

RESOLUTION NO. 2016-102

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

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

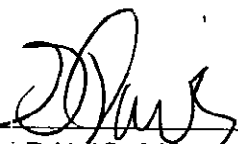
**WHEREAS**, the responsible maintenance of the City's records includes adopting policy for the retention and disposition of records; and

**WHEREAS**, California Government Code Section 34090 requires the legislative body to approve 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) Repeals and replaces all previous resolutions establishing record retention schedules for the Development Services Department and Public Works Department, including but not limited to Resolution Nos. 2012-8, 2013-174, 2013-172, and 2015-217; and
- 2) Adopts the Records Retention Schedule for records maintained by the City's Development Services and Public Works Departments, attached hereto and incorporated herein as Exhibit A, as consented to by the City Attorney in accordance with California Government Code Section 34090 et seq; and
- 3) Authorizes the department head responsible for the records identified in the schedules to employ technological methods to provide the storage and recovery of records as provided by statute and as specified in the attached Exhibits.

**PASSED AND ADOPTED** by the City Council of the City of Elk Grove this 25<sup>th</sup> day of May 2016.

  
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GARY DAVIS, MAYOR of the  
CITY OF ELK GROVE

ATTEST:

APPROVED AS TO FORM:

  
\_\_\_\_\_  
JASON LINDGREN, CITY CLERK

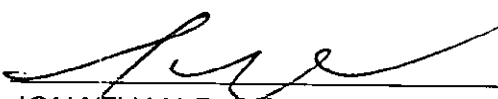
  
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JONATHAN P. HOBBS,  
CITY ATTORNEY

EXHIBIT A

CITY OF ELK GROVE - RECORDS RETENTION SCHEDULE

DEVELOPMENT SERVICES

BUILDING

RECORD TITLE/SUBTITLE AND DESCRIPTION	HARD COPY RETENTION	ELECTRONIC RETENTION*	STATUTORY REFERENCE
Adopted by Resolution No. 2016-			
Alternate Materials or Methods of Construction and/or Design Request		Finald + 3 years	GC 34090
Application for Certificate of Occupancy		Finald + 3 years	GC 34090; Title 24 C.C.R. Section 104.7
Application for Unreasonable Hardship Exception to Disabled Access Requirements		Finald + 3 years	GC 34090; Title 24 C.C.R. Section 104.7
Application/Permit Extension Request Form		Finald + 3 years	GC 34090; Title 24 C.C.R. Section 104.7
Authorization of Agent to Act on Property Owner's Behalf	Finald + 4	Finald + 4 years	GC 34090; CCP 337
Building Department Final Review/Approval Letter		Finald + 3 years	GC 34090
Building Permit Application Form		Finald + 3 years	GC 34090; Title 24 C.C.R. Section 104.7
Building Permit/Job Card	Finald + 2	Permanent	GC 34090a; Title 24 C.C.R. Section 104.7
C&D EG Waste Management Plan Application		Finald + 3 years	GC 34090; Title 24 C.C.R. Section 104.7
Certificate of Occupancy	Permanent	May also keep EC	GC 34090
City Courtesy/Expiration Letter(s) sent		Finald + 3 years	GC 34090
City of Elk Grove Voucher Documentation		Finald + 3 years	GC 34090
City Owner Notification Letter		Finald + 3 years	GC 34090
City Payment Receipt(s)		Finald + 3 years	GC 34090
Closure = The Permit Finald Date or Certificate of Occupancy Issued Date		Finald + 3 years	GC 34090
Commercial Fee Quote Worksheet		Finald + 3 years	GC 34090; Title 24 C.C.R. Section 104.7
Construction Plans (Structural/Architectural/MEP, etc.)	Permanent	May also keep EC	H&S 19850; Title 24 C.C.R. 1.8.4.3.1; CCP 337, 337.1, 337.15
Construction Specifications	Finald + 10	Permanent	GC 34090a; CCP 337, 337.1, 337.15
Construction/Structural Calculations	Finald + 10	Permanent	GC 34090; CCP 337, 337.1, 337.15
Developer Credit Documentation	Finald + 3	May also keep EC	GC 34090
Energy Acknowledgment Forms		Finald + 3 years	GC 34090
Energy Compliance Reports		Finald + 3 years	GC 34090
Fee Estimate/Summary Document(s)		Finald + 3 years	GC 34090
Geotechnical Reports		Finald + 3 years	GC 34090; Title 24 C.C.R. Section 104.7
Hazardous Materials Survey		Finald + 3 years	GC 34090
Home Owners Association Approval Documentation		Finald + 3 years	GC 34090
In-Progress Roofing Agreement		Finald + 3 years	GC 34090
Manufactured Homes - HCD 433A		Finald + 3 years	GC 34090
Master Batch Application		Finald + 3 years	GC 34090; Title 24 C.C.R. Section 104.7
Memorandum of Understanding Concurrent Plan Review Request		May also keep EC	GC 34090; CCP 337
Non-Occupied Utility Request	Current + 4	Finald + 3 years	GC 34090
Notice to Applicants Tenant Improvement Projects - Signed Document		Finald + 3 years	GC 34090
Notice to Property Owner Form		Finald + 3 years	GC 34090
Outside Agency Fee Quotes		Finald + 3 years	GC 34090
Outside Agency Receipts		Finald + 3 years	GC 34090
Outside Agency Release Documentation	Current + 4	May also keep EC	GC 34090; CCP 337

