

RECORDS RETENTION SCHEDULE: ECONOMIC DEVELOPMENT

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
<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>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
ECONOMIC DEVELOPMENT								
Economic Development	ED-001	Economic Development Projects (Records related to Business Recruitment / Retention)	Minimum 2 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department preference; GC §34090
Economic Development	ED-002	Downtown Revitalization / Downtown Business Improvement District	Minimum 5 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department preference; GC §34090
Economic Development		Property Management: Tenant / Leases, etc.	Completion of Lease + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Economic Development		Redevelopment Projects / Project Areas (Ensure Planning has all Environmental Documents, Engineering has all CIP Projects, / City Clerk has all Real Property records for Permanent retention)	Completion + 10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Economic Development		Redevelopment Projects / Project Areas CIP Projects built by Redevelopment Agency, if any	Send to Engineering		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Economic Development		Redevelopment Projects / Project Areas Environmental Documents / CEQA Permits, EIRs, Categorical Exemptions, Negative Declarations, etc.	Send to Planning		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Economic Development		Redevelopment Projects / Project Areas Real Property: Deeds, Easements, Rights of Way	Send to City Clerk		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090