

ASSESSMENT PROCESS FOR FILES
FROM IRON MOUNTAIN

Subject File

1. Agenda packets

Look at each document in the dated agenda packet and separate out the following:

- ✓ Agreements
- ✓ Annexations - entire report should be pulled and replacement sheet placed in file - [see attached example of "replacement sheet"]
- ✓ Assessments - entire report should be pulled and replacement sheet placed in file [see attached example of "replacement sheet"]
- ✓ Bids *Orig's accepted; and all rejected Bids (origs)*
- ✓ Contracts
- ✓ Engineer reports
- ✓ Any documents, other than staff reports, with original signatures
- ✓ *All original documents that flow with title to real property,*

2. Attach a "work sheet" to any document pulled from an agenda packet, identifying the agenda packet date, and item number from which it was pulled. [see attached example of work sheet]
3. Place the document, with worksheet, in the designated carton for that subject file, i.e. agreements, contracts, etc.
4. When you have finished examining the contents of an Iron Mountain carton, please attach a yellow "complete" slip on the carton, sign and date and place in the "Completed Section" area of the work station.

ASSESSMENT PROCESS FOR FILES
FROM IRON MOUNTAIN

Subject File

1. Agenda packets

Look at each document in the dated agenda packet and separate out the following:

- ✓ Agreements
- ✓ Annexations - entire report should be pulled and replacement sheet placed in file - [see attached example of "replacement sheet"]
- ✓ Assessments - entire report should be pulled and replacement sheet placed in file [see attached example of "replacement sheet"]
- ✓ Bids *Orig's accepted; and all rejected Bids (orig's)*
- ✓ Contracts
- ✓ Engineer reports
- ✓ Any documents, other than staff reports, with original signatures
- ✓ *All original documents that flow with title to real property,*

2. Attach a "work sheet" to any document pulled from an agenda packet, identifying the agenda packet date, and item number from which it was pulled. [see attached example of work sheet]
3. Place the document, with worksheet, in the designated carton for that subject file, i.e. agreements, contracts, etc.
4. When you have finished examining the contents of an Iron Mountain carton, please attach a yellow "complete" slip on the carton, sign and date and place in the "Completed Section" area of the work station.

RECORDS RETENTION SCHEDULE: CITY CLERK

Div.	Office of Record	Classification	Records Description	Retention / Disposition						Comments / Reference	
				Document Originator	(OFR)	OR File Number	Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention		Vital?
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>											
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>											
<i>Litigation, claims, complaints and/or federal investigations suspend normal retention periods (retention begins after settlement).</i>											
Agreements	City Clerk	030-001	Agreements & Contracts (excludes SHRA): INFRASTRUCTURE - Includes RFP, successful proposal, faithful performance bond, change orders, and notices of completion (e.g., Architects, buildings, bridges, demolitions, park improvements and playground equipment (tot lots), reservoirs, sewers, sidewalks, street & alley improvements, traffic signals, utilities, water, etc.)	Completion + 2 years	P	P	Yes: Before Completion	Mag, Mfr, OD, Ppr	S	Yes: After Inactive	All infrastructure, JPAs, & Mutual Aid contracts are permanent for emergency preparedness; Statute of Limitations is 4 years; 10 years for Errors & Omissions; CCP §§337. 337.1(a), 337.15, 343; GC §34090, Contractor has retention requirements in 48 CFR 4.703
Agreements	City Clerk	030-002	Agreements & Contracts (excludes SHRA): NON-INFRASTRUCTURE - Includes RFP, successful proposal, change orders, and notices of completion (e.g., Consultants, Irrigation, Landscaping, Re-roofing, Street Resurfacing, Tree Trimming, Leases, Professional Services, etc.)	Completion + 2 years	8 years	Completion + 10 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S	Yes: After Inactive	Statute of Limitations for errors and omission is 10 years, 4 years for contracts; Statewide guidelines propose completion + 5 years for non-capital improvement contracts & completion + 4 years for transportation and concessionaire agreements; CCP §§337. 337.1(a), 337.15, 343; GC §34090