RECORD TITLE/SUBTITLE AND DESCRIPTION	HARD COPY RETENTION	ELECTRONIC RETENTION*	STATUTORY REFERENCE
Permit Release Requirements Document-Applicant signed	Current + 4	May also keep EC	GC 34090; CCP 337
Permit Release Requirements Document-Staff signed	Current + 4	May also keep EC	GC 34090; CCP 337
Request for Medium Pressure Gas Service		Finalled + 3 years	GC 34090
Request to Cancel Permit/Refund of Permit Fee		Finalled + 3 years	GC 34090; Title 24 C.C.R. Section 104.7
Revision/Deferral Form		Finalled + 3 years	GC 34090
Signed Approved Plan Reviewer Router from all Depts.		Finalled + 3 years	GC 34090
Smoke Alarm & Carbon Monoxide Certification Form		Finalled + 3 years	GC 34090
Special Inspection and Testing Agreement	Current + 4	May also keep EC	GC 34090; CCP 337
Specific Letters of Intent/Compliance from Applicant	Current + 4	May also keep EC	GC 34090; CCP 337
Truss Calculations	Finalled + 10	Permanent	GC 34090; CCP 337, 337.1, 337.15
Truss Review Letter Signed by the engineer of record		Finalled + 3 years	GC 34090
Street Names & House Numbers	Permanent	May also keep EC	GC34090a

**PLANNING**

RECORD TITLE/SUBTITLE AND DESCRIPTION	HARD COPY RETENTION	ELECTRONIC RETENTION*	STATUTORY REFERENCE
Correspondence Unrelated to Specific Projects		Current + 2 years	GC 34090d
Entitlement Project Files			
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 Initial Study		Permanent	CEQA 15095
Technical Studies		Permanent	CEQA 15095
Public Review Version of Environmental Impact Report		Permanent	CEQA 15095
Public Review Version of Final Environmental Impact Report		Permanent	CEQA 15095
All Public Comment Letters Received		Permanent	CEQA 15208
Notice of Determination		Permanent	CEQA 15094
Payment Receipt from County Clerk Recorder filing(s)		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 including all Staff Report Attachments		Current + 2 years	GC 34090

RECORD TITLE/SUBTITLE AND DESCRIPTION	HARD COPY RETENTION	ELECTRONIC RETENTION*	STATUTORY REFERENCE
Historic Preservation 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 HPC		Current + 2 years	GC 34090
Trails 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	GC34090a
General Plan and Elements	Permanent	Permanent	GC 34090
Adopted Specific Plans	Permanent	Permanent	GC 34090
Adopted Special Planning Area documents	Permanent	Permanent	GC34090 + CEQA Guidelines
City-Initiated Planning Projects			
Written records of project initiation (what is this?)		Permanent	GC 34090
Related Correspondence		Current + 2 years	GC 34090
Exhibits		Permanent	GC 34090
Documents produced as part of a specific project		Current + 2 years	GC 34090
Historic Preservation Inventory		Permanent	GC34090d
Official Zoning Interpretations		Permanent	GC34090; Chapter 23.12.040 of EG Municipal Code

**DEVELOPMENT ENGINEERING**

RECORD TITLE/SUBTITLE AND DESCRIPTION	HARD COPY RETENTION	ELECTRONIC RETENTION*	STATUTORY REFERENCE
Benchmark Data		Current Year + 2 years	GC34090d
Construction Inspection Logs and Reports		Current Year + 2 years	GC34090
Engineering Studies and Reports		Current Year + 2 years	GC34090
Final Maps	Permanent	May also keep EC	GC 34090a
Final Map Monument Ties	Permanent	Permanent	GC 34090
Grant Deeds, Dedications, Plats and Legal Descriptions	Permanent	Permanent	GC 34090
Improvement Standards and Construction Specifications		Current Year + 2 years	GC34090a
Project Correspondence (letters, memo, emails, etc.)		Current Year + 2 years	GC34090d
Project Files		Current Year + 2 years	GC34090
Record Drawings (Civil/Landscape Plans)		Current Year + 4 years	GC34090; CCP 337
Reimbursement Request Binders (Roadway Fee Program, CFD's, etc.)		Current Year + 4 years	GC34090; CCP 337
Stormwater Treatment Agreements		Current Year + 4 years	GC34090; CCP 337
Subdivision/Public Improvement Agreements, including Security		Current Year + 4 years	GC34090; CCP 337
As built drawings, project specifications, geotechnical reports	Permanent	Permanent	GC34090
Street/Alley (Abandonment/Vacation)	Closed + 2	Current Year + 4 years	GC34090d; CCP 337

**CODE ENFORCEMENT**

RECORD TITLE/SUBTITLE AND DESCRIPTION	HARD COPY RETENTION	ELECTRONIC RETENTION*	STATUTORY REFERENCE
Notice and Orders		May also keep EC	GC 34090; Title 24 C.C.R. Section 104.7
Administrative Citations	Closed + 5	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	Closed + 5	May also keep EC	GC 34090

RECORD TITLE/SUBTITLE AND DESCRIPTION	HARD COPY RETENTION	ELECTRONIC RETENTION*	STATUTORY REFERENCE
Warrant Posting Notices		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	GC 34090; Title 24 C.C.R. Section 104.7
Certificates of Abatement Copies	Closed + 5	May also keep EC	GC 34090; 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	Closed + 5	May also keep EC	GC 34090
Parcel Information/Map		Closure + 5 years	GC 34090
Certified Mail Receipt		May also keep EC	GC 34090; Title 24 C.C.R. Section 104.7
Vehicle Abatement Final Notices	Closed + 5	May also keep EC	GC 34090; Title 24 C.C.R. Section 104.7

### HOUSING

RECORD TITLE/SUBTITLE AND DESCRIPTION	HARD COPY RETENTION	ELECTRONIC RETENTION*	STATUTORY REFERENCE
CDBG/NSP Project Files			
Consolidated Plan/Action Plan/CAPER 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	24 CFR 570.502
Regulatory Agreements/Loan Documents	Grant closeout + 4 years	May also keep EC	24 CFR 570.502
Invoices	Loan payoff/forgiveness + 5 years	May also keep EC	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, etc.)	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

### PUBLIC WORKS - GENERAL

RECORD TITLE/SUBTITLE AND DESCRIPTION	HARD COPY RETENTION	ELECTRONIC RETENTION*	STATUTORY REFERENCE
Benchmark Data		Current Year +2 years	GC34090d
Bids & Proposals (unsuccessful)		Closed +2 years	GC34090d
Contractor		Closed +2 years	GC34090d
Correspondence		Current Year +2 years	GC34090d

RECORD TITLE/SUBTITLE AND DESCRIPTION	HARD COPY RETENTION	ELECTRONIC RETENTION*	STATUTORY REFERENCE
Drawings, Project Plan	Current + 2	May also keep EC	GC 34090d, 65864
Franchises		Permanent	GC65864,65869,5,34090*
General Subject Files		Current Year +2 years	GC34090d
Grant Documents		Closed + 5 years	24 CFR 570.502(a)(7); 2 CFR 200.333
Incident Files		2 years	GC34090d
Logs		Current Year + 5 years	GC 34090d
Maps & Plats		Permanent	GC34090a
Permits, Other		Closed +2 years	GC34090d; Title 24 C.C.R. Section 104.7
Photographs		Supersede +2 years	GC34090d
Projects, Not completed or denied		Closed +2 years	GC34090d
Reports		Current Year +2 years	GC34090
Studies, Special Projects & Areas		Closed +2 years	GC34090d
Surveys	Permanent	May also keep EC	GC34090a
<b>PUBLIC WORKS - ENGINEERING</b>			
As-Built drawings, project specifications, geotechnical reports	Permanent	Permanent	GC34090
Design Exceptions	Permanent	Permanent	GC34090
Capital Improvement Projects (Design Professionals' Work)	CL+10	CL+10	CCP337.15; CCP 337.15
Capital Improvement Projects (Non-Design Professional Work)	CL+4	CL+4	GC34090; CCP 337
Development Construction Inspection Reports (Assess value of real property)	CL+10	CL+10	CCP337.15
Drawings, Traffic Control Plan	CL+2	CL+2	GC34090a
Special Districts	Permanent	Permanent	GC34090a
Traffic Data	CL+2	CL+2	GC34090d
Traffic Signals	CL+2	CL+2	GC34090d
<b>PUBLIC WORKS - MUNICIPAL FACILITY</b>			
Encroachment Dailies	CU+7	CU+7	GC34090
Facility Rentals/Use	CU+4	CU+4	GC34090; CCP 337
Maintenance & Operations	CU+2	CU+2	GC34090d
Work Orders or Job Cards	CU+7	CU+7	GC34090d

Finalized means a file or project that is complete, closed, approved, and/or requires no further action by the City of third party.

**CERTIFICATION**  
**ELK GROVE CITY COUNCIL RESOLUTION NO. 2016-102**

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

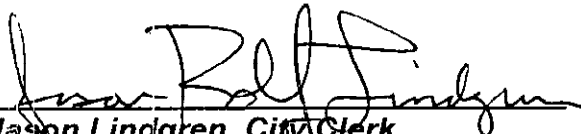
*I, Jason Lindgren, City Clerk of the City of Elk Grove, California, do hereby certify that the foregoing resolution was duly introduced, approved, and adopted by the City Council of the City of Elk Grove at a regular meeting of said Council held on May 25, 2016 by the following vote:*

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

**NOES:**        **COUNCILMEMBERS:**        *None*

**ABSTAIN :**    **COUNCILMEMBERS:**        *None*

**ABSENT:**     **COUNCILMEMBERS:**        *None*

  
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**Jason Lindgren, City Clerk**  
**City of Elk Grove, California**