

RESOLUTION NO. 2015-217

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ELK GROVE
RESCINDING RESOLUTION NO. 2013-172, UPDATING THE RETENTION
SCHEDULE FOR THE DEPARTMENT OF PUBLIC WORKS, AND AUTHORIZING
THE DESTRUCTION OF CERTAIN RECORDS RETAINED BY THE PUBLIC WORKS
DEPARTMENT**

WHEREAS, on September 11, 2013, the City Council approved Resolution No. 2013-172 establishing a policy for the retention of records maintained by the Public Works Department ("Public Works Retention Schedule"); and

WHEREAS, an update is needed to correct an error identified in certain citations referenced in the Public Works Retention Schedule; and

WHEREAS, Resolution No. 2013-172 should be rescinded and replaced with the updated Public Works Retention Schedule attached hereto as Exhibit B; and

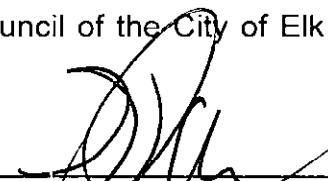
WHEREAS, staff has worked diligently to identify various Public Works records permissible for destruction; and

WHEREAS, the Public Works Director and City Attorney have filed written consent to the destruction of the records indicated on Exhibit A attached hereto.


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

- 1) Resolution No. 2013-172 is hereby rescinded and replaced with this Resolution approving the updated Public Works Retention Schedule attached hereto as Exhibit B
- 2) The records heretofore identified are no longer required; and
- 3) The Public Works Director and City Attorney have given written consent to the destruction of the records inventoried on Exhibit A and the destruction of those records is hereby authorized.

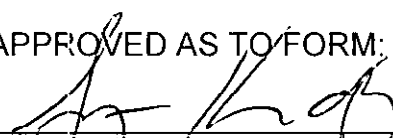
PASSED AND ADOPTED by the City Council of the City of Elk Grove this 28th day of October 2015.



GARY DAVIS, MAYOR of the
CITY OF ELK GROVE

ATTEST:


JASON LINDGREN, CITY CLERK

APPROVED AS TO FORM:


SUZANNE E. KENNEDY,
ACTING CITY ATTORNEY

EXHIBIT A

**RECORDS IDENTIFIED FOR DESTRUCTION
CITY OF ELK GROVE, PUBLIC WORKS DEPARTMENT**

The following list of records is requested to be destroyed pursuant to City of Elk Grove Resolution No. 2013-172.

Items Proposed for Destruction	Year(s)	Policy Retention Period	Citation
Capital Improvement Projects	Projects Closed October 28, 2005 and earlier	CL+10 (Closed/complete + 10 years)	CCP337.15
Encroachment Permits	Permits closed October 28, 2013 and earlier	CL+2 (Closed/completed + 2 years)	GC34090d
Street Use Permits	Permits closed October 28, 2013 and earlier	CL+2 (Closed/completed + 2 years)	GC34090d

I certify that I have reviewed the above records and authorize their destruction:

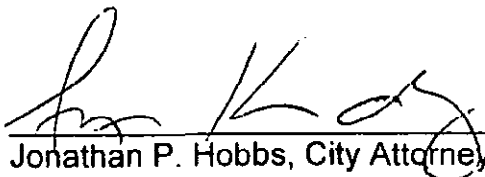


Richard W. Shepard, Public Works Director

10/19/15

Date

APPROVED FOR DESTRUCTION:


