

RECORDS RETENTION SCHEDULE: COMMUNITY SERVICES (Library, Recreation Services)

Office of Record (OFR)	Record No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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COMMUNITY SERVICES / LIBRARY								
Community Services / Library	CS-010	Library Information / Library Management System Database	Indefinite - Minimum 2 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data Fields / Records are interrelated; GC §34090
Community Services / Library	CS-011	Comment Cards / Statements from Patrons	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Content not substantive; Preliminary drafts not retained in the ordinary course of business; GC §34090
Community Services / Library	CS-012	Contest Entries (Photo Contests, etc.)	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Content not substantive; Preliminary drafts not retained in the ordinary course of business; GC §34090
Community Services / Library	CS-013	Contest Winners (Awards / Certificates for Photo Contests, etc.)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090 et. seq.
Community Services / Library	CS-014	Contracts for Digital Services / Subscription for On-Line Services, Presenters, Collections	Completion + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090 et. seq.
Community Services / Library	CS-015	Facility Rental Applications (Room Reservations, etc. - also see Insurance on City-wide)	2 years	Yes: Before Event	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Community Services / Library	CS-016	Grants: LSCA (Library Services / Construction), LSTA (Library Services / Technology), SLRC (State Literacy Resource Centers), CLLS (California Library Literacy Services); CLSA (California Library Services Act, IMLS (Institute of Museum / Library Services) , / PLF (Public Library Foundation) ONLY . For all others, follow City-wide Schedule. (SUCCESSFUL Reports, / Financial Information) Send copy of application / award to Administrative Services	Final Expenditure + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Per California State Library Records Management Program Requirements (April 27, 1998); GC §34090

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Community Services / Library	CS-017	History Collection Releases / Grant Deeds / Copyright Usage Permission / Photo / Video Release Agreement / Use Items from Library Collection, etc.	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090 et. seq.
Community Services / Library	CS-018	Incident Reports / Disruptive Patrons	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Community Services / Library	CS-019	Library Board of Trustees AGENDAS / STAFF REPORTS	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Community Services / Library	CS-020	Library Board of Trustees Recordings - AUDIO RECORDINGS of Meetings / Audio Tapes	Minimum 2 years		Mag			Department preference; Audio Required for 30 days; GC §54953.5(b); Video recordings of meetings are required for 90 days; GC §34090.7
Community Services / Library	CS-020.5	Library Board of Trustees Recordings - VIDEO RECORDINGS of Meetings - Video Tapes	Minimum 2 years		Mag			Department preference; Audio Required for 30 days; GC §54953.5(b); Video recordings of meetings are required for 90 days; GC §34090.7
City Clerk	CS-021	Library Board of Trustees MINUTES Send all final originals to the City Clerk	Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	The City Clerk is the Office of Record (Send all final originals to the City Clerk); GC §34090.7
Community Services / Library	CS-022	Library Programs - Education, Youth / Families, Lifelong Learning, etc. (Program Manager's Records)	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary drafts / Content Not Substantive; GC §34090
Community Services / Library	CS-023	Library Statistics / Circulation Reports	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Copies (placed in Library Board's Agenda Packet); GC §34090.7
Community Services / Library	CS-024	Passport Transmittals	24 months		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	US Passport requirement to destroy forms monthly; GC §34090

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Community Services / Library	CS-025	Patron Applications / Internet User Agreements	2 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Community Services / Library	CS-026	Program Sign Ups (e.g. Summer Reading)	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Content Not Substantive / Preliminary Drafts; GC §34090
Community Services / Library	CS-027	Registrations / Sign-ins / Waivers (Homework Center - Signed by participants, / their parent / guardian)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090 et. seq.
Community Services / Library	CS-027.5	Waivers / Release Forms (Artists / Exhibitor's work in Display Cases)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090 et. seq.
COMMUNITY SERVICES / RECREATION SERVICES								
Community Services / Recreation Services	CS-028	_Recreation Activity Registration Database (CivicRec)	Indefinite - Minimum 2 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Community Services / Recreation Services	CS-029	Activity / Special Programs / Event Files Children's Programs, Cultural Arts, Sports, Seniors, Filming, Theatre Programs etc.	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Department preference; GC §34090
Community Services / Recreation Services	CS-030	Activity Guide / Class Guide / Program Guide (Final)	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Department preference; GC §34090
Community Services / Recreation Services	CS-031	Agreements / Contracts - Class Instructors, Performers, Special Events, Sponsorships, Others where Errors / Omissions don't apply	Completion + 2 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Statute of Limitations for Errors & Omissions is not applicable; CCP §§337. 337.1(a), 337.15, 343; GC §34090

