiscal purposes and have no historical value. We further certify they are not subject to audit, current or pending litigation, or extended retention period because of revised State, Federal or local regulations.

List of Box/File Numbers to be destroyed:

_____ _____

Department Head **Date**

_____ _____

Town Clerk **Date**

Authorized for Destruction:

_____ _____

Town Attorney **Date**

Exhibit 7

TOWN OF WINDSOR
CERTIFICATE OF DESTRUCTION

DATE:

TO: xx, Town Clerk

FROM: xx, Department Head

I hereby certify the records authorized for destruction on _____ by the Town Attorney were destroyed by this department on _____.
(date)

The records were _____.
(method of destruction)

SIGNED: _____
Department Head or Designee

DEPARTMENT: _____

Exhibit 8

TOWN OF WINDSOR
RECORDS REQUEST

To be completed by the requesting department. Send all copies to the Town Clerk.

Record Title: _____

Department Requesting Record: _____

Date of Record: _____

Send To: _____ _____
Extension

Location and Box Number, if known: _____ _____
Location No. Box No.

To be completed by the Town Clerk

Requested by:
_____ Phone
_____ Mail
_____ Visit

Date Sent to Requesting Department: _____

Date Returned to Records Center: _____

Remarks: