

RESOLUTION NO. 2019-119

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ELK GROVE
ESTABLISHING A REVISED POLICY FOR THE RETENTION OF RECORDS
MAINTAINED BY THE DEVELOPMENT SERVICES AND PUBLIC WORKS
DEPARTMENTS**

WHEREAS, the Development Services Director and Public Works Director, or their designees, are charged with the custody and safekeeping of records related to review and planning of private development, affordable housing, public works and capital improvement projects, contract management, building construction, and code enforcement investigations by the City; and

WHEREAS, the responsible maintenance of the City's records includes the adoption of a policy for the retention and disposition of these records; and

WHEREAS, California Government Code Section 34090.5 allows for electronic retention of records if that retention is performed in compliance with California Government Code Sections 12168.7 and 34090.5; and

WHEREAS, California Government Code Section 34090 requires the legislative body to approve any policy for the disposition of records that are no longer required.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Elk Grove hereby:

- 1) Adopts the revised Records Retention Schedule for records maintained by the City's Development Services and Public Works Departments, attached hereto and incorporated herein as Exhibit A "Record Retention Schedule"; and
- 2) Authorizes the department head responsible for the records identified in the schedule to employ technological methods to provide for the storage and recovery of records as provided by statute and as specified in the Record Retention Schedule; and

BE IT FURTHER RESOLVED by the City Council of the City of Elk Grove that this resolution supersedes all prior resolutions, or portions thereof, containing any record retention schedule for the Development Services and/or Public Works Departments.

PASSED AND ADOPTED by the City Council of the City of Elk Grove this 26th day of June 2019.




PATRICK HUME, VICE MAYOR of the
CITY OF ELK GROVE

ATTEST:



JASON LINDGREN, CITY CLERK

APPROVED AS TO FORM:



JONATHAN P. HOBBS,
CITY ATTORNEY

EXHIBIT A
RECORD RETENTION POLICY
DEVELOPMENT SERVICES DEPARTMENT
PUBLIC WORKS DEPARTMENT

DEVELOPMENT SERVICES - BUILDING

RECORD TITLE/SUBTITLE AND DESCRIPTION	HARD COPY RETENTION	ELECTRONIC RETENTION*	STATUTORY REFERENCE
Alternate Materials or Methods of Construction and/or Design		Finalized + 3 years	GC 12168.7; GC 34090; Title 2 C.C.R. Section 22620.2 and 22620.7
Application for Certificate of Occupancy		Finalized + 3 years	GC 12168.7; GC 34090; Title 2 C.C.R. Section 22620.2 and 22620.7
Application for Unreasonable Hardship Exception to Disabled Access	N/A	Finalized + 3 years	GC 12168.7; GC 34090; Title 2 C.C.R. Section 22620.2 and 22620.7; Title 24 C.C.R. Section 104.7
Application/Permit Extension Request Form	N/A	Finalized + 3 years	GC 12168.7; GC 34090; Title 2 C.C.R. Section 22620.2 and 22620.7; Title 24 C.C.R. Section 104.7
Authorization of Agent to Act on Property Owner's Behalf		Finalized + 4 years	GC 12168.7; GC 34090; CCP 337; Title 2 C.C.R. Section 22620.2 and 22620.7
Building Department Final Review/Approval Letter		Finalized + 3 years	GC 12168.7; GC 34090; Title 2 C.C.R. Section 22620.2 and 22620.7; Title 24 C.C.R. Section 104.7
Building Permit Application Form		Finalized + 3 years	GC 12168.7; GC 34090; Title 2 C.C.R. Section 22620.2 and 22620.7; Title 24 C.C.R. Section 104.7
Building Permit/Job Card		Permanent	GC 12168.7; GC 34090; Title 2 C.C.R. Section 22620.2 and 22620.7; Title 24 C.C.R. Section 104.7
C&D EG Waste Management Plan Application		Finalized + 3 years	GC 12168.7; GC 34090; Title 2 C.C.R. Section 22620.2 and 22620.7; Title 24 C.C.R. Section 104.7
Certificate of Occupancy		Permanent	GC 12168.7; GC 34090; Title 2 C.C.R. Section 22620.2 and 22620.7
City Courtesy/Expiration Letter(s) sent		Finalized + 3 years	GC 12168.7; GC 34090; Title 2 C.C.R. Section 22620.2 and 22620.7
City of Elk Grove Voucher Documentation		Finalized + 3 years	GC 12168.7; GC 34090; Title 2 C.C.R. Section 22620.2 and 22620.7
City Owner Notification Letter		Finalized + 3 years	GC 12168.7; GC 34090; Title 2 C.C.R. Section 22620.2 and 22620.7
City Payment Receipt(s)		Finalized + 3 years	GC 12168.7; GC 34090; Title 2 C.C.R. Section 22620.2 and 22620.7
Closure = The Permit Finalized Date or Certificate of Occupancy Issued		Finalized + 3 years	GC 12168.7; GC 34090; Title 2 C.C.R. Section 22620.2 and 22620.7; Title 24 C.C.R. Section 104.7
Commercial Fee Quote Worksheet		Finalized + 3 years	GC 12168.7; GC 34090; Title 2 C.C.R. Section 22620.2 and 22620.7; Title 24 C.C.R. Section 104.7
Construction Plans (Residential/Commercial/Structural/Architectural/MEP, etc.)		Permanent	GC 12168.7; Title 2 C.C.R. Section 22620.2 and 22620.7; H&S 19850; Title 24 C.C.R. 1.8.4.3.1; CCP 337, 337.1, 337.15
Construction Specifications		Permanent	GC 12168.7; GC 34090; CCP 337, 337.1, 337.15; Title 2 C.C.R. Section 22620.2 and 22620.7
Construction/Structural Calculations		Permanent	GC 12168.7; GC 34090; CCP 337, 337.1, 337.15; Title 2 C.C.R. Section 22620.2 and 22620.7
Developer/Credit Documentation		Finalized + 3	GC 12168.7; GC 34090; Title 2 C.C.R. Section 22620.2 and 22620.7
Energy Acknowledgement Forms		Finalized + 3 years	GC 12168.7; GC 34090; Title 2 C.C.R. Section 22620.2 and 22620.7
Energy Compliance Reports		Finalized + 3 years	GC 12168.7; GC 34090; Title 2 C.C.R. Section 22620.2 and 22620.7
Fee Estimate/Summary Document(s)		Finalized + 3 years	GC 12168.7; GC 34090; Title 2 C.C.R. Section 22620.2 and 22620.7; Title 24 C.C.R. Section 104.7
Geotechnical Reports		Finalized + 3 years	GC 12168.7; GC 34090; Title 2 C.C.R. Section 22620.2 and 22620.7
Hazardous Materials Survey		Finalized + 3 years	GC 12168.7; GC 34090; Title 2 C.C.R. Section 22620.2 and 22620.7
Home Owners Association Approval Documentation		Finalized + 3 years	GC 12168.7; GC 34090; Title 2 C.C.R. Section 22620.2 and 22620.7
In-Progress Roofing Agreement		Finalized + 3 years	GC 12168.7; GC 34090; Title 2 C.C.R. Section 22620.2 and 22620.7
Manufactured Homes - HCD 433A		Finalized + 3 years	GC 12168.7; GC 34090; Title 2 C.C.R. Section 22620.2 and 22620.7
Master Batch Application		Finalized + 3 years	GC 12168.7; GC 34090; Title 2 C.C.R. Section 22620.2 and 22620.7
Memorandum of Understanding Concurrent Plan Review Request		Current + 4	GC 12168.7; GC 34090; CCP 337; Title 2 C.C.R. Section 22620.2 and 22620.7
Non-Occupied Utility Request		Finalized + 3 years	GC 12168.7; GC 34090; CCP 337; Title 2 C.C.R. Section 22620.2 and 22620.7
Notice to Applicants Tenant Improvement Projects - Signed Document		Finalized + 3 years	GC 12168.7; GC 34090; Title 2 C.C.R. Section 22620.2 and 22620.7
Notice to Property Owner Form		Finalized + 3 years	GC 12168.7; GC 34090; Title 2 C.C.R. Section 22620.2 and 22620.7
Outside Agency Fee Quotes		Finalized + 3 years	GC 12168.7; GC 34090; Title 2 C.C.R. Section 22620.2 and 22620.7
Outside Agency Receipts		Finalized + 3 years	GC 12168.7; GC 34090; Title 2 C.C.R. Section 22620.2 and 22620.7
Outside Agency Release Documentation		Current + 4	GC 12168.7; GC 34090; CCP 337; Title 2 C.C.R. Section 22620.2 and 22620.7
Permit Release Requirements Document-Applicant signed		Current + 4	GC 12168.7; GC 34090; CCP 337; Title 2 C.C.R. Section 22620.2 and 22620.7
Permit Release Requirements Document-Staff signed		Current + 4	GC 12168.7; GC 34090; CCP 337; Title 2 C.C.R. Section 22620.2 and 22620.7
Request for Medium Pressure Gas Service		Finalized + 3 years	GC 12168.7; GC 34090; Title 2 C.C.R. Section 22620.2 and 22620.7
Request to Cancel Permit/Refund of Permit Fee		Finalized + 3 years	GC 12168.7; GC 34090; Title 2 C.C.R. Section 22620.2 and 22620.7; Title 24 C.C.R. Section 104.7
Revision/Deferral Form		Finalized + 3 years	GC 12168.7; GC 34090; Title 2 C.C.R. Section 22620.2 and 22620.7
Signed Approved Plan Reviewer Router from all Depts.		Finalized + 3 years	GC 12168.7; GC 34090; Title 2 C.C.R. Section 22620.2 and 22620.7
Smoke Alarm & Carbon Monoxide Certification Form		Finalized + 3 years	GC 12168.7; GC 34090; Title 2 C.C.R. Section 22620.2 and 22620.7
Special Inspection and Testing Agreement		Current + 4	GC 12168.7; GC 34090; CCP 337; Title 2 C.C.R. Section 22620.2 and 22620.7
Specific Letters of Intent/Compliance from Applicant		Current + 4	GC 12168.7; GC 34090; CCP 337; Title 2 C.C.R. Section 22620.2 and 22620.7
Truss Calculations		Permanent	GC 12168.7; GC 34090; CCP 337, 337.1, 337.15; Title 2 C.C.R. Section 22620.2 and 22620.7
Truss Review Letter Signed by the engineer of record		Finalized + 3 years	GC 12168.7; GC 34090; Title 2 C.C.R. Section 22620.2 and 22620.7
Street Names & House Numbers		Permanent	GC 12168.7; GC 34090; Title 2 C.C.R. Section 22620.2 and 22620.7

