

RECORDS RETENTION SCHEDULE: FINANCE
(Admin., Bonds And Development, Budget And Revenue, Acct., Payroll, Purchasing)

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<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>								
FINANCE / ADMINISTRATION								
Finance / Lead Div.	FIN-001	Financial Services Database / ERP Database (One Solution)	Indefinite - Minimum 7 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data Fields / Records are interrelated; GC §34090
Finance / Admin.	FIN-002	Pension Stabilization Trust Board of Trustees AGENDAS / STAFF REPORTS	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Finance / Admin.	FIN-003	Pension Stabilization Trust Board of Trustees Recordings - AUDIO RECORDINGS of Meetings - Audio Tapes	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
Finance / Admin.	FIN-003.5	Pension Stabilization Trust Board of Trustees Recordings - VIDEO RECORDINGS of Meetings - Video Tapes	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
Finance / Admin.	FIN-004	Pension Stabilization Trust Board of Trustees MINUTES	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090(e)

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FINANCE / BONDS AND DEVELOPMENT								
Finance / Bonds & Develop.	FIN-005	Bonds / Bond Sales / Official Statements / Transcripts / Certificates of Participations (COPs) / General Obligation Bonds / Revenue Bonds / Assessment District Bonds / CFD Bonds - Includes Continuing Disclosure Reports See Bank Statements for statement retention.	Fully Deceased + 10 years	Yes: Until Maturity	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Statute of Limitations for Bonds issued by local governments are 10 years; IRS bond auditing regulations state, "...material records should generally be kept for as long as the bonds are outstanding, plus 3 years after the final redemption date of the bonds; There are specific requirements for disposal of unused bonds; CCP §§336 et seq. 337.5(a); 26 CFR 1.6001-1(e); 26 CFR § 1.148-5(d)(6)(iii)(E); GC §43900 et seq.
Finance / Bonds & Develop.	FIN-006	Escrow Accounts	Closed + 5 years	Yes: Until Maturity	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; (meets municipal government auditing standards); GC §34090
FINANCE / BUDGET AND REVENUE								
Finance / Budget & Revenue	FIN-007	Billable Hourly Rates (salaries/benefits plus an overhead rates, used when City staff is billing their time spent on a project, grant, etc.)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Meets auditing standards; GC §34090 et seq.
Finance / Budget & Revenue	FIN-008	Budget Transfers	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Meets auditing standards; GC §34090 et seq.
Finance / Budget & Revenue	FIN-009	Budgets - Adopted / Final	P	Yes: Current Fiscal Year	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090 et seq.
Finance / Budget & Revenue	FIN-010	Budgets - Preliminary, Backup Documents	Drafts - When No Longer Required	Yes: Current Fiscal Year	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090

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Finance / Budget & Revenue	FIN-010.1	Business License Applications, Registrations / Renewals	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Meets auditing standards; GC §34090 et seq.
Finance / Budget & Revenue	FIN-010.2	Business License Database	Indefinite (Minimum 5 years)	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference - Data is interrelated; GC §34090, H&S §19850
Finance / Budget & Revenue	FIN-010.3	Cost Allocation Plans	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Meets auditing standards; GC §34090 et seq.
Finance / Budget & Revenue	FIN-010.4	Property Tax Receipts	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Meets auditing standards; GC §34090 et seq.
Finance / Budget & Revenue	FIN-010.5	User Fee Study	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Meets auditing standards; GC §34090 et seq.
FINANCE / GENERAL ACCOUNTING								
Finance / General Accounting	FIN-011	1099's, 1096's, DE542 (California Report of Independent Contractors)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; IRS: 4 years after tax is due or paid (longer for auditing & contractor delinquency); Ca. FTB: 3 years; IRS Reg §31.6001-1(e)(2), R&T §19530, GC §34090; 29 USC 436
Finance / General Accounting	FIN-012	Accounts Payable / Invoices / Backup (Includes Invoices, Travel Expense Reimbursements, Warrant Request, etc.)	7 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference to pass grant audits (meets municipal government auditing standards); GC §34090
Finance / General Accounting	FIN-013	Accounts Receivable / Revenue / Our Invoices to Outside Entities: Insurance Companies, Franchise Fees, DUI Billing, Transient Occupancy Tax (TOT), Auctions of Surplus Property, Credit Card Payment Receipts, Tenant Billing / Rent, etc.	5 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; (meets municipal government auditing standards); GC §34090

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Finance / General Accounting	FIN-014	Assessment Districts / Community Facilities Districts / Landscape Maintenance Districts / Street Lighting Districts / Special Districts Engineers Reports	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Finance / General Accounting	FIN-015	Audit Reports / Annual Consolidated Financial Report (ACFR) / related Audit Opinions	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090 et seq.
Finance / General Accounting	FIN-016	Audit Work Papers	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; (preliminary drafts); GC §34090
Finance / General Accounting	FIN-017	Audits - Single Audits / Transportation Audits / PERS Audit, FEMA / OES Audits, etc.	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (exceeds municipal government auditing standards to ensure FEMA or OES does not recoup money); GC §34090
Finance / General Accounting	FIN-018	Bank Statements / Trustee Statements, Fiscal Agent Statements, Trustee Statements, Investment Account Statements, Pars Statements, Bank Reconciliations, Wire Transfers	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §§34090, 26 CFR 31.6001-1
Finance / General Accounting	FIN-019	Bankruptcies - NOT pursued	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary drafts not retained in the ordinary course of business; GC §34090
Finance / General Accounting	FIN-020	Bankruptcies - Where a claim is filed	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (negative information remains on credit ratings for 7 years); GC §34090
Finance / General Accounting	FIN-021	Checks / Warrant Register Report (issued)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Meets auditing standards; GC §34090
Finance / General Accounting	FIN-022	Checks / Warrants (Cashed / Returned / NSF)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Meets auditing standards; GC §34090

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Finance / General Accounting	FIN-023	Checks deposited to Bank (City scans them for the Bank, rather than physically taking the checks to the bank to deposit them.)	Follow Bank Instructions		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	These are bank instruments, and not City records; per bank agreement.
Finance / General Accounting	FIN-024	Collection Agency Assignments / Unpaid Accounts	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Negative credit information remains on credit reports for 7 - 10 years; Meets auditing standards; City does not Lien property (Liens are good for 10 years from recording date, and may be extended by re-recording lien); WC 36729; GC §34090
Finance / General Accounting	FIN-025	Daily Cash Summaries, Bank Deposits, Bank Transmittal Advice, Cashier's Reports, Transaction Central Credit Card Refunds	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §§34090, 26 CFR 31.6001-1
Finance / General Accounting	FIN-026	Escheat (Unclaimed money / uncashed checks)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; All tangible property held by government agencies escheats after 3 years; Statute of Limitations is 1 year for seized property; CCP §§340(d), 1519; GC §34090
Finance / General Accounting	FIN-027	Fixed Assets - Annual Listing (Source Documents)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Meets auditing standards; GC §34090
Finance / General Accounting	FIN-028	Investments / Arbitrage / Bonds (Receipts / Advisor Reports / Trade Tickets / LAIF (Local Agency Investment Fund))	Maturity + 5 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Meets auditing standards; FTC Reg's rely on "self-enforcement"; GC§§ 34090, 43900
Finance / General Accounting	FIN-029	Journal Entries / Journal Vouchers / Budget Adjustments	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; meets municipal government auditing standards; Statute of Limitations is 4 years; GC §34090, CCP § 337

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Finance / General Accounting	FIN-030	Payment Stubs / Water Receipts / Utility Receipts (when payment is submitted)	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary Documents - payments can be made without including the stub; GC §34090 et seq.
Finance / General Accounting	FIN-031	Reports, Financial Reports generated from Database, General Ledgers Subsidiary Ledgers, Reconciliations, Registers, Transaction Histories, Balance Sheets, etc.	5 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Meets auditing standards; Uncertain if Financial system can re-create reports accurately; GC §34090
Finance / General Accounting	FIN-032	Reports: Annual State / Federal: State Controller's Report, Local Government Compensation Report, Gas Tax, MOE (Maintenance of Effort) Report, Fixed Charge Special Assessment Report, Public Self Insurer Report (SIP Report), Street Report, etc.	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Meets auditing standards; GC §34090
Finance / General Accounting	FIN-033	Treasurer's Reports signed / approved by the City Treasurer / Financial Reports, Warrant Reports, etc.	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Meets auditing standards; GC §34090
Finance / General Accounting	FIN-034	Vehicle Titles ("Pink Slips")	Sale or Disposal		Mag, Mfr, OD, Ppr	S / I		Given to Auction House / New Owner; GC §34090
Finance / General Accounting	FIN-035	W-9s	Vendor Inactive + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Meets IRS auditing standards; GC §34090
FINANCE / PAYROLL								
Finance / Lead Div.	FIN-036	Financial Services Database / ERP Database (One Solution)	Indefinite - Minimum 7 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data Fields / Records are interrelated; GC §34090
Human Resources	FIN-037	1095-C, 1094-C (Employer-Provided Health Insurance Offer / Coverage) / Transmittal Form)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Instructions state "Generally, keep copies of information returns you filed with the IRS or have the ability to reconstruct the data for at least 3 years, from the due date of the returns"; GC §34090

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Finance / Payroll	FIN-038	CalPERS Reports, Annual Valuation Reports, Actuarial Valuation Reports, Annual Employer Statements	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Most recent records are stored on CalPERS website; Department Preference; Retained to match other auditing periods; GC §34090
Finance / Payroll	FIN-039	Checks / Warrant Register Report - Payroll Only	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Finance / Payroll	FIN-040	Checks / Warrants - Cancelled - Payroll Only	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090, 26 CFR 31.6001-1
Finance / Payroll	FIN-041	DE-6, DE-7, DE-9 DE-43, W-3, / DE-166, 941 Forms, IRS 5500 Forms (Employee Benefit Plans), PERS / FICA / Medicare Adjustments - Quarterly Payroll Tax Returns / OASDI, Federal Tax Deposits, Adjustments, etc.	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; IRS Reg §31.6001-1(e)(2), R&T §19530; 29CFR 516.5 - 516.6, 29USC 436, GC §34090
Finance / Payroll	FIN-042	Deferred Compensation (City Statements)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Produced by Deferred Comp. Provider; GC §304090, 26 CFR 31.6001.1
Finance / Payroll	FIN-043	Employee Payroll File (all Copies - Human Recourses retains W-4s / other original records)	Upon Separation		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Copies; GC §34090.7
Finance / Payroll	FIN-044	Garnishments, Child Support, Court Orders regarding Employee Wages	Completion + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Finance / Payroll	FIN-045	Payroll Reports (includes Leave Registers, time Transaction Reports, etc.	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; (meets municipal government auditing standards); GC §34090
Finance / Payroll	FIN-046	PERS Statements (Books)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Finance / Payroll	FIN-047	Retiree Medical Enrollment / Retiree Billing / COBRA Billing	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Meets municipal government auditing standards; GC §34090

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Finance / Payroll	FIN-048	Time Sheets / Time Cards / Overtime Sheets / Overtime Cards	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference to facilitate grant audits or claim reimbursements; Meets auditing standards (audit + 4 years); IRS requires 4 years; Ca. requires 2 yr min.; FTB keeps 3 years; IRS Reg §31.6001-1(e)(2), R&T §19530; LC § 1174(d); 29 CFR 516.5; GC §34090; 8 CCR 11040.7(c); 29 CFR 516.5 & 516.6(c);
Finance / Payroll	FIN-049	W-2's	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; IRS Reg §31.6001-1(e)(2), R&T §19530; 29CFR 516.5 - 516.6, 29USC 436, GC §34090
FINANCE / PURCHASING								
Finance / Lead Div.	FIN-050	Financial Services Database / ERP Database (One Solution)	Indefinite - Minimum 7 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data Fields / Records are interrelated; GC §34090
Finance / Purchasing	FIN-051	Bid Packets / Pre-Qualification Packets / Solicitations / Planet Bids Database Unsuccessful Proposals, Notices, etc. Lead Department determines successful proposer	5 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference to meet possible grant audits; GC §34090
Finance / Purchasing	FIN-052	Bonds: Bid Bonds	After issuance of Notice to Proceed		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Security; GC §34090
Finance / Purchasing	FIN-053	Bonds: Performance Bonds, Payment Bonds	After Filing of Notice of Completion		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Security; GC §34090

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Finance / Purchasing	FIN-054	Exigis Insurance Certificate Management Database (Certificate of Insurances)	Indefinite - Minimum 10 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Longest Statute of Limitations is 10 years; Conforms with Agreement Retention (usually filed with agreement); CCP §337 et seq.; GC §34090
Finance / Purchasing	FIN-055	Purchase Orders / Requisitions	7 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference to match Database retention; (Professional Services always have a contract, therefore Errors & Omissions are not applicable); Statute of Limitations is 4 years; 10 years for Errors & Omissions; CCP §§337. 337.1(a), 337.15, 343; GC §34090