RECORDS RETENTION SCHEDULE: CITY CLERK

Div.	Office of Record	Classification	Records Description	Retention / Disposition							Comments / Reference
				Active (In office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
Agreements	City Clerk	030-003	Agreements & Contracts (excludes SHRA): FRANCHISES - Includes RFP, successful proposal, faithful performance bond, change orders, and notices of completion (e.g., Cable TV, Electric, Gas, etc.)	Term + 2 years	3 years	Term + 5 years	Yes: Until Expiration	Mag, Mfr, OD, Ppr	S	Yes: After Inactive	Errors and Omissions is not applicable; Statewide guidelines propose completion + 5 years for non-capital improvement contracts & completion + 4 years for transportation and concessionaire agreements; Statute of Limitations is 4 years; 10 years for Errors & Omissions; CCP §§337.337.1(a), 337.15, 343; GC §34090
Agreements	City Clerk	030-004	Agreements & Contracts (excludes SHRA): Land (Subdivision, Lot Splits, Lot Line Adjustments, etc.)	2 years	P	P	Yes (all)	Mag, Mfr, OD, Ppr	S	No	Land Records; GC §34090
Agreements	City Clerk	030-005	Agreements & Contracts (excludes SHRA): Mutual Aid, Joint Powers (JPAs)	Superseded + 2 years	P	P	Yes: Before Expiration	Mag, Mfr, OD, Ppr	S	No	Administrative & legal value (Emergency Preparedness), GC §34090
Agreements	City Clerk	030-006	Agreements & Contracts (excludes SHRA): Retirement Agreements (PERS)	2 years	P	P	Yes: Before Expiration	Mag, Mfr, OD, Ppr	S	No	EEOC / ADEA (Age) requires 1 year after benefit plan termination; State Law requires 2 years after action; 29 CFR 1627.3(b)(2); GC §§12946, 34090
Agreements	City Clerk	030-007	Agreements & Contracts (excludes SHRA): Title Insurance, Title Reports, Land Records	2 years	P	P	Yes (all)	Mag, Mfr, OD, Ppr	S	No	GC §34090
Agreements	City Clerk	030-008	Agreements & Contracts (excludes SHRA): MOUs - Memorandas of Understanding	5 years	P	P	Yes: Before Expiration	Mag, Mfr, OD, Ppr			Department Preference; EEOC / FLSA requires 3 years for MOUs; State requires 2 years; 29 CFR 516.5, GC §§12946, 34090
Annexations	City Clerk	030-009	Annexations	20 years	P	P	Yes	Mag, Mfr, OD, Ppr	S	No	GC §34090

RECORDS RETENTION SCHEDULE: CITY CLERK

Div.	Office of Record	Classification	Records Description	Retention / Disposition							Comments / Reference
				Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention:	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
Document Originator	(OFR)	OR File Number									
Appeals	City Clerk	030-010	Appeals - Administrative (Dog Bites, Dance Permits, etc.)	5 years		5 years	Yes: Before Meeting Date	Mag, Mfr, OD, Ppr	S	No	Covers various statute of limitations; CCP §§337, GC §34090
Assessment Districts	City Clerk	030-011	Assessment Districts	Termination of District	P	P	Yes: Before Termination	Mag, Mfr, OD, Ppr	S	Yes: 1 year	Department Preference; GC §34090
Bids	City Clerk	030-012	Bids: Successful	Filed with Contract		Filed with Contract					
Bids	City Clerk	030-013	Bids: Unsuccessful	2 years		2 years		Mag, Ppr			GC §§34090
Board & Commission	City Clerk	030-014	Boards, Commissions, & Committees: APPLICATIONS: Appointed	Duration of Office + 4 years		Duration of Office + 4 years		Mag, Ppr			Statute of Limitations for Public official misconduct is discovery of offense + 4 years; Statewide guidelines propose Appointment + 5 years; GC §34090, PC §§801.5, 803c
Board & Commission	City Clerk	030-015	Boards, Commissions, & Committees: APPLICATIONS: Unsuccessful	2 years		2 years		Mag, Ppr			GC §34090
Campaign Statements	City Clerk	030-016	Elections - Campaign Reports (FPPC 400 Series Forms): OTHER COMMITTEES (PACS)	7 years		7 years		Mfr, OD, Ppr	S	After 2 years	Paper must be retained for at least 2 years; GC §81009(c)(g)
Campaign Statements	City Clerk	030-017	Elections - Campaign Reports (FPPC 400 Series Forms): THOSE NOT REQUIRED TO FILE ORIGINAL WITH CITY CLERK (copies)	4 years		4 years		Mfr, OD, Ppr	S	After 2 years	Paper must be retained for at least 2 years; GC §81009(b)(g)
Campaign Statements	City Clerk	030-018	Elections - Campaign Reports (FPPC 400 Series Forms): UNSUCCESSFUL CANDIDATES	5 years		5 years		Ppr			Paper must be retained for at least 2 years; GC §81009(b)(g)

RECORDS RETENTION SCHEDULE: CITY CLERK

Div.	Office of Record	Classification	Records Description	Retention / Disposition							Comments / Reference
				Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
Campaign Statements	City Clerk	030-019	Elections - Campaign Reports (FPPC 400 Series Forms): SUCCESSFUL CANDIDATES	2 years	P	P		Mfr, OD, Ppr	S	After 2 years	Paper must be retained for at least 2 years; CCP\$583.320(a)(3); GC \$81009(b)(g)
City Clerk	City Attorney	030-020	Lawsuits, Litigation, Pending Litigation	Close + 5 years		Close + 5 years	Yes: Before Close	Mag, Mfr, OD, Ppr	S	Yes: After Settled	Copies (City Attorney is OFR); GC \$34090.7
City Clerk	City Clerk	030-021	History of Mayors, City Council and City Managers	2 years	P	P		Mag, Ppr			Historical Value; GC \$34090
City Clerk	City Clerk	030-022	City Logo, City Seal, City Flag	P		P		Mag, Ppr			Brown Act challenges must be filed within 30 or 90 days of action; GC §§34090, 54960.1(c)(1)
City Clerk	City Clerk	030-023	Council Redistricting	20 years	P	P		Mag, Mfr, OD, Ppr	S	No	Historic and Administrative Value; GC \$34090
City Clerk	City Clerk	030-024	Council Policies & Procedures	2 years	P	P		Mag, Mfr, OD, Ppr	S	No	Historic and Administrative Value; GC \$34090
City Clerk	City Clerk	030-025	Deeds: Property owned by City (property acquisition files, including orders of condemnations)	2 years	P	P	Yes (all)	Mag, Mfr, OD, Ppr	S	No	GC \$34090
City Clerk	City Clerk	030-026	Historical Records	P		P		Mag, Mfr, OD, Ppr	S	No	City Clerk Determines Historical Significance; GC \$34090

RECORDS RETENTION SCHEDULE: CITY CLERK

Div.	Office of Record	Classification	Records Description	Retention / Disposition						Comments / Reference	
				Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
City Clerk	City Clerk	030-027	Oaths of Office - City Council, Board and Commission Members (Human Resources maintains other employees)	Separation + 6 years		Separation + 6 years		Mag, Mfr, OD, Ppr	S	Yes: When Inactive	Statute of Limitations: Public official misconduct is discovery of offense + 4 years, retirement benefits is 6 years from last action; statewide guidelines propose Termination + 6 years; GC §§36507, 34090; PC §§801.5, 803(c); 29 USC 1113
City Clerk	City Clerk	030-028	Organizations (e.g. League of California Cities, CCAC, IIMC)	When No Longer Required		When No Longer Required		Mag, Ppr			Correspondence & Non-records; GC §§34090, 6252(e)
City Clerk	City Clerk	030-029	Real Estate Records (Deeds, Easements, etc.)	20 years	P	P	Yes	Mag, Mfr, OD, Ppr	S	Yes: After Inactive	GC §34090
City Clerk	City Clerk	030-030	Records Management: Destruction Lists / Retention Schedule	2 years	P	P		Mag, Mfr, OD, Ppr	S	Yes: After Inactive	GC §34090 et. seq.
City Clerk	City Clerk	030-031	Subpoenas, Requests for Public Records, Miscellaneous	2 years		2 years		Mag, Ppr			GC §34090
City Clerk	City Clerk	030-032	Summons and Complaints	2 years		2 years		Mag, Ppr			GC §§34090
Claims	City Clerk	030-033	Claims	Close + 5 years		Close + 5 years	Yes: Before Close	Mag, Mfr, OD, Ppr	S	Yes: After Settled	Department Preference (Copies); GC §34090.7
Conflict of Interest	City Clerk	030-034	Conflict of Interest Code	P		P		Mag, Mfr, OD, Ppr	S	No	GC §34090
Conflict of Interest	City Clerk	030-035	FPPC 700 Series Forms (Statement of Economic Interests): DESIGNATED EMPLOYEES (specified in the City's Conflict of Interest code)	2 years	5 years	7 years		Mag, Mfr, OD, Ppr	S	Yes	City maintains original statements; GC §81009(e)(g)

RECORDS RETENTION SCHEDULE: CITY CLERK

Div.	Office of Record	Classification	Records Description	Retention / Disposition						Comments / Reference	
				Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
Conflict of Interest	City Clerk	030-036	FPPC 700 Series Forms (Statement of Economic Interests): PUBLIC OFFICIALS (elected & not elected. Includes City Council Members, Planning Commission Members, City Manager, City Treasurer & City Attorney)	2 years	2 years	4 years		Mfr, OD, Ppr	S	After 2 years	City maintains copies only; original statements are filed with FPPC; GC §81009(f)(g)
Election / Petitions	City Clerk	030-037	Elections - Petitions (Initiative, Recall or Referendum)	8 mo.		8 mo.		Ppr			Not accessible to the public; The 8 month retention applies after election results, or final examination if no election. Applies unless a legal/FPPC proceeding. EC §§17200, 17400
Election / Petitions	City Clerk	030-038	Petition Administration Records	2 years		2 years		Mag, Ppr			GC §34090
Elections / Consolidated	City Clerk	030-039	Elections - Candidate Statements (to be printed in the sample ballot)	Duration of Office + 4 years		Duration of Office + 4 years		Ppr			Department Preference; No specific legal requirement; Statewide guidelines propose 4 years; recommend term + 4 years for administrative value; GC § 34090
Elections / Consolidated	City Clerk	030-040	Elections - Certificates of Election	8 years	P	P		Ppr	S	Yes: After Inactive	Department Preference; No specific legal requirement; Statewide guidelines propose 4 years; GC § 34090
Elections / Consolidated	City Clerk	030-041	Elections - Code of Fair Campaign Practices Pledge	30 days		30 days		Ppr			EC §20442

RECORDS RETENTION SCHEDULE: CITY CLERK

Div.	Office of Record	Classification	Records Description	Retention / Disposition						Comments / Reference	
				Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
Elections / Consolidated	City Clerk	030-042	Elections - GENERAL, WORKING or ADMINISTRATION Files (Correspondence, Notices, Postings, Precinct Workers, County Election Services, etc.)	2 years		2 years		Mag, Ppr			Used for a model for the next election, GC §34090
Elections / Consolidated	City Clerk	030-043	Elections - HISTORICAL File (Sample ballot, all Resolutions (calling the election, canvass, etc.), election summary)	8 years	P	P		Mag, Mfr, OD, Ppr	S	No	Retained for Historical Value, GC §34090
Elections / Consolidated	City Clerk	030-044	Elections - Nomination Papers: SUCCESSFUL CANDIDATES	Duration of Office + 4 years		Duration of Office + 4 years		Mag, Mfr, OD, Ppr			Department Preference; Statewide guidelines proposes 4 years for successful candidates, 2 years for unsuccessful; CA law states term of office and 4 years after the expiration of term and does not delineate between the two; EC §17100
Elections / Consolidated	City Clerk	030-045	Elections - Nomination Papers: UNSUCCESSFUL CANDIDATES	Election + 4 years		Election + 4 years		Mag, Mfr, OD, Ppr			Statewide guidelines proposes 4 years for successful candidates, 2 years for unsuccessful; CA law states term of office and 4 years after the expiration of term and does not delineate between the two; EC §17100
Elections / Stand Alone	City Clerk	030-046	Elections - Absentee Applications, Roster of Absentee Applications		6 mo.	6 mo.		Ppr			EC §17505
Elections / Stand Alone	City Clerk	030-047	Elections - Absentee Identification Envelopes		6 mo.	6 mo.		Ppr			EC §17302
Elections / Stand Alone	City Clerk	030-048	Elections - Ballots - After Election		6 mo.	6 mo.		Ppr			EC §17302
Elections / Stand Alone	City Clerk	030-049	Elections - Ballots - After Recount		6 mo.	6 mo.		Ppr			EC §17306

RECORDS RETENTION SCHEDULE: CITY CLERK

Div.	Office of Record	Classification	Records Description	Retention / Disposition							Comments / Reference
				Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
Elections / Stand Alone	City Clerk	030-050	Elections - Assessment District Ballots - Prop. 218 proceedings		6 mo.	6 mo.		Ppr			Consistent with retention for Election Ballots; Statewide guidelines propose permanent; EC §§ 17302, 17306; CA Constitution Art. XIII
Elections / Stand Alone	City Clerk	030-051	Elections - Challenged & Assisted Voters List		6 mo.	6 mo.		Ppr			If uncontested, EC §17304
Elections / Stand Alone	City Clerk	030-052	Elections - Inspector Receipts for Ballots		6 mo.	6 mo.		Ppr			EC 17302, 17306
Elections / Stand Alone	City Clerk	030-053	Elections - Precinct Maps	2 years		2 years		Mag, Ppr			No specific legal requirement; Statewide guidelines propose 2 years; County Clerk sends to Secretary of State; EC §17501, GC §34090
Elections / Stand Alone	City Clerk	030-054	Elections - Precinct Officer Appointments		6 mo.	6 mo.		Ppr			EC §17503
Elections / Stand Alone	City Clerk	030-055	Elections - Roster of Voters		5 years	5 years		Mag, Mfr, OD, Ppr			EC §17300
Elections / Stand Alone	City Clerk	030-056	Elections - Tally Sheets		6 mo.	6 mo.		Ppr			EC §17304
Elections / Stand Alone	City Clerk	030-057	Elections - Voter Index Copies used as the Voting Record at Polling Places		6 mo.	6 mo.		Ppr			EC §17304
Elections / Stand Alone	City Clerk	030-058	Elections - Voter Index Original		5 years	5 years		Ppr			EC §17001
Operations	City Clerk	030-059	Affidavits of Postings	2 years		2 years		Mag, Ppr			Brown Act challenges must be filed within 30 or 90 days of action; GC §§34090, 54960.1(c)(1)

