

City of Menifee
Records Retention Policy

Department Code	Record #	Office of Record/ Department	Record Series Name	Description	Examples	Total Retention	Legal Requirement(s) (See Legal Reference Workbook for Other Legal Considerations)	Comments
0001	1010	Administration	Correspondence	Correspondence related to city business.		CY+2Y	GC34090	
0001	1020	Administration	Administrative Files	Working papers pertaining to and arising from the policies and procedures of the department; includes directors and other staff members' files.	Includes memos, reference reports, calendars, day planners, contact files, working files, back-up documents, copies of source documents, charts, outlines and chron files, phone memo pads, forwarded digital messages and voice over internet (VOIP) messages received in e-mail that pertain to City business, Contract Management files.	CL+2Y	GC34090	
0001	1030	Administration	Logs	A document listing activities, items, individuals and noting the same information about each entity. Includes journals, diaries, logbooks, detail, records (i.e., seismic) day books and rosters. Logs created by City or received from outside agencies reflecting use of City resources.	Drivers Logs/Qualifications, Master Record Audit Logs (MCT), Records - Attendance, Sign-in Logs, Visitor Registration Logs, Accident/Injury Logs, EMS Quality Management Review, Code Enforcement Logs, Badge lists, Case Assessment Logs, Court Liaison Filing Logs, Equipment Inventory Logs, Towed/Stored Vehicle Logs, Chain of Custody records. Dispatch Logs, Court - Daily Schedule, Daily accounting of calls-for-service and initiated activities by officers and PST's, Daily Activity Records, Officers Daily Logs, Subpoena Log Book, Fire Vehicle Check Sheets, Meeting Room Reservations, Dispatch Incident/Status Cards.	CL+2Y	GC34090d	

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0001	1040	Administration	Social Media Content	City blogs, instant messaging, web-pages, Facebook, Twitter.			Final Retention Requirement is determined by retention period based on the content or subject of the information. Generally the same retention as correspondence. Please refer to City Clerk for guidance.	
0001	2010	Administration	Newspaper/ Magazine Clippings	Copies of articles about the City appearing in newspapers or magazines related to important activities or milestones & copies of published articles describing City events.		CY+2Y	GC34090. May be kept longer for historical value. Please refer to the City Clerk for direction on historical value.	
0001	2020	Administration	Photographs	Hard copy original, Digital or best available copy or negatives of events significant to the City.	Aerial photographs, digital photographs	SU+2Y	GC34090. May be kept longer for historical value. Please refer to the City Clerk for direction on historical value.	
0001	2030	Administration	Publications	Records produced while preparing official City publications and finished product. Working papers include the release to use artwork and must be retained to document the right to use the material.	Menifee Annual Report, Menifee Matters	SU+2Y	GC34090	
0001	2040	Administration	Awards/ Donations	Awards and Donations to and from the City.		PERM		
0001	2050	Biographies				PERM		

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0001	2060	Public Ceremonies and Events				CU+2Y		
0001	3010	Administration	Reports: General	Records generated internally and periodically, relating to the status or progress of routine activities. May reflect daily activities, ad hoc reports created for one-time use in response to a specific query or project.	Monthly Reports, Activity Reports.	CL+2Y	GC34090	
0001	3020	Administration	Reports: Technical	Technical or management reports based on studies or research commissioned or performed by the City, the completed report or study. May include backup material required to justify the findings, recommendations, or actions.	Statistics, Statistics - Daily, Statistics, Crime Analysis, Clean Water Annual Information, Staff or equipment Turnovers, Conductivity, Sewer Devices, Waste Management, Storm Water Records, Solid Waste Turnover, Water Regulations, Sludge Reports, NDPS Reports, Conductivity Profile, Inspection Reports, Studies of Sand, Air Pollution Control District; Traffic Counts, Monthly Traffic, Traffic Statistics.	SU+2Y	GC34090	
0001	3030	Administration	Research Files	Records related to topics and issues filed by the subject of the records. May include studies, reports and other results of research activities. They could change to Project files if ongoing.	Subject Files, Project Files, A-Z files, General Correspondence files, General Subject files Issues and Complaint, Administrative Subject Files - CDC, Administrative Subject Files.	CL+2Y	GC34090	

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0001	4010	Administration	Personnel Files	Records maintained by the department. May include some of the documents also in the main Personnel file, but also contains updates and other documents not sent to Human Resources.	Department Personnel Files, Employee Salary Files, Field Training Files, Instructor Files (Public Works, Recreation), Junior Lifeguard forms. Personnel Confidential Meeting Notes/Minutes. and PAF's (Personnel Action Forms.) Instructor Files.	CL+2Y	GC34090	
0001	4020	Administration	Department Goals & Objectives	Records related to goals and objectives set by the department director.		CL+2Y	GC34090	
0001	4030	Administration	Conference & Meetings	Records and materials related to internal conference and meetings.		CY+2Y	GC34090	
0001	5010	Administration	Plans/Policies/Procedures: Internal Policies & Procedures, Departmental	Includes directives, disaster recovery plans, emergency action plans, policy statements, procedure manuals, and table of organization, Council Policies.	Standard Operating Procedures (SOP's), Retention Schedules, Administrative Directives, Administrative Manuals, Disaster Plans, Affirmative Action Plans, Employee Manuals, Performance Standards, Procedures Manuals, Policy Manuals, General Orders, Rules & Regulations.	SU+5Y	GC34090(d)	
0001	5020	Administration	Budget Operating	Records or materials related to the department's annual operating budget.		SU+2Y	GC34090	
0001	6010	Administration	Employee Activities & Events	Records and supporting materials related to employee activities and events.	Brochures, flyer, correspondence, etc.	CU+2Y	GC34090	

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0001	7010	Administration	Programs	Documents describing an organized set of activities directed toward a common purpose or goal that an agency undertakes or proposes to carry out its responsibilities. A mechanism for conveniently and uniformly identifying and organizing the City's activities and services.	Affirmative Action Program, Adelante Program, Affordable Housing Program, Literacy Program, Senior Activities, DARE Program, Storm Water Program, Summer Youth Program, Sister Cities Program, C.A.R.E. (Citizen Assisted Radar Enforcement), Clean Water Program, Records Management Program, Document Imaging Program, Safety Programs, Educational Programs for employees.	CL+3Y	GC34090; 24 CFR570.502(b)(3); 24 CFR85.42 &OMB Cir. A110, #C	
0001	8010	Administration	Permits: Transitory	Permits and permitted actions of limited duration.	Business application, background check information, Sign Permits, Alternate Sign Permit Files, Special Events Permits.	CL+2Y	GC34090; GC911.2(a)	
0001	9010	Administration	Complaints: Citizen, Constituents, Public, Residents	Records related to communications and contacts with constituents, including complaints and comments. Includes action taken to resolve complaints and response to comments.	Traffic Complaints, Committee complaints.	CL+2Y	24 CFR 850.77; 48 CFR 4.703	
0002	1010	Human Resources	Employees Lists	Lists of employees created showing shift assignments, work assignments, standby lists.		SU+2Y	GC34090	

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0002	1020	Human Resources	Labor Relations	Records related to relations between the City, labor unions and employees, including arbitration files, Collective Bargaining Agreements & labor union meetings.	Labor Memorandum of Understanding (MOU), Negotiation.	PERM	29 USC 436 29 USC Sections 211(c), 203(m), 207(g)	
0002	1030	Human Resources	Employee Handbook	General employee information.		SU+2Y	GC34090	
0002	1040	Human Resources	Employee Identifications			T+2Y	GC34090	
0002	1050	Human Resources	Organization Charts			SU+2Y	GC34090	
0002	1060	Human Resources	Classification Specifications	Records and materials related to or supporting Classification Specifications.	Classification Specifications, Classification Studies, reports, lists, research, etc.	PERM	GC34090; PERM for Historic value.	
0002	2010	Human Resources	Security & Security Plans	Records related to the protection of property and information from unauthorized activities. Includes courier authorizations, employee clearance lists, security disturbances. Records documenting the procedures pertaining to security of visitors, employees, equipment, buildings, and information.		CL+2Y	GC34090	

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0002	3010	Human Resources	Actuarial Reports	Reports projecting life expectancy, future benefits and other information needed to calculate contributions and provisions of benefit programs.	Authorization to Pay (ATP), Refunds, Reimbursements, Accounts Payable Checks - General Fund CDC, Accounts Payable Checks w/Backup, Rental Rehab. Program Grants, Payment Records, Cash Disbursement Registers, Budget Journal Vouchers - CDC, Travel Expense Files, Departmental Budget Expenditure Files, Accounts Payable Checks with Backup Statements for Recipients of Non-Employee Compensation, Cash , Water Deposit Refund Records, Uniform Vouchers (by name), CalPERS Billing Payments, Risk Recovery, Wire Transfers.	AU+7Y	29 CFR 1627.3; GC34090	
0002	3020	Human Resources	Employee Benefits General	Records relating to benefits, benefit plans, plan selection and plan administration for each unit.		6Y	29 USC 1113	

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0002	3030	Human Resources	Employee Benefits Provided	Records relating to employee benefits, including government reporting, benefit reports, incentive plans, medical Insurance, deferred comp plans. Records describing insurance plans available to employees.	Explanation of Benefits (EOBs), EEO Forms & salary administration, benefits provided, absence records, claims, educational assistance financing, employee relocation, group insurance and health insurance claims, Disability/Workers Compensation, Compensation. Disability plans, education assistance plans, employee relocation benefits, group insurance plans, incentive plans, medical insurance plans, pension plans, profit sharing plans, retirement plans, sick leave benefits, life insurance.	PERM	GC6250 etseq; OMB A-12929 CFR1602.30; 32; Lab Rel Sec 1174* May include dental, disability, education, health, life and vision including dependent care and Employee Assistance *29 CFR 1637.3; 29 USC 1027; 29 CFR 1627.3; 29 USC 1113; GC34090	
0002	3040	Human Resources	Council Compensation Plans	Records or materials related to council compensation plans.		PERM	GC34090	
0002	3050	Human Resources	Benefit Plan Enrollment, Denied	Files and records related to denied or rejected benefit plan enrollment.	Applications, forms, supporting materials.	CL+4Y	GC34090; OMB A-128	
0002	3060	Human Resources	Medical Leave	Records and materials related to the employee's medical leave.	Applications, forms, supporting materials. May include Family leave, certifications, tests, W-4s.	CL+30Y	FMLA 1993 US OSHA; 29 CFR; 1910.20; 29 CFR 1602.30.32; 49 CFR 193-9	

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0002	4010	Human Resources	Job Announcements Recruitment	Records documenting notices of job openings communicated in the media or other methods. Records related to hiring employees. Includes rejected applications, job announcements and records documenting hiring for temporary employees. Note: Applications for hired employees go into the Personnel File and are not part of this group.	Recruitment Applications, resumes, alternate lists/logs, indices; ethnicity disclosures; examination materials; examination answer sheets, job bulletins; eligibility; electronic database. Testing, Exams, Personnel Exams.	CL+3Y	CA: LC 1197.5 GC12946; GC6250 et seq; 29 CFR 1602 et seq 29 CFR 1607; 29CFR 1627.3	
0002	4020	Human Resources	Job Descriptions	Job descriptions, job positions & inactive job positions.		PERM	GC34090	
0002	5010	Human Resources	Personnel Files	Records documenting detailed personnel actions for employees. Records documenting hiring activities for employees that were ultimately hired. Also includes records related to human resources activities not covered in more specific categories as well as Volunteer Files.	Includes temporary employees records, education records, employee evaluations, terminated employees Public Employees Retirement Systems (PERS) reports, contracted instructors, employee evaluations and records related to decisions to transfer employees.	T+30Y	GC34090;CAC 22-1085-2	
0002	5020	Human Resources	Drug & Alcohol Testing: Negative	DOJ, Working files Negative Drug & Alcohol results.		CY+2Y	49 CFR 382.401; GC34090	

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0002	5030	Human Resources	Drug & Alcohol Testing: Positive	DOJ, Working files Positive Drug & Alcohol results.		CY+5Y	49 CFR 382.401; GC34090	
0002	5040	Human Resources	Personnel Administration	Records related to employment actions involving groups of employees.	Layoff, promotion and retirement records, salary administration, bonus determinations, cost of living surveys, pay scales, salary surveys and personnel transfers.	SU+3Y	29 CFR 405.9	
0002	6010	Human Resources	Employee: Hazardous Exposure	Records documenting general exposure of employees to hazardous substances, including employee exposure records, Material Safety Data Sheets (MSDS) and radiation exposure records.		PERM	29 CFR 1910.1001 29 USC 1113 GC6250 et seq; OMB A-129 29 CFR 1602.30; 32; Lab Rel Sec 1174* May include dental, disability, education, health, life and vision including dependent care and Employee Assistance *29 CFR 1637.3; 29 USC 1027; 29 CFR 1627.3; 29 USC 1113 GC34090	
0002	6020	Human Resources	Employees: Health/Safety	Records related to employee health and safety.		CL+3Y	GC34090	

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0002	7010	Human Resources	Employee Training	Records related to training employees; records containing materials used to train employees; records related to the development and operation of City-sponsored training programs and seminars. Includes course listings, employee certification & training materials. May include material from both internal and external sources.	Training Materials, AB 1234 Certificate, Lifeguard Responsibility, Dive Training, Training Records, Sexual Harassment Prevention training, Orientation training. Does not include Employee Safety Training. Please note this code only refers to certifications that need to be retaken and/or certifications with expiration dates.	CL+2Y	GC34090	
0002	7020	Human Resources	Education & Training	Records and files related to Conference & Seminars, Educational Programs, Education Reimbursements, Training Programs.	Conference & Seminars, Educational Programs, Education Reimbursements, Training Programs. Any conference, program, or training materials that do not have expiration dates or require and employee to retake the course or program.	2Y+AT	GC34090	
0002	7030	Human Resources	Intern Programs	Records and materials related to Intern Programs provided by the City.	Applications, forms, supporting materials.	2Y+AT	GC34090	
0002	7040	Human Resources	Special Employment Programs	Records and materials related to Special Employment Programs provided by the City.	Applications, forms, supporting materials.	5Y+AT	GC34090	
0002	8010	Human Resources	Workers Compensation	Records documenting occupational injuries and claims involving workers compensation.	Workers comp / safety files, closed; Workers comp - safety - current; workers comp / safety files - current activity, worker's compensation records, worker's compensation reports.	PERM	GC6410; 29 CFR 1910.20	

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0002	8020	Human Resources	Accidents and Accident Prevention	Internal records related to the prevention, investigation and handling of accidents, including safety inspections, safety investigations, investigation of employee-involved vehicle accidents.	Facility Reviews, Accident Records, Accident & Safety Records, Ergonomic issues, Accident Review Board files, Compliance Inspections, Accident Review, Employee Safety Training, Event Waivers.	SU+2Y	GC34090	
0002	8030	Human Resources	Personnel Investigations	Records and supporting materials related to the employee's personnel investigation.		AS+30Y	GC34090	
0002	8040	Human Resources	Grievances	Grievance files.		CL+5Y	GC34090	
0004	1020	Information Technologies	Security Recordings: General	Security/surveillance routine video recordings. "Routine video monitoring" means videotaping by a video or electronic imaging system designed to record the regular and ongoing operations of the departments, including mobile in-car video systems and building security taping systems.		CY+2Y	GC34090.7	
0004	1030	Information Technologies	Computer Software & Licensing	Documentation of computer software developed or used including software licenses, maintenance, software back-up copies. These are City assets. The right to use a piece of software is subject to outside audit.		CL+2Y	GC34090	
0004	1040	Information Technologies	Network Information Systems (LAN/WAN)	Configuration maps and plans.		CY+4Y	GC34090; CCP 337.2; 343	

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0004	1050	Information Technologies	Program Files and Directories	Annual backup, Daily backup, Monthly backup, Weekly backup.		CY+2Y	GC34090; GC34090.7	
0005	1020	Economic Development	Associations	Records related to membership or in the activities of professional or industry associations of which the City is a member or has a business interest.		CL+2Y	GC34090	
0005	1030	Economic Development	Industry Relations	Records related to associations and other cooperative efforts with non-governmental organizations.		CL+2Y	GC34090.7	
0005	1040	Economic Development	Marketing/ Advertising/ Publicity	Records related to advertising, etc. Includes trade shows and records related to marketing and promotion activities. Lists detailing current prices for products and services, records documenting sales, brochures, catalogs and price lists.		CL+2Y	GC34090	
0006	1010	City Clerk	Copyrights/Trade-marks/Patents	Records of rights conveyed by government related to copyrights, trade-marks and patents.	City Flag, City Seal, City Software Projects involving source code or proprietary applications.	PERM	PERM For historic value.	
0006	1020	City Clerk	Articles of Incorporation	Original Articles of Incorporation.		PERM	GC 34458-60	

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0006	1030	City Clerk	Historical: General	Various items of historical value, including mementos from Sister Cities, City scrapbooks.	Special Events (Final Information), Mementos, gifts to Council, Advisory Group Handbook. May Include journals, diaries, logbooks, detail, records (i.e., seismic) day books and rosters documenting a significant event in the City or impact on City assets/personnel. Those logs determined to have historic value such as documenting a significant event. Pictures and headshots since incorporation.	PERM	Please refer to City Clerk for approval of historic items or records.	
0006	1040	City Clerk	Historic Preservation Inventory	Historic structures & landmarks.		SU+2Y	GC34090d	
0006	2010	City Clerk	Assessment Districts	Original documentation for assessment district formation, including summary of the ballots received.	Landscaping/Lighting districts, Community Facilities Districts.	PERM	California Constitution Article XIII	
0006	2020	City Clerk	Assessment Ballots	Ballots and supporting materials.		PERM	GC34090	Filed with resolutions.
0006	2030	City Clerk	Election: Certification of Election	Certificates of election - original reports and statements.		PERM	GC34090a	
0006	2040	City Clerk	Election: Nomination Papers	Nomination papers required for submission by Candidates for Office.		TERM+4Y	EC17100	
0006	2050	City Clerk	Elections: Notifications / Publications	Proof of publication or posting, certification and listing of notice and posting; copy of newspaper notice and certification of offices to be voted for at forthcoming election.		E+2Y	GC34090	

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0006	2060	City Clerk	Election: Successful Candidate Statements	Statements printed in the sample ballots retained permanently -- historical purposes.		PERM	GC81009(b)	
0006	2070	City Clerk	Election: Unsuccessful Candidate Statements	Statements printed in the sample ballots.		E+5Y	GC81009(b)	
0006	2080	City Clerk	Oaths of Office	Elected Officials & employees, City Emergency Response Team members.		TERM+6Y	GC36507	
0006	3010	City Clerk	FPPC: Administrative	FPPC (Fair Political Practices Commission) administration, working papers, correspondence.		CY+5Y	GC81009	
0006	3020	City Clerk	FPPC: Campaign Filings - All Other Committees	FPPC (Fair Political Practices Commission) Filings.		E+7Y	GC81009-	
0006	3030	City Clerk	FPPC: Campaign Filings - Elected	FPPC (Fair Political Practices Commission) Filings. Incl. candidate pack.	Form 400 Series, Form 501.	PERM	GC81009(b)	Copies Kept 4 Years
0006	3040	City Clerk	FPPC: Campaign Filings - Not Elected	FPPC (Fair Political Practices Commission) Filings. Includes candidate packs.		E+5Y	GC81009(b)	Copies kept 4 Years
0006	3055	City Clerk	FPPC: Statement of Economic Interests Copies	FPPC (Fair Political Practices Commission) Filings.	Conflict of Interest Filings. 700 Forms	CY+4Y	FPPC Guidelines	
0006	3050	City Clerk	FPPC: Statement of Economic Interest - Elected and Not Elected	FPPC (Fair Political Practices Commission) Filings.	Conflict of Interest Filings. 700 Forms	CY+7Y	GC81009(e) FPPC Guidelines	
0006	3070	City Clerk	AB 1234	Public service Ethics education proof of participation certificate.		CL+5Y	GC53235	

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0006	4010	City Clerk	Appointment Lists	Lists related to the appointments of City Council, Commissioners, and Committee Members.		PERM	GC3490	
0006	4020	City Clerk	Reorganization/ Rosters			SU+2Y	GC3490	
0006	4030	City Clerk	Agenda Packets: City Council	Agenda Packets for City Council.	Agendas, staff reports, public comments, meeting materials.	PERM	GC34090	
0006	4035	City Clerk	Minutes: City Council	City Council: Meeting minutes, recording the decisions made or actions taken during the meeting.		PERM	GC-34090 Retention for minutes should be the same for City Council and Committees	
0006	4040	City Clerk	Agenda Packets: Commission Meetings	Agenda Packets for Commission Meetings.	Agendas, staff reports, public comments, meeting materials.	PERM	PERM For historic value.	
0006	4045	City Clerk	Minutes: Commission Meetings	Commission: Meeting minutes, recording the decisions made or actions taken during the meeting.		PERM	PERM For historic value.	
0006	4050	City Clerk	Agenda Packets: Committee Meetings	Agenda Packets for Committee Meetings.	Agendas, staff reports, public comments, meeting materials.	PERM	PERM For historic value.	
0006	4055	City Clerk	Minutes: Committee Meetings	Committee: Meeting minutes, recording the decisions made or actions taken during the meeting.		PERM	PERM For historic value.	
0006	4060	City Clerk	City Council & Committee Meeting Videos			PERM	GC3490	
0006	4070	City Clerk	City Council & Committee Meeting Audio			PERM	GC3490	
0006	4080	City Clerk	Affidavits of Posting	Affidavits of posting for City Council, Committee, and Public Hearing meetings.		CY+2Y	GC3490	

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0006	4090	City Clerk	Legal Notices	Affidavits of Publication, Agenda Posting, Orders of Adjournment, Public Hearing Notices, Special meeting notices, Cancellation notices.		CY+4Y	CCP 343, 349 et seq.; GC 911.2; GC 34090	
0006	5010	City Clerk	Bonds, Insurance	Bonds and insurance policies insuring city property and other assets.		PERM	CCP 337.2; 343	
0006	5020	City Clerk	Insurance Certificates (Non- Contract)	Records related to all insurance coverage affecting the City except Liability Insurance.	Certificates of Insurance, fidelity bonds, insurance claims and surety bonds. Statement of self-insurance. Includes Certificates, Records and Internal City self-insurance documentation and policies.	PERM	GC34090	
0006	6010	City Clerk	Bids, Proposals, RFQ, RFP's: NOT Awarded	Unsuccessful bids, proposals or RFP/RFQ responses, Reverse Auctions.		CL+2Y	GC34090; CCP 337	
0006	6020	City Clerk	Bids, Proposals, RFQ, RFP's: Awarded	Records relating to bids, proposals, Requests for Qualification (RFQ) and Request for Proposals (RFP) and specifications. Reverse Auctions.		CL+6Y	GC34090 Successful RFPs shall be filed and retained with the executed agreement/contract. The close date being the date the agreement/contract was terminated.	Refer to corresponding Agreement retention.
0006	6030	City Clerk	Professional Services Agreement	Agreements and contracts related to professional services and consultants.		CL+10Y	GC34090	
0006	6040	City Clerk	Joint Powers Agreements	Includes corresponding insurance certificates.		PERM	GC34090	
0006	6050	City Clerk	Development Agreements	Includes corresponding insurance certificates.		CL+10Y	GC34090	

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0006	6060	City Clerk	Capital Improvement Agreements	Includes corresponding insurance certificates.		PERM	GC34090	
0006	6070	City Clerk	Bond Agreements	Includes corresponding insurance certificates.		PERM	GC34090	
0006	6080	City Clerk	Franchise Agreements	Includes corresponding insurance certificates.		PERM	GC65864, 65869.5, 34090	
0006	6090	City Clerk	Lease Agreements			CL+4Y	GC3490	
0006	6095	City Clerk	Lien Agreements	Agreements related to tax liens.		PERM	GC3490	
0006	7010	City Clerk	Claims			CL+5Y	GC34090	
0006	7020	City Clerk	Litigation	Records related to possible or pending litigation or other legal action and court case files.	Billing/Customer Records-Litigation, Litigation files.	CL+5Y	26 CFR 301.6532-2	
0006	7025	City Clerk	Litigation: Final Judgments Settlements/Court Orders	Records specifying final judgments, settlements or orders related to or resulting from litigation.		CL+5Y	26 CFR 301.6532-2 CAC 10104	
0006	7030	City Clerk	Legal Opinions	Records resulting from legal questions that document the specific legal advice provided.		PERM	45 CFR 164.316	
0006	7040	City Clerk	Subpoenas	Written legal order directing a person to appear in court or to produce documents or material.		CY+2Y	GC34090	

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0006	7510	City Clerk	Code Books	Outside agency Code books for building / development / public safety adopted by Council action. National Electrical Code, Uniform Building, Fire, Mechanical, Plumbing & Supplements.		PERM	GC34090	
0006	7530	City Clerk	Appeals - Civil	Appeals of Planning Commission Action and Calls for Review, of Administrative Citations.		CY+3Y	CAC 10104 CCP 583.320(a)(3); GC 34090	
0006	7520	City Clerk	Resolutions	Resolutions signed by City Council.		PERM	GC34090	
0006	7530	City Clerk	Ordinances	Ordinances signed by City Council.		PERM	GC3490	
0006	8010	City Clerk	Public Records Requests	Requests & responses to Public Records Act request for City records, including all back-up documentation.	PRA requests	CY+2Y	GC34090	
0006	8020	City Clerk	Retention Schedule	Retention Schedule and polices.		PERM	GC3490	
0006	8030	City Clerk	Records Destruction	Records Destruction lists, authorization, certificates.		PERM	GC3490	
0006	8040	City Clerk	Records Inventory	Records Inventory lists.		SU+2Y	GC3490	
0006	8050	City Clerk	Recordations			PERM	GC3490	Please see Code Enforcement recordations for recorded documents related to Code Enforcement.

City of Menifee
Records Retention Policy

Department Code	Record #	Office of Record/ Department	Record Series Name	Description	Examples	Total Retention	Legal Requirement(s) (See Legal Reference Workbook for Other Legal Considerations)	Comments
0006	9010	City Clerk	Real Property: Acquisitions / Divestitures / Annexations	Records related to the acquisition of or divestiture of City real property. Supporting documents regarding the sale, purchase, exchange, lease or rental of property by City, including eminent domain. May include records of acquisitions, annexations, divestiture and reorganizations including work papers and due diligence.		PERM	GC34090a	
0006	9020	City Clerk	Appraisals for Non-Purchased Properties			CY+2Y	GC3490	
0006	9030	City Clerk	Liens & Releases Not Recorded	Records related to liens that were not or are not recorded.		CL+2Y	GC3490	
0006	4075	City Clerk	Applications Elected Officials	Applications for elected officials		PERM	PERM For historic value.	
0006	4080	City Clerk	Applications for Unsuccessful or Non-Elected Officials	Applications for Unsuccessful or Non-Elected Officials		CL+2Y	GC34090	
0007	1010	Finance	Customer Lists	Records of customers who have purchased services from the City.	Business License list, Community Services Events, (confidential record series), mailing lists, Parks & Recreation waiting lists.	SU+2Y	GC34090	

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Department Code	Record #	Office of Record/ Department	Record Series Name	Description	Examples	Total Retention	Legal Requirement(s) (See Legal Reference Workbook for Other Legal Considerations)	Comments
0007	1020	Finance	Financial Planning & Forecasting	Records related to internal planning and forecasting, including records stating the financial plans that the organization will follow related to investments and forecasts projecting expenses or income over a specified period.	Five Year Plan.	CL+2Y	GC-34090	
0007	1030	Finance	Applications	Records of applications and rights obtained from government permitting certain business activities. Includes building permits, environmental permits and associated documents that pertain to the permit.	Business Licenses and renewals, Administrative Construction Permits, Licensing, Building Applications & Permits, Industrial Waste Discharge Permits (Issued by Water Resources Board), Sales Tax Licenses (Issued by State), Taxi Cab Applications, Parking Permits, Land Use Development.	CL+2Y	GC34090a	
0007	1040	Finance	General Ledger	Summary Records of all accounts.	General Subsidiary Ledger.	PERM	GC34090; CCP 337	
0007	1050	Finance	Investments	Records related to investing including records relating to bonds, futures/options, securities & records documenting other investments including the proof of ownership, purchase Info, annual statements, and investment results.	Monthly Investments, Treasury Investments, Buy/Sell, Investment Broker Orders, Investment Transaction Records, Investment Safekeeping Statements, Treasurer's Reports.	PERM	GC34090; CCP 337; GC 53607	

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Department Code	Record #	Office of Record/ Department	Record Series Name	Description	Examples	Total Retention	Legal Requirement(s) (See Legal Reference Workbook for Other Legal Considerations)	Comments
0007	2010	Finance	Accounting	Working papers, accounting information, including trial balances, Aging Reports, Account Detail Reports, and other records related to accounting activities not covered in more specific categories.		AU+4Y	GC34090	
0007	2020	Finance	Accounts Payable (A/P)	Records related to the accounting for money due to creditors and vendors.	Includes cash disbursements, and invoices, vouchers, bad debt write-off allowances, contract accounting records, cost accounting records, credit card charge slips, credit card statements, donations, employee expense reports, petty cash records, royalty payments, unemployment insurance payments, vendor packets & workers' compensation insurance payments. Includes Blank Checks.	AU+4Y	26 CFR 35a.9999-5; CAC 1689; 26 CFR 31.6001-1	

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Records Retention Policy

Department Code	Record #	Office of Record/ Department	Record Series Name	Description	Examples	Total Retention	Legal Requirement(s) (See Legal Reference Workbook for Other Legal Considerations)	Comments
0007	2025	Finance	Accounts Receivable (A/R)	Records related to accounting for money owed to the organization including user fees and delinquent payments.	Includes cash receipts, credit advises, sales receipts, cash packets/receipts, cash reconciliations, Electronic Funds Transfer Customer History Files, Tie-Down Fees, Billing/Customer Files, Cash Receipts Registers - CDC, Treasurer's Receipts - CDC, Treasurer Receipts Adjustment Journals - CDC, Treasurer's Receipts/Receipts for Monies Received, Invoices: Paid, Void & Write-off, Adaptor & Key Deposit Receipts, Paid Receipts, Cash Register Tapes/End of Day Reports, Notice of Delinquent Parking Violation, Parking Citations: Menifee/Other Agencies, Cash Register Tapes, Receipt Books, Daily Recap of Receipts with TR's, Parking Lot Files: Revenue Received, Paid Receipts, Recreation deposits, Affidavits of Gross Receipts, Records related to the management and collection of bad debts or Liens, monies into the General Fund, False Alarm receipts, Accounts Receivable Invoices, Ambulance	AU+4Y	26 CFR 35a.9999-5; CAC 1689; 26 CFR 31.6001-1	
0007	2030	Finance	Purchase Orders	Records of purchasing including approved bids or quotes.		AU+4Y	GC34090	
0007	2040	Finance	Petty Cash Funds			AU+5Y	GC34090	
0007	2050	Finance	Audit Preparation Files			CY+2Y	GC34090	
0007	2061	Finance	Bank Deposits			AU+5Y	GC34090; 26; CFR 16001-1	
0007	2062	Finance	Bank Reconciliations			AU+5Y	GC34090; 26; CFR 16001-1	

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City of Menifee
Records Retention Policy

Department Code	Record #	Office of Record/ Department	Record Series Name	Description	Examples	Total Retention	Legal Requirement(s) (See Legal Reference Workbook for Other Legal Considerations)	Comments
0007	2063	Finance	Bank Statements			AU+5Y	GC34090; 26; CFR 16001-1	
0007	2064	Finance	Check Registers			AU+5Y	GC34090; 26; CFR 16001-1	
0007	2065	Finance	Returned Checks			AU+5Y	GC34090; 26; CFR 16001-1	
0007	2066	Finance	Stale Dated Checks			AU+5Y	GC34090; 26; CFR 16001-1	
0007	2067	Finance	Stop Payments			AU+5Y	GC34090; 26; CFR 16001-1	
0007	2068	Finance	Deposit Slips			AU+5Y	GC34090; 26; CFR 16001-1	
0007	2069	Finance	Deposit Corrections			AU+5Y	GC34090; 26; CFR 16001-1	
0007	2070	Finance	Wire Transfers			AU+5Y	GC34090	
0007	2071	Finance	Employee Payroll	Files related to City Employee Payroll.		AU+5Y	GC34090; CCP 337	
0007	2072	Finance	Payroll Invoices			AU+5Y	GC34090; CCP 337	
0007	2073	Finance	W2s			20Y		
0007	2080	Finance	Certifications, Outside Agencies	Audit findings of compliance.		AU+4Y	CCP583.320.3	
0007	3010	Finance	Budgeting	Records related to budgeting activities, including budgeting work papers. Does NOT include approved budgets.	Fund files, Budget Preparation files, Departmental Budget Expenditure Files, Budget Adjustment Files.	CL+6Y	GC34090	

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Department Code	Record #	Office of Record/ Department	Record Series Name	Description	Examples	Total Retention	Legal Requirement(s) (See Legal Reference Workbook for Other Legal Considerations)	Comments
0007	3020	Finance	Budget adjustments, journal entries	Records related to summarizing charges to individual accounts including account ledgers, A/P ledger, A/R ledger, balance sheets, cash journals, chart of accounts; journal entries, and subsidiary ledgers.	Check Adjustment/Corrections Register, Travel Journals, Water Billing Registers, Daily Input/Transaction Journal, Accounting Journals, Adjusting Journal Entries - CDC, Budget Adjustment Journals - CDC, Check Correction Journals - CDC, Standard Journals, CDC, Travel Journals - CDC, Adjusting Journal Entries, Budget Journal Entries, Checks - Void Register, File Maintenance Journal, Standard Journal Entries, Treasurer's Receipts: Adjustments/Corrections, General Ledger Papers & Other Work Documents, Journal Vouchers for Investments.	AU+2Y	GC34090	
0007	3030	Finance	Budgets: Approved, Operating and CIP	Final budgets adopted by Council. Records projecting income and authorizing expenditures for the legislative body.		PERM	GC34090	
0007	4010	Finance	Appraisals for Purchased Properties			PERM	GC3490	
0007	4020	Finance	Assessment Rolls	Received from the County once a year.	Final Assessments.	AU+4Y	GC34090; CP583.320a; CCP583.320.3-	

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Department Code	Record #	Office of Record/ Department	Record Series Name	Description	Examples	Total Retention	Legal Requirement(s) (See Legal Reference Workbook for Other Legal Considerations)	Comments
0007	4030	Finance	Fixed Asset Property Inventory/Valuation	Records related to the accounting for the capital gain or loss related to the purchase and sale of non-real property. Includes capital property, capital asset records, property depreciation schedules, property material transfer files, property detail records, property inventory and property sold, records describing the type, model, and location of property and the value for accounting purposes.	Fixed Asset Files, Fixed Asset Reports.	AU+4Y	26 CFR 1.167(A)-11 GC34090; 26 CFR 301 65-1(F)	

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Department Code	Record #	Office of Record/ Department	Record Series Name	Description	Examples	Total Retention	Legal Requirement(s) (See Legal Reference Workbook for Other Legal Considerations)	Comments
0007	4040	Finance	Financing: Real Property	Includes external contracts with outside lending institutions to borrow money stating the terms and conditions of the loan, Letters of Credit, loan applications & agreements, mortgage records, credit agency reports, credit applications, as well as notes documenting current financial obligations, cancelled notes, internal records submitted from outside parties, requesting credit for the purchase of products and services that provide information that will be used to determine whether credit will be extended. AKA Loan Applications and Agreements - External.		CL+6Y	26 CFR 1.167(A)	
0007	4050	Finance	City Owned Property Inventory			PERM	GC34090	
0007	5010	Finance	Accident Reports: City Assets	Reports and related records.		CL+7Y	29 CFR 1904.2; 29; CFR 1904.6	
0007	5020	Finance	Audit Reports: External	Records reviewing and documenting financial Info created as part of an audit performed by an outside person or organization.	Financial Audits - External, DOJ Audits, P.O.S.T. audits, CJIS audits, Audit Reports, Findings of Compliance	AU+6Y	17 CFR 210.2-06	

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Department Code	Record #	Office of Record/ Department	Record Series Name	Description	Examples	Total Retention	Legal Requirement(s) (See Legal Reference Workbook for Other Legal Considerations)	Comments
0007	5025	Finance	Audit Reports: Internal	Records reviewing and documenting financial Info created as part of an audit performed by a person in the organization.	Financials - Audited - Internal, Budget Audits, Audit Reports.	AU+2Y	GC34090	
0007	5030	Finance	Finance Annual Report	Records stating financial condition of the City at the end of the fiscal year. Generally, the same as the Annual or Certified Financial Statements. Also includes Annual Records stating Financial condition of the City at the end of the fiscal year. Generally, will become the Certified Financial Statement after the audit has been completed. Includes records stating the certified or official financial condition of the City at the end of the fiscal year. Does NOT include MONTHLY/QUARTERLY statements.	. Profit and Loss Statements	AU+7Y	GC 34090.7	
0007	5040	Finance	Financial Reporting: Monthly/Quarterly	Records stating financial condition of the organization at the end of the month or quarter. The annual financial statements replace these Reports. Does NOT include Annual Reporting.	Quarterly Financial Reports.	CY+2Y	GC34090.7	

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0007	5050	Finance	Financial Reports	Records relating to financial, fiscal and monthly reports. May include worksheets, spreadsheets, analysis and report of financial or investment results.	Deferred Compensation Reports, Statistical Reports, Labor Distribution Report, Fiscal Agent, Fiscal Information Financial System Reports - Prior System, Check/Warrant Registers - CDC, Monthly Health Plan Claims Reports, Capital Outlay/Non-Capitalized Inventory, Summary Capital Outlay/Non-Capitalized Inventory, Cash Disbursement Registers, Cash Receipts Register, Monthly Cash Receipts Register, Check Registers: Bi-Monthly Approved Registers, Cost Sharing Transfer Journals, Department Expenditure Summary, Departmental Expenditure Statement, Department/Program Expenditure Summary, Department/Program Revenue Summary, Department Revenue Summary, Fund Expenditure By Department, Department/Program Expenditure Summary, Fund Expenditure Summary, Fixed Assets Reports, General Administrative Costs Report,	AU+4Y	26 CFR 35a.9999-5; CAC 1689; 26 CFR 31.6001-126 CFR 1.6001-1/08	
0007	5060	Finance	Treasurer's Report	Quarterly and Annual reports to the City Council outlining the City's financial investments.		PERM	GC34090; CCP 337; GC 53607	
0007	5070	Finance	Travel Expense Reports			CY+2Y	GC34090	
0007	6010	Finance	Securities & Letter of Credit			PERM	GC3490	

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Department Code	Record #	Office of Record/ Department	Record Series Name	Description	Examples	Total Retention	Legal Requirement(s) (See Legal Reference Workbook for Other Legal Considerations)	Comments
0007	6020	Finance	Bonds	Records documenting investments in bonds including the actual bonds (if provided), purchase info, annual statements, and investment results.	Bonds Administration Files, Bond Administration Files - CDC, Bond Account Statements - CDC, Bond Registers & Assessment Records, Bond Account Statements, Bond Certificates & Redeemed Coupons.	CL+ 10Y	GC34090; CCP 337.5	
0007	7010	Finance	Tax: Sales & Use	Sales and use tax returns and work papers.		AU+4Y	GC34090	
0007	7020	Finance	Sales Tax License	License to collect sales tax. Issued by the State.		CL+3Y	GC34090	
0007	7030	Finance	Tax: General	Tax Records and Administration and information.		AU+4Y	GC34090	
0007	8010	Finance	Grant Records & Agreements Files: General	Documents related to awarded grants including applications, agreements, progress & financial reports and compliance paperwork.	Quality Children's Services, Grant Financial Files - CDC, Grant Files: Community Development Block Grants, Community Applications, Grant Files: Proposals Not Funded, Grant Files: State & Federal Grants.	AU+6Y	24 CFR 850.77; 48 CFR 4.703	
0007	8020	Finance	Grant Records & Agreements: City Property Acquisition	Documents related to grants awarded for property acquisition including applications, progress & financial reports and compliance paperwork, Acquisitions including land use restrictions.		PERM	GC 34458-60 24CFR880.603- ACT+3	
0008	1020	CDBG	Audits: HUD	Working papers related to operational auditing activities.	HUD, CDBG Audits.	CL+4Y	17 CFR 210.2-06	