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Community Services / Recreation Services	CS-032	Applications / Participants' Registration / Liability Forms / Release of Liability Forms / Photo Releases / Waivers of Liability / Permissions: Camps, Field Trips, Authorization to give Medicine, etc.	2 years	Yes: During Class or Program	Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	GC §34090
Public Works / Engineering OR Community Services	CS-033	Capital Improvement Projects (CIP) - where Community Services is the Lead: MAINTENANCE-ONLY PROJECTS (Painting, Pavement Resurfacing, Potholing, Signal Synchronization, Slip Lining, Slurry Seal, Re-Roof, etc. - No change in Infrastructure Configuration) All Final Records (Plans, RFP / Specifications / Addenda, Successful Proposal, Change Orders, Notice of Completion, Photos, etc.)	Completion + 5 years or After Funding Agency Audit, if required, whichever is longer	Yes: Until Completed	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Statute of Limitations for Errors & Omissions not applicable; Some grant funding agencies require audits; Statute of Limitations: Contracts & Spec's=4 years, CCP §337 et. seq., GC §34090
Public Works / Engineering OR Community Services	CS-034	Capital Improvement Projects (CIP) - where Community Services is the Lead: Administration File Project Administration, Certified Payrolls, Certificate of Compliance, Construction Manager's Logs, Correspondence, Costs, Estimates, Daily Inspections, Insurance Certificates, Preliminary Notices, Project Schedules, Public Relations, Meeting Agendas / Minutes, Monthly Reports, Notices, Real Estate Appraisals, RFIs / RFQs, Safety, SWPPP / WPCP, etc.	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Yes: Until Completed	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Some grant funding agencies require audits; Statute of Limitations for Errors & Omissions is 10 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; CCP §337 et. seq., GC §34090

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Public Works / Engineering OR Community Services	CS-035	Capital Improvement Projects (CIP) - where Community Services is the Lead: Permanent File Plans, RFP / Specifications / Addenda, Successful Proposal, Change Orders, EIRs, Negative Declarations, Categorical Exemptions, Materials Testing Reports, Grading Permits, Hazardous Materials, Notice of Completion, Photos, Record Drawings Soils Reports, Studies, Submittals, Surveys, etc.	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; retained for disaster preparedness purposes; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); CCP §337 et. seq., GC §34090
Public Works / Engineering OR Community Services	CS-036	Drawings - where Community Services is the Lead: Record Drawings, Maps, Large-Format Drawings, Survey Record Maps, "As-Built"	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Drafts should be destroyed; GC §34090
Community Services / Recreation Services	CS-037	Evaluations / Surveys (Programmatic Evaluations of Recreation programs)	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Content Not Substantive / Preliminary drafts / Transitory records; GC §34090
Community Services / Recreation Services	CS-038	Incident Reports / Disruptive Patrons	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	GC §34090
Community Services / Recreation Services	CS-039	Liability Waivers (if separate from another record)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	GC §34090

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Community Services / Recreation Services	CS-040	Park Facility Use Requests / Field Rentals / Facility Use Applications / Permits (Includes Insurance Certificates / ABC Permits where appropriate)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	GC §34090 et. seq.
Community Services / Library	CS-041	Parks / Recreation Commission AGENDAS / STAFF REPORTS	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Community Services / Library	CS-042	Parks / Recreation Commission Recordings - AUDIO RECORDINGS of Meetings - Audio Tapes	Minimum 2 years		Mag			Department preference; Audio Required for 30 days; GC §54953.5(b); Video recordings of meetings are required for 90 days; GC §34090.7
Community Services / Library	CS-042.5	Parks / Recreation Commission Recordings - VIDEO RECORDINGS of Meetings - Video Tapes	Minimum 2 years		Mag			Department preference; Audio Required for 30 days; GC §54953.5(b); Video recordings of meetings are required for 90 days; GC §34090.7
City Clerk	CS-043	Parks / Recreation Commission MINUTES Send all final originals to the City Clerk	Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	The City Clerk is the Office of Record (Send all final originals to the City Clerk); GC §34090.7
Community Services / Recreation Services	CS-044	Rosters / Sign-in / Sign-Out Sheets for classes / programs	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Community Services / Recreation Services	CS-045	Schedules / Hours (classes / staff)	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Content not substantive; Preliminary drafts not retained in the ordinary course of business; GC §34090

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Lead Dept.	CS-046	Volunteer / Unpaid Intern Applications / Agreements - Unsuccessful / Pending Applicants	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; EEOC / FLSA / ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; ; 29 CFR 1627.3(b)(1)(i), 29 CFR 1602.14; GC §§12946, 12960, 34090; 29 USC 1113
Lead Dept.	CS-047	Volunteer / Unpaid Intern Applications / Agreements (includes emergency contact information) - Successful Applicants	Inactive / Separation + 3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	IRS Regulation 31-6001-1 four years after the due date of such tax for the return period to which the records relate, or the date such tax is paid, whichever is the later. GC §34090; 26 CFR 31.6001-1
Community Services / Recreation Services	CS-048	Volunteer Awards / Certificates UNCLAIMED (not picked up)	1 year		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Content Not Substantive; GC §34090
Division Providing Service / Work	CS-049	Work Orders / Service Requests / Service Orders - CRM / CMMS DATABASE (Computerized Maintenance Management System)	Indefinite - Minimum 5 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data is interrelated; CCP §§338 et seq., 340 et seq., 342, GC §34090
Division Providing Service / Work	CS-050	Work Orders / Service Requests / Service Orders - All Information Entered in CRM / CMMS Database (Paper drafts)	When No Longer Required	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary drafts (the database is the original); GC §34090
Division Providing Service / Work	CS-051	Work Orders / Service Requests / Service Orders - NOT entered in CRM / CMMS Database (/ partial information entered into CMMS Database) (Division providing service retains originals; Division requesting service is considered a copy)	5 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; CCP §§338 et seq., 340 et seq., 342, GC §34090