DEVELOPMENT SERVICES - CODE ENFORCEMENT

RECORD TITLE/SUBTITLE AND DESCRIPTION	HARD COPY RETENTION	ELECTRONIC RETENTION*	STATUTORY REFERENCE
Notice and Orders	Closed--5	May also keep-EC Closure + 5 years	GC 12168.7; GC 34090; Title 2 C.C.R. Section 22620.2 and 22620.7; Title 24 C.C.R. Section 104.7
Administrative Citations		Closure + 5 years	GC 34090
Notice to Abate Forms		Closure + 5 years	GC 34090; Title 24 C.C.R. Section 104.7
Case Notes - investigatory notes		Closure + 5 years	GC 34090
Case cover sheets		Closure + 5 years	GC 34090
Administrative Warrants		May also keep-EC Closure + 5 years	GC 12168.7; GC 34090; Title 2 C.C.R. Section 22620.2 and 22620.7; Title 24 C.C.R. Section 104.7
Warrant Posting Notices	Closed--5	Closure + 5 years	GC 34090; Title 24 C.C.R. Section 104.7
Correspondence		Closure + 5 years	GC 34090
Certificates of Nuisance Copies	Closed--5	May also keep-EC Closure + 5 years	GC 12168.7; GC 34090; Title 2 C.C.R. Section 22620.2 and 22620.7; Title 24 C.C.R. Section 104.7
Certificates of Abatement Copies	Closed--5	May also keep-EC Closure + 5 years	GC 12168.7; GC 34090; Title 2 C.C.R. Section 22620.2 and 22620.7; Title 24 C.C.R. Section 104.7
Courtesy Notices		Closure + 5 years	GC 34090; Title 24 C.C.R. Section 104.7
Rental Property Registration forms		Closure + 5 years	GC 34090
Rental Property De-Registration forms		Closure + 5 years	GC 34090
Vacant Property Registration forms		Closure + 5 years	GC 34090
Vacant Property De-Registration forms		Closure + 5 years	GC 34090
Code Enforcement Action Check-List		Closure + 5 years	GC 34090
Parcel Information/Map	Closed--5	May also keep-EC Closure + 5 years	GC 12168.7; GC 34090; Title 2 C.C.R. Section 22620.2 and 22620.7; Title 24 C.C.R.
Certified Mail Receipt		Closure + 5 years	GC 34090
Vehicle Abatement Final Notices	Closed--5	May also keep-EC Closure + 5 years	GC 12168.7; GC 34090; Title 2 C.C.R. Section 22620.2 and 22620.7; Title 24 C.C.R. Section 104.7

DEVELOPMENT SERVICES - ENGINEERING

RECORD TITLE/SUBTITLE AND DESCRIPTION	HARD COPY RETENTION	ELECTRONIC RETENTION*	STATUTORY REFERENCE
Benchmark Data	NA	Current Year + 2 years	GC34090d
Construction Inspection Logs and Reports	NA	Current Year + 2 years	GC34090
Engineering Studies and Reports	NA	Current Year + 10 years	GC34090
Drainage Studies of Publicly-maintained facilities	NA	Permanent	GC34090
Final Map Monument Ties	NA	Permanent	GC 34090
Improvement Standards and Construction	NA	Current Year + 2 years	GC34090a
Project Correspondence (letters, memo, emails,	NA	Current Year + 2 years	GC34090d
Project Files	NA	Permanent	GC34090
Record Drawings (Civil/Landscape Plans)	NA	Current Year + 2 years	GC34090; CCP 337
Reimbursement Request Binders (Roadway Fee	NA	Permanent	GC34090d; CCP 337
Project specifications, geotechnical reports	NA	Permanent	GC34090d; CCP 337
Street/Alley (Abandonment/Vacation)	NA	Permanent	GC34090d; CCP 337

Notes: 1. Hard copies must be retained until an appropriate electronic record is made, or until the retention period has been satisfied. After either of these conditions have been satisfied, hard copy records may be destroyed.
 2. The following documents are included in the City Clerk's retention policy and are therefore not retained by the Development Services and/or Public Works Departments:
 • Final Maps (City Clerk's Office retains adopted Resolution with maps attached, in addition, final maps are filed with the Sacramento County Recorder's Office)
 • Grant Deeds, Dedications, Plats and Legal Descriptions
 • Stormwater Treatment Agreements
 • Subdivision/Public Improvement Agreements, including security

3. If any item is not listed in this retention policy and is not listed in the items retained by the City Clerk's Office, consultation with the Development Services Director is required prior to record destruction.