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Department Code	Record #	Office of Record/ Department	Record Series Name	Description	Examples	Total Retention	Legal Requirement(s) (See Legal Reference Workbook for Other Legal Considerations)	Comments
0009	1020	Community Development	Specific Plans			PERM	GC34090	
0009	1030	Community Development	Environmental Impact Studies, Site Analyses, Auditing, Reports Monitoring Records, and Testing Worksheets	Document, reports and studies summarizing environmental impact of proposals and plans. Records used to prepare the draft and final EIR published by the City's responses to comments, mitigating declarations, addendum, and notices of determination filed with the state/county clerk. Records documenting compliance with established auditing procedures and environmental pollution requirements, as well as records monitoring environmental activities and testing records. Includes records submitted to government agencies to document the environmental test results.	Water Quality Assurance/Water Quality Control, Environmental Impact Reports. Negative Declarations, Air Quality, Technical studies (AQ, Noise, Bio, Ect) Instrument Reading, Testing Records, Information Collection Request, Chemical Emissions. TIAs, Noise Studies, Paleo Reports, Tech Studies.	PERM	GC34090d	
0009	1040	Community Development	Land Use	Files that document the development and use of public and private property within the City. Includes: Zone Amendments		PERM	GC-34090	
0009	1050	Community Development	Drawings, Project Plan	Does not include those usually filed with case or project.		CU+2Y	GC34090d	
0009	1060	Community Development	Land Uses, Nonconforming/ Zoning Letters	Building or site usage which does not conform to current standards.		PERM	GC34090a	

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0009	1070	Community Development	Site Plans			PERM		
0009	1080	Community Development	Development Conditions	Mitigation measures; filed with case files.		PERM	GC34090	
0009	1090	Community Development	Annexation Case and Sphere of Influence Files	Reports, agreements, public notices.		PERM	GC34090	
0009	2010	Community Development	Projects, Not Completed or Denied	Files and plans that were denied or never finalled.		CL+2Y	GC34090	File closes 6 months from the last date of activity.
0010	2010	Building & Safety	Building Permits	Construction, signs.		PERM	GC34909a; H&S 19850; 4003;4004	
0010	2020	Building & Safety	Inspection	Correspondence, fees, appeal requests, reports.		CL+2Y	GC34090d	
0010	2030	Building & Safety	Certificates of Occupancy			LOS	GC34090	Retain during life of structure
0010	3010	Building & Safety	Drawings / Blueprints / Plans: Commercial / City Facilities & Infrastructure	Records detailing the design of structures within the City limits. Includes Originals, as-builts, notated drawings.	Improvement plans, plan checks, paper maps, parcel maps, parcel maps, plant plans, traffic plans, Authorization to Modify (ATM),	LOS+10Y	6CRF29.8 HSC 19850	
0010	3020	Building & Safety	Drawings / Blueprints / Plans: Residential	Records detailing the design of City residences. Includes Originals, as-builts and notated.	Includes Plan ID files, specification originals, drawings. Also includes property improvement plans, plan checks, parcel maps, plot maps.	90 Days	GC34090a; H&S19850; 4003; 4004	

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Department Code	Record #	Office of Record/ Department	Record Series Name	Description	Examples	Total Retention	Legal Requirement(s) (See Legal Reference Workbook for Other Legal Considerations)	Comments
0010	4010	Building & Safety	Abandonment	Buildings, Condemnation, Demolition.		PERM	GC34090a	
0015	1070	Fire	Annual Files	Annual Files		CL+2Y	GC34090	

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0015	1060	Fire	Applications	Fire applications.		CL+2Y	GC34090	
0015	1050	Fire	Violations	Fire Code violations.		CL+2Y	GC34090	

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0015	1040	Fire	Projects, Not Completed or Denied	Permits, blueprints, sprinkler plans, and files that were denied, expired, or never finalled.	Permits, blueprints, sprinkler plans, and files that were denied, expired, or never finalled.	CL+2Y	GC34090d	
0015	1030	Fire	Drawings	Records detailing the design of structures within the City limits.	As-builts, notated drawings, sprinkler plans	LOA+10Y	6CRF29.8 HSC 19850	
0010	4020	Building & Safety	Projects, Not Completed or Denied	Permits, blueprints and files that were denied, expired, or never finalled.		CL+2Y	GC34090d	File closes 6 months from the last date of activity.

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Department Code	Record #	Office of Record/ Department	Record Series Name	Description	Examples	Total Retention	Legal Requirement(s) (See Legal Reference Workbook for Other Legal Considerations)	Comments
0011	1010	Code Enforcement	Code Case Files	Records related to building, housing and mobile home code violations, foreclosed properties, and vacant homes.	Complaint case files, including inspections; public nuisance rubbish and weed abatement, vehicle abatement, citations. Citations, Notice of Fees, Demand Payoff, Foreclosed Property Receipts, Foreclosed Property Registrations, Deregistrations for Foreclosed and Vacant Homes, related Certified Mail and Receipts.	PERM	GC34090d	
0011	1020	Code Enforcement	Abatement Records	Abatement Files, Weed Abatement Files, Abandoned Vehicle abatements.	Complaints.	CL+2Y	GC34090d	
0011	1030	Code Enforcement	Citations	Municipal Code Citations.		CL+2	GC34090	
0011	1040	Code Enforcement	Violations, Building, Property & Zoning	Supporting code enforcement activity.		CL+2Y	GC34090d	
0011	1050	Code Enforcement	Vehicle Code Citations			CL+2Y	GC34090	
0011	2010	Code Enforcement	Regulations	Includes rules.		SU+2Y	GC34090d	
0011	2020	Code Enforcement	Reports, Federal and State	Code enforcement statistics; may contain records affecting title to real property or liens thereon.		PERM	GC34090a	
0011	2030	Code Enforcement	Information Requester Log Form	DMV INF 2115 Form.		CY+2Y		Required to be kept for 2 years per the CA DMV
0011		Code Enforcement	Recordations	All records recorded by Riverside County related to Code Enforcement records.				Please see recordations under the City Clerk's department for all other recordations.

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0012	1010	Engineering	Benchmark Data	Horizontal, vertical & control.		CY+2Y	GC34090d	
0012	1020	Engineering	Maps and Plats, Drawings	Engineering & field notes and profiles; cross-section of roads, streets, right-of-way, bridges; may include annexations, parks' hardscape, tracks, block, storm drains, water easements, benchmarks, trees, grading, landfill, fire hydrants, base maps, tenant maps, GIS data, monuments.		PERM	GC34090a	
0012	1030	Engineering	Construction Tracking, Daily	Assesses value of real property.		PERM		
0012	1040	Engineering	Asbestos	Documents abatement projects, public buildings.		PERM	GC34090a	
0012	1050	Engineering	Pest Control	Pesticide applications, inspections & sampling, documents.		CY+2Y	GC34090d	
0012	1060	Engineering	Projects, Not Completed or Denied	Permits and plans that were denied or never finalled.		CL+2Y	GC34090	File closes 6 months from the last date of activity.
0012	2010	Engineering	Grading Permits			PERM	GC34090a; H&S 19850; 4003;4004	
0012	2020	Engineering	Encroachment Permits			CL+2Y	GC34090d	
0012	2030	Engineering	Street Names and House Numbers	Street dedications, closings, address assignment/changes.		PERM	GC34090a	Copy kept for reference in Building Dept.
0012	3010	Engineering	Surveys	Engineering and Traffic Surveys per CA Vehicle Code, Radar Surveys, and other surveys to benchmark existing conditions.		CY+2Y	GC34090	

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0012	3020	Engineering	Studies, Special Projects & Areas	Engineering, joint powers, noise, transportation.		CL+2Y	GC34090d	
0012	3030	Engineering	Drawings, Traffic Control Plan	Signs, signing & striping, road construction.		PERM	GC34090a	
0012	3040	Engineering	Special Districts	Supporting documents re: improvement, lighting, underground utility; bonds, taxes & construction.		PERM	GC34090a	
0012	3050	Engineering	Street/Alley (Abandonment/ Vacation	Relinquishment of rights and fee title.		CL+2Y	GC34090d	
0012	3060	Engineering	Traffic Signals	Counts, collisions, accidents.		CL+2Y	GC34090d	
0012	3070	Engineering	Congestion Management	Ride sharing, trip reduction.		CY+2Y	GC34090d	
0012	4010	Engineering	Storm Damage Files	Files documenting storm damages and backup material submitted to outside agencies for reimbursement.		AUD+6Y	6 CFR1 P. 29	
0012	4020	Engineering	Flood Control	Storm Drains		CL+2Y	GC34090d	
0012	5010	Engineering	Capital Improvement Projects	Supporting documents including bidders list, specifications, reports, plans, work orders, schedules, etc.		CL+10Y	CC337.15	