RECORDS RETENTION SCHEDULE: CITY CLERK

Div.	Office of Record	Classification	Records Description	Retention / Disposition						Comments / Reference	
				Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
Operations	City Clerk	030-060	Agenda Packets after Breakout - Council, Redevelopment Agency, Housing Authority, Economic Development Commission, Sacramento City Financing Authority	10 years		10 years	Yes: Before Meeting Date	Mag, Ppr			Department Preference to cover all statute of limitations; Agenda Synopsis, Agreements, Annexations, Assessment Districts, Bids, Contracts, Engineer Reports, Minutes, Ordinances, Real Property Records, Resolutions, and Special Districts are removed and processed separately; CCP §§337.1(a), 337.15, 343; GC §34090
Operations	City Clerk	030-061	Agenda Synopsis	20 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After Inactive	Department Preference; GC §34090
Operations	City Clerk	030-062	Closed Session Reports	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	No	GC §34090
Operations	City Clerk	030-063	Easements	2 years	P	P	Yes (all)	Mag, Mfr, OD, Ppr	S	No	GC §34090
Operations	City Clerk	030-064	Engineers Reports	20 years	P	P	Yes	Mag, Mfr, OD, Ppr	S	Yes: After Inactive	GC §34090
Operations	City Clerk	030-065	Minutes: Council, Redevelopment Agency, Housing Authority, Economic Development Commission, Sacramento City Financing Authority (includes closed session minutes)	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	No	GC §34090
Operations	City Clerk	030-066	Municipal Code Administration, Distribution, etc.	2 years		2 years		Mag, Ppr			GC § 34090

RECORDS RETENTION SCHEDULE: CITY CLERK

Div.	Office of Record	Classification	Records Description	Retention / Disposition							Comments / Reference
				Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
Operations	City Clerk	030-067	Municipal Code and History File (always retain 1 supplement)	P		P		Mag, Mfr, OD, Ppr	S	No	GC §34090
Operations	City Clerk	030-068	Ordinances	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	No	GC §34090 et. seq.
Operations	City Clerk	030-069	Petitions (submitted to Council on any subject; includes comments from the public and other agencies. Also see Elections for Initiative, Recall or Referendum)	1 year		1 year		Ppr			Law requires 1 year for petitions; GC §50115
Operations	City Clerk	030-070	Proof of publication, correspondence, protests (all subjects)	2 years		2 years		Mag, Mfr, OD, Ppr			The original is maintained with the subject file; Statute of Limitations for mailings for annexations, special districts, bonds is 60 days; Municipal Government actions is 3 - 6 months; CCP §§337 et seq, 349.4; GC §34090
Operations	City Clerk	030-071	Public Hearing Mailing Lists	2 years		2 years		Mag, Ppr			GC §34090
Operations	City Clerk	030-072	Recordings (Audio) of Council meetings	6 months		6 months		Tape (Mag)			Department Preference; legally required for 30 days (or adoption of the minutes); GC §54953.5(b)
Operations	City Clerk	030-073	Recordings (Video Streaming) of Council meetings	2 years		2 years		Tape (Mag)			GC §34090.7
Operations	City Clerk	030-074	Resolutions: Council, Redevelopment Agency, Housing Authority, Economic Development Commission, Sacramento City Financing Authority	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	No	GC §34090 et. seq.

RECORDS RETENTION SCHEDULE: CITY CLERK

Div.	Office of Record	Classification	Records Description	Retention / Disposition						Comments / Reference	
				Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
Operations	City Clerk	030-075	Special Districts	Termination of District	P	P	Yes: Before Termination	Mag, Mfr, OD, Ppr	S	Yes: 1 year	Department Preference; GC §34090
Operations	City Clerk	030-076	Verbatim Transcripts	2 years		2 years		Mag, Ppr			GC §34090