For Jonathan P. Hobbs, City Attorney

10-20-15

Date

EXHIBIT B

**PUBLIC WORKS
RECORD RETENTION SCHEDULE**

Record Series	Retention	Citation	Description
Benchmark Data	CU + 2	GC34090d	Horizontal, vertical & control
Bids & Proposals (Unsuccessful)	CL + 2	GC34090d	
Subdivision Security	CL + 2	GC34090	Documentation created and or received in connection with the performance of work/services for the city, or for parcel maps and subdivision work
Contractor	CU + 2	GC34090d	Current listing
Correspondence	CU + 2	GC34090d	Working documentation
Development Standards	P	GC34090a	Improvement Standards, Construction Specifications, Landscape Standards for corridors & medians, parkway landscape development, public works construction
Drawings, Project Plan	CU + 2	GC34090d	Does not include those usually filed with case or project
Franchises	P	GC65864, 65869.5, 34090*	Including subdivision agreements, public improvement agreements, maintenance agreements, contracts for sale or purchase of property, cable, grant of easements and/or involving construction of improvements *CCP 337.2, 343; AC16023
General Subject Files	CU + 2	GC34090d	Internal working files including correspondence
Grant Documents	CL + 4	24CFR 570.502(b) (3); 241CFR 85.42 & OMB Cir. A-110, Attach. C; *	Project files, contracts, proposals, statements, reports, sub-recipient docket, Environmental review, grant documents, applications, inventory, consolidated plan, etc. Includes Section 108 loan guarantee *OMB Cir. A-102 & 128, HUD regulations
Historic Preservation Inventory	2	GC34090d	Historic structures & landmarks
Incident Files	2	GC34090d	Emergency Call Outs
Land Uses, nonconforming	P	GC34090a	Building or site usage which does not conform to current standards
Logs	CU + 5		Logs, registers or similar records listing permits, certificates of occupancy issued; may include inspection, building activity, daily, plan check, utility
Maps & Plats	P	GC34090a	Engineering & field notes and profiles; cross-section of roads, streets, right-of-way, bridges; may include annexations, parks, tracts, block, storm drains, water easements, bench marks, trees, grading, landfill, fire hydrants, base maps, etc.
Permits, Other	CL + 2	GC34090d	Alterations, encroachment, excavations, road, street sidewalks & curb alterations, transportation, swimming pool drainage, temporary uses, etc.
Photographs	S + 2	GC34090d	Aerial photographs
Projects, Not Completed or Denied	CL + 2	GC34090d	Building, engineering, planning

Reports	CU + 2	GC34090	Activity, periodic
Street Names and House Numbers	P	GC34090a	Street dedications, closings, address assignment/changes
Studies, Special Projects & Areas	CL + 2	GC34090d	Engineering, joint powers, noise, transportation
Surveys	P	GC34090a	Recording data and maps
ENGINEERING			
As-Built drawings, project specifications, geotechnical reports	P	GC34090	For all Municipal Facilities, including capital improvement projects, development projects, and maintenance projects.
Design Exceptions	P	GC34090	For all transportation facilities, including capital improvement projects, development projects, and maintenance projects.
Capital Improvement Projects (Design Professionals' Work)	CL + 10	CCP337.15	Supporting documents for design professionals' work, including reports, plans, work orders, schedules, construction records, inspection records, correspondence, etc.
Capital Improvement Projects (Non-Design Professional Work)	CL + 4	GC34090	Documents not related to design professionals employed in the work, including rejected firms proposals, rejected bids, DBE records, public outreach, etc.
Development Construction Inspection Reports	CL+10	CCP337.15	Assesses value of real property
Drawings, Traffic Control Plan	CL+2	GC34090a	Signs, signing & striping, road construction not part of a project (i.e. an event)
Special Districts	P	GC34090a	Supporting documents re: improvement, lighting, underground utility; bonds, taxes & construction
Street/Alley (Abandonment/ Vacation)	CL + 2	GC34090d	Relinquishment of rights and fee title
Traffic Data	CL + 2	GC34090d	Counts, collisions, accidents
Traffic Signals	CL + 2	GC34090d	Counts, collisions, accidents
MUNICIPAL FACILITY			
Encroachment Dailies	CU+7		Hard copy documentation included with encroachment file. (hard copy filed)
Facility Rentals/Use	CU + 2	GC34090	Permits, contracts, diagrams, schedules, insurance binders
Maintenance & Operations	CU + 2	GC34090d	Service requests, invoices, supporting documentation
Work Orders or Job Cards	CU+7	GC34090d	Documentation of completed work, usually containing signatures, diagrams, plans, etc. (hard copy filed)

LEGEND

CL	= Closed/Completion
CU	= Current Year
P	= Permanent
S	= Supersede

Updated 10-28-15

CERTIFICATION
ELK GROVE CITY COUNCIL. RESOLUTION NO. 2015-217

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 October 28, 2015 by the following vote:

AYES : **COUNCILMEMBERS:** *Davis, Hume, Detrick, Ly, Suen*

NOES: **COUNCILMEMBERS:** *None*

ABSTAIN : **COUNCILMEMBERS:** *None*

ABSENT: **COUNCILMEMBERS:** *None*

Jason Lindgren FOR

Jason Lindgren, City Clerk
City of Elk Grove, California