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0012	6010	Engineering	Air Quality (AQMD)	Participants/voucher logs, Total Daily Mileage Survey (TDM); various local authorities; Commute Alternative.		CU+7Y	CCP 338(k); GC34090	
0012	6020	Engineering	California Environmental Quality Act (CEQA)	Exemptions, Environmental Impact Report, Mitigation monitoring, negative declaration, notices of completion and determination, comments, statements of overriding considerations.		PERM	GC34090a + CEQA Guidelines	
0012	6030	Engineering	Environmental Review	Correspondence, consultants, issues, conservation.		CL+2Y	GC34090d	
0012	6040	Engineering	Soil	Analysis, construction recommendations.		CL+2Y	GC34090d	
0012	6050	Engineering	Soil Reports	Soil Reports.		PERM		
0013	1020	Public Works	Development Standards	Landscape mediums, parkway landscape development, public works construction.		PERM	GC34090a	
0013	1030	Public Works	Flood Records			CY+2Y	GC34090	
0013	1040	Public Works	Easements	Contracts permitting one party to enter onto a portion of the property of another for a stated purpose. Includes irrevocable offers to dedicate.		PERM	CCP 337	
0013	2010	Public Works	Maintenance: Equipment	Service requests, supporting documentation for equipment.	Field Operations, Pool Cleaning, Daily Operations. Stations - Harbor Maintenance, Respiratory Testing Kits, Traffic/Electrical Footage, Elevators, Radar Calibration Records.	CY+2Y	GC34090	

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0013	2030	Public Works	Maintenance: Facilities and Infrastructure	Requests, supporting documentation for structures or infrastructure; buildings, waterlines, water pipe and sewer lines, streets, etc.	Roof maintenance, street maintenance, structure painting, infrastructure maintenance, pest control, graffiti removal.	CL+3Y	GC34090	
0013	2040	Public Works	Maintenance: Motor Vehicles	Records documenting the maintenance performed on motor vehicles.	Fleet, Vehicle Maintenance Records, Inventory of Vehicles & Assignments, Speedometer Calibration Certificates, Apparatus .	CY+5Y	GC34090 CA 900-0020-00 190	
0014	1020	Community Services	Waiver	Release Forms: Library donor release forms, use of photograph, Liability Release Forms, and other areas that require use, damage or injury waiver release forms.	Projects that become programs or an asset after close of project will take on the retention of the program or asset, I.E. Public Art, Street, etc.	CY+3Y	GC34090	
0014	1030	Community Services	Waivers for Minors	Waivers signed by minors and/or minor's parent/guardian.		CY+20Y	GC34090	
0014	2010	Community Services	Events	Informational materials related to City activities and special events.	Special events such as sports, summer camps, educational materials, flyers and press releases.	CL+2Y	GC34090	
0014	2020	Community Services	Community Events & Programs	Records related to participation or promotion of community activities, civic organizations, etc.	Community Activities.	CL+2Y	GC34090	
0015	1020	Fire	Inspections	Alarm/sprinkler systems, prevention efforts.		CL+3Y	UFC 103.34	
0015	1010	Fire	Permits			CL+2Y	GC34090	

Legend: CL=Close; CY=Current Year; SU=Superseded; PERM=Permanent; Y= Year; AU= Audit; T= Term of Employment; AT= After Termination; AS= After Settled; E= Election; LOA= Life of Asset

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0016	1010	Police Administration	Carry Concealed Weapon (CCW)	Permits which are approved, denied, or for a retired employee	CCW paperwork that were submitted by a Menifee City resident or a retired Menifee Police employee	CY+2Y	GC § 34090	
0016	1020	Police Administration	Internal Affairs: Not Sustained, Unfounded, Exonerated	Complaints made by citizens and/or police personnel against a Menifee Police employee. Upon completion of investigation these complaints are found to be Not sustained, Unfounded, or Exonerated.	Includes written complaints, internal investigation paperwork, and personnel information.	CL+5Y	State requires for at least 5 years; other State & Federal laws require retention until final disposition of formal complaint: state requires 2 years after action taken: GC §§ 12946, 34090, PC §§ 801.5, 803(c) , VC § 2547	
0016	1030	Police Administration	Internal Affairs: Sustained	Complaints made by citizens and/or police personnel made against a Menifee Police employee. Upon completion of investigation these complaints are found to be sustained.	Includes written complaints, internal investigation paperwork, and personnel information.	CL+15 Y	PC § 832.5	
0016	1040	Police Administration	Policies & Procedures / Operation Directives / General Directives (Department Policies and Procedures)	All policies and procedures that pertain to Menifee Police Department.	Policies and Procedures for each division of the police department; as well as operational and general memos and training bulletins.	PERM	Department Preference; GC § 34090	
0016	1050	Police Administration	Temporary Holding Facility Logs	Working logs of all individuals brought and temporarily held in the police holding facility.	Logs	3Y	GC § 34090.7	

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0016	1060	Police Administration	Use of Force Supervisory Review	Investigative files pertaining to incidents involving a use of force (no death) by police personnel.	Files	5Y+AT	GC §§ 12946, 34090; PC §§ 801.5, 803 (C)	
0016	1070	Police Administration	Use of Force (with a death) Supervisory Review	Investigative files pertaining to incidents involving a use of force with a death by police personnel.	Files	PERM	GC § 34090; PC §§ 799-805	
0016	2010	Police Detective Bureau	Criminal Intelligence and Confidential Informant Files	Files containing criminal intelligence information concerning an individual only if there is reasonable suspicion that the individual is involved in criminal conduct or activity and the information is relevant to that criminal conduct or activity.	Investigative files containing criminal intelligence and/or confidential informant information.	CL+5Y	28 CFR §§ 20, 23.20(h); GC § 34090	Misleading, obsolete, or unreliable information is required to be destroyed, remaining records must be retained longer than 5 years.
0016	2020	Police Detective Bureau	Filed Investigation Cards (FIs)	Information that reflects who an officer contacts, where, and when.	3 x 5 cards	2Y	GC 34090	Preliminary documents
0016	2030	Police Detective Bureau	Asset Forfeiture Notification and File	Files containing information on asset forfeiture information and notifications made.	Files	2Yafter court disposition	GC § 34090	Department preference
0016	2040	Police Detective Bureau	Gang Files	Information pertaining to known gang members and gang associates	Files housed solely in the Detective Bureau	2Y when no longer required	GC § 34090	Department Preference

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0016	2050	Police Detective Bureau	Informant Files	Files containing informant information; does not contain criminal intelligence information concerning individuals	Information on informants	2Y when no longer required	GC § 34090	Department Preference
0016	2060	Police Detective Bureau	Registrants: Arson / Adults	Files on adults who have been designated as arson registrants by the Courts and who live within the jurisdiction of the Menifee Police Department.	Written and Electronic files	PERM or Death of registrant	Pursuant to PC 457.1 required for life; if released from CYA records are destroyed after age 25 or sealing pursuant to W&I 781; GC 34090.7	Department Preference
0016	2070	Police Detective Bureau	Registrants: Arson / Juveniles released from California Youth Authority	Files on juveniles who have been designated as arson registrants by the Courts and who live within the jurisdiction of the Menifee Police Department.	Written and Electronic files	Age 25 or Sealing Date plus 5Y	Pursuant to PC § 457.1 required to register for life; if released from CYA records are destroyed after age 25 or sealing pursuant to W&I § 781; GC § 34090.7	
0016	2080	Police Detective Bureau	Registrants: Sex Offender / Adults	Files on adults who have been designated as sex offenders by the Courts and who live within the jurisdiction of the Menifee Police Department.	Written and Electronic files	PERM or Death of registrant	PC 290	Department Preference; After 2021 Offenders can petition Court for removal 10 or 20 years after offense, provided there are no subsequent offenses.
0016	2090	Police Detective Bureau	Registrants: Sex Offender / Juveniles	Files on juveniles that have been designated as sex offenders by the courts and who live within the	Written and Electronic files	PERM or Sealing Date + 5Y (or Court order),	PC § 290	Department Preference; After 2021 Offenders can