DEVELOPMENT SERVICES - HOUSING AND PUBLIC SERVICES

RECORD TITLE/SUBTITLE AND DESCRIPTION	HARD COPY RETENTION	ELECTRONIC RETENTION*	STATUTORY REFERENCE
CDBG/NSP Project Files			
Consolidated Plan/Action Plan/CAPER		Grant closeout + 4 years	24 CFR 570.502
Applications		Grant closeout + 4 years	24 CFR 570.502
Environmental Reviews		Grant closeout + 4 years	24 CFR 570.502
Subrecipient Agreements	Grant closeout + 4 years	May also keep EC	24 CFR 570.502
Regulatory Agreements/Loan Documents	Loan payoff/forgiveness + 5 years	May also keep EC	24 CFR 570.502
Invoices		Grant closeout + 4 years	24 CFR 570.502
Reports		Grant closeout + 4 years	24 CFR 570.502
Correspondence		Grant closeout + 4 years	24 CFR 570.502
Loans (AHF, HOME, CalHome, CDBG/NSP)			
Applications	Date of loan + 5 years	Life of loan	GC 34090
Underwriting	Date of loan + 5 years	Life of loan	GC 34090
Environmental Reviews		Loan payoff + 5 years	GC 34090
Property Restriction Documents (IRA, Regulatory Agreement,	End of restriction + 5 years	May also keep EC	GC 34090
Loan Documents (Loan Agreement, Note, DOT, etc.)	Loan payoff/forgiveness + 5 years	May also keep EC	GC 34090
Payment Information		Loan payoff + 5 years	GC 34090
Reporting		Loan payoff + 5 years	GC 34090
Other Grants			
Applications		Grant closeout + 5 years	GC 34090
Grant Agreements		Grant closeout + 4 years	GC 34090
Invoices		Grant closeout + 5 years	GC 34090

Reports		Grant closeout + 5 years	GC 34090
Correspondence		Grant closeout + 5 years	GC 34090

DEVELOPMENT SERVICES - PLANNING

RECORD TITLE/SUBTITLE AND DESCRIPTION	HARD COPY RETENTION	ELECTRONIC RETENTION*	STATUTORY REFERENCE
Correspondence Unrelated to Specific Projects Entitlement Project Files		Current + 2 years	GC34090d
Application Form		Current + 4 years	GC 34090; CCP 337
Project Description		Permanent	GC 34090
All Project Exhibits		Permanent	GC 34090
All Project Correspondence		Permanent	GC 34090
Project Analysis Documents		Permanent	GC 34090
CEQA Compliance Documentation		Permanent	GC 34090 + CEQA Guidelines
Notice of Exemption		Permanent	CEQA 15062 (c)(2)
Notice of Intent		Permanent	CEQA 21152
Public Review Version of Technical Studies		Permanent	CEQA 15095
Public Review Version of Environmental		Permanent	CEQA 15095
Public Review Version of Final Environmental		Permanent	CEQA 15095
All Public Comment		Permanent	CEQA 15208
Notice of Determination		Permanent	CEQA 15094
Payment Receipt from County Clerk Recorder		Current + 2 years	GC 34090
Final PC Staff Reports		Permanent	GC 34090
Approved Conditions of Approval	Permanent	Permanent	GC 34090
Zoning Administrator Records			
Approved Agendas		Permanent	GC 34090
Approved Minutes		Permanent	GC 34090
Materials related to Agenda Items		Permanent	GC 34090
Correspondence produced by ZA		Current + 2 years	GC 34090
Planning Commission Records			
Approved Agendas		Permanent	GC 34090
Approved Minutes		Permanent	GC 34090
Planning Commission Packets		Current + 2 years	GC 34090
Historic Preservation Committee Records			
Approved Minutes		Permanent	GC 34090
Approved Agendas		Permanent	GC 34090
Materials related to Agenda Items		Current + 2 years	GC 34090
Correspondence produced by HPC		Current + 2 years	GC 34090
Trail's Committee Records			
Approved Agendas		Permanent	GC 34090
Approved Minutes		Permanent	GC 34090
Materials related to Agenda Items		Current + 2 years	GC 34090
Correspondence produced by TC		Current + 2 years	GC 34090
Land Uses, non conforming		Permanent	GC 34090
General Plan and Elements		Permanent	GC34090a
Adopted Specific Plans		Permanent	GC 34090
Adopted Special Planning Area documents		Permanent	GC34090 + CEQA Guidelines
City-Initiated Planning Projects			
Written records of project initiation		Permanent	GC 34090
Related Correspondence		Current + 2 years	GC 34090
Exhibits		Permanent	GC 34090
Documents produced as part of a		Current + 2 years	GC 34090
Historic Preservation Inventory		Permanent	GC34090d

PUBLIC WORKS - GENERAL

RECORD TITLE/SUBTITLE AND DESCRIPTION	HARD COPY RETENTION	ELECTRONIC RETENTION*	STATUTORY REFERENCE
Benchmark Data	NA	Current Year +2 years	GC34090d
Contractor	NA	Closed +2 years	GC34090d
Correspondence	NA	Current Year +2 years	GC34090d
Drawings, Project Plan	NA	Current + 2 years	GC 34090d, 65864
Franchises	NA	Permanent	GC65864,65869,5,34090*
General Subject Files	NA	Current Year +2 years	GC34090d
Grant Documents	NA	Closed + 5 years	24 CFR 570.502(a)(7); 2 CFR 200.333
Incident Files	NA	2 years	GC34090d
Logs	NA	Current Year + 5 years	GC 34090d
Maps & Plats	NA	Permanent	GC34090a
Permits, Other	NA	Closed +2 years	GC34090d; Title 24 C.C.R. Section 104.7
Photographs	NA	Supersede +2 years	GC34090d
Projects, Not completed or denied	NA	Closed +2 years	GC34090d
Reports	NA	Current Year +2 years	GC34090
Studies, Special Projects & Areas	NA	Closed +2 years	GC34090d
Drainage studies for non-publicly maintained	NA	Permanent	GC34090d
Surveys	NA	Permanent	GC34090a
Disposition Agreements	NA	Closed + 10 years	GC34090b; GC6254
Appraisals	NA	Closed + 2 years	GC34090; GC6254(h)
Relocation Files	NA	Closed + 2 years	GC34090

PUBLIC WORKS - ENGINEERING

As-Built drawings, project specifications.	NA	Permanent	GC34090
Design Exceptions	NA	Permanent	GC34090
Capital Improvement Projects (Design)	NA	Closed+10	CCP337.15; CCP 337.15
Capital Improvement Projects (Non-Design)	NA	Closed+4	GC34090; CCP 337
Development Construction Insp. Reports	NA	Closed+10	CCP337.15
Drawings, Traffic Control Plan	NA	Closed+2	GC34090a
Special Districts	NA	Permanent	GC34090a
Traffic Data	NA	Closed+2	GC34090d
Traffic Signals	NA	Closed+2	GC34090d

PUBLIC WORKS - MUNICIPAL FACILITY

Encroachment Dailies	NA	Closed+7	GC34090
Facility Rentals/Use	NA	Closed+4	GC34090; CCP 337
Maintenance & Operations	NA	Closed+2	GC34090d
Work Orders or Job Cards	NA	Closed+7	GC34090d

Notes:

1. "Closed" means the year that the specific record (or project when the record is part of a project) was completed and no longer requires action by the City or another Party.
2. Hard copies must be retained until an appropriate electronic record is made, or until the retention period has been satisfied. After either of these conditions have been satisfied, hard copy records may be destroyed.
3. The following documents are included in the City Clerk's retention policy and are therefore not retained by the Development Services and/or Public Works Departments:
 - Bids and Proposals (Unsuccessful)
4. If any item not listed in this retention policy and is not listed in the items retained by the City Clerk's Office, consultation with the Public Works Director is required prior to record destruction.

CERTIFICATION
ELK GROVE CITY COUNCIL RESOLUTION NO. 2019-119

STATE OF CALIFORNIA)
COUNTY OF SACRAMENTO) ss
CITY OF ELK GROVE)

I, Jason Lindgren, City Clerk of the City of Elk Grove, California, do hereby certify that the foregoing resolution was duly introduced, approved, and adopted by the City Council of the City of Elk Grove at a regular meeting of said Council held on June 26, 2019 by the following vote:

AYES: COUNCILMEMBERS: Hume, Detrick, Nguyen, Suen

NOES: COUNCILMEMBERS: None

ABSTAIN: COUNCILMEMBERS: None

ABSENT: COUNCILMEMBERS: Ly



Jason Lindgren, City Clerk
City of Elk Grove, California