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0016	2100	Police Detective Bureau	Plans/Policies/Procedures: Internal Policies & Procedures, Departmental	Includes directives, disaster recovery plans, emergency action plans, policy statements, procedure manuals, and table of organization, Council Policies.	Standard Operating Procedures (SOP's), Retention Schedules, Administrative Directives, Administrative Manuals, Disaster Plans, Affirmative Action Plans, Employee Manuals, Performance Standards, Procedures Manuals, Policy Manuals, General Orders, Rules & Regulations.	SU+5Y	GC § 34090(d)	
0016	3010	Police Patrol	Officer Recordings	Body worn camera logs of access or deletion of data (audit trail)	Logs	PERM	PC § 832.18(b)(5)(E), GC § 34090	
0016	3020	Police Patrol	Officer Recordings: evidence, Officer Involved shootings / Detention of Arrest/Complaints	Body worn camera recordings	Recordings	Follows retention for Evidence, OR minimum of 2Y	PC § 832.18(b)(5)(E), GC § 34090	
0016	3030	Police Patrol	Officer Recordings; not evidence	Recordings of interactions that are not considered evidence in any crime or incident.	Recordings	1Y	PC § 832.18(b)(5)(A); GC § 34090.6	Department Preference (law recommends 90 days)
0016	4010	Police Property & Evidence	Crime Report Photos	Photographs depicting evidence in a crime	Digital photographs	1Y	GC § 34090	Department Preference
0016	4020	Police Property & Evidence	Property & Evidence Database	Digital database housing information on property and evidence.	Digital database	PERM	GC § 34090	Department Preference (data is interrelated)
0016	4030	Police Property & Evidence	Property & Evidence Access Logs	Logs containing information on who accessed property & evidence information.	Logs	5Y	GC § 34090	

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0016	4040	Police Property & Evidence	Disposal Records	Records containing information on what property was disposed of and when.	Logs	5Y	GC § 34090	
0016	4050	Police Property & Evidence	Firearm destruction Records	Information on which firearms where destroyed and when.	Logs	PERM	GC § 34090	Department Preference
0016	5010	Police Records	Audio Communications	Telephone and radio communications	Recordings	1Y + 1 day	GC § 34090.6	Department Preference (law recommends 100 days)
0016	5020	Police Records	Citations	Citations for parking, traffic, marijuana/cannabis. Includes requests for dismissal, cancellations, and appeals	Paper and digital copies of citations	2Y	GC § 34090	
0016	5030	Police Records	Citation Logs - Parking/Traffic	Digital logs containing information on when and who a citation book was signed out to.	Logs	2Y	GC § 34090	
0016	5040	Police Records	Crime Reports: Lost property, firearms entered into CLETS (if not permanent retention)	Reports containing information on lost property or information on firearms that were entered into CLETS.	Digital and paper reports	Until Found or Recovered	GC § 34090, PC § 11108.2(b)	

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0016	5050	Police Records	Crime Reports: ALL capital crimes, homicides, juvenile, child abuse (substantiated), & sexual assault (rape), and the use specifically mentioned in this schedule	Reports related to any crime that involves juveniles, capital crimes, homicides, substantiated child abuse, sexual assaults that are considered rape.	Digital and paper reports	PERM	PC §§ 803(h), 11169, 11170(a); WIC § 707(b)	Department Preference, DOJ retains CACI (Child Abuse Central Index) information for adults 100 years; most have no limitations on commencement of action; PC261, 286, 288, 288a,
0016	5060	Police Records	Crime Reports; Except those specifically mentioned in the schedule	Reports that contain information that does not fall into any of the other categories of crime report.	Digital and paper reports	10Y	PC §§ 800 & 290	Department Preference: does not include outstanding warrants, unrecovered identifiable property/items, criminal deaths, not historically significant, and it is not classified under PC800 & 290
0016	5070	Police Records	Crime Reports: Unsubstantiated or inconclusive child abuse/neglect	Reports containing information on child abuse and/or neglect which, after investigation, are determined to be unsubstantiated or inconclusive.	Digital and paper reports	CL + 10Y if no further reported suspected abuse	PC §§ 11169(c), 11170(a)(3)	

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0016	5080	Police Records	Crime Reports: Misdemeanor or Infraction on Adults for marijuana/cannabis	Records on crimes of H&S § 11357(b)(c)(d)(e) or H&S § 11360(b) with procedure in H&S § 11361.5 - except those with outstanding stolen property, including firearms or lost firearms.	Digital and paper reports	Conviction or Arrest (if no conviction) +2Y	H&S § 11361.5 (Courts and other agencies "Shall" destroy)	
0016	5090	Police Records	Crime Reports: Misdemeanor or Infraction on Juveniles for marijuana/cannabis	Records on crimes of H&S § 11357(E), except those with outstanding stolen property, including firearms or lost firearms.	Digital and paper reports	2Y or 18 years old	H&S § 11361.5, if no subsequent conviction ("Shall" destroy)	
0016	5100	Police Records	Crime Reports: Misdemeanor or infraction on Juveniles for Marijuana/cannabis on school grounds	Records on crimes of H&S § 11357(d)(e) juveniles with marijuana/cannabis on school grounds (with procedure in H&S § 11361.5)	Digital and paper reports	Offender is 18 years old	H&S § 11361.5, 11357(E); (Courts and other agencies "Shall" destroy)	
0016	5110	Police Records	Crime Reports: Missing persons if not found	Records of individuals who are reported to have gone missing and have not been located.	Digital and paper reports	PERM (If found/returned/follows the retention for the Crime Report)	GC § 34090	Department Preference
0016	5120	Police Records	Crime Reports: Capital Crimes/serious felonies, major crimes, sex crimes	Records pertaining to Capital crimes, serious felonies, major crimes, sex crimes. A Capital crime is a crime which is subject to the death penalty.	Digital and paper reports	PERM	No limitations on commencement of action, Courts keep permanently PC §§ 187, 261, 286, 288, 288a, 288.5, 289, 289.5, 290, and 799	Department Preference

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0016	5130	Police Records	Crime Reports: Factually Innocent Petition accepted records	Records that are sealed pending destruction - except those with outstanding stolen property, including firearms and lost firearms	Digital and paper reports	Date of Arrest + 3Y	GC § 34090; PC § 851.8(a)	Individual petitions District Attorney; Sheriff or Chief concurs that person is factually innocent, then record is sealed.
0016	5140	Police Records	Crime Reports/Sealed Records: Sealed Juvenile and Ward Cases	Records on juveniles or wards of the Court, that have been sealed, except those with child abuse or severe neglect (substantiated), outstanding stolen property, including firearms and lost firearms.	Digital and paper reports	Sealing date + 5 years (or date specified on court order)	CCP § 340.1, GC § 34090, W&I §§ 389(a), 781(d)	Statute of limitations runs up to the age of majority + 8 years; sealed records for juveniles and wards of the Court must be destroyed 5 years after sealing date. Unless otherwise determined by the court.
0016	5150	Police Records	Crime Reports: Stolen vehicle reports (CHP 180)	Records containing information on vehicles that have been stolen	Digital and paper reports	10Y (if not recovered retention is P)	GC § 34090	Department Preference
0016	5160	Police Records	Criminal History Search Logs	Logs of who accessed criminal history information on individuals	Logs	2Y	GC § 34090	
0016	5170	Police Records	Crossroads Database	Information on traffic collision reports	Digital and paper reports	PERM	GC § 34090	Department Preference

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0016	5180	Police Records	Restraining Orders	Restraining orders from the court and those issued by the police department (EPO): these include Orders After Hearing (OAH), Temporary Restraining Orders (TRO), Emergency Protective Orders (EPO), and all other restraining orders.	Digital and paper records	Expiration of order + 2Y	GC § 34090	
0016	5190	Police Records	Patrol Ride Along Waiver Form	Internal forms which include information on the person requesting the ride along.	Paper form	2Y	GC § 34090	
0016	5200	Police Records	Pawn Slips	Information on pawned items from pawn shops within the City of Menifee	Digital and paper records	2Y	GC § 34090, B&P § 21633	Department Preference (Dealers are required to keep for 3 years); Non-records used for investigation; originals entered into the State Automated Property System, most agencies retain for 2 years

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0016	5210	Police Records	Press Releases	Information bulletins made available to the public regarding certain incidents and/or crimes that have occurred.	Digital bulletins	2Y	GC § 34090	
0016	5220	Police Records	Records of destruction / certificates of Records destruction	Documents and certificates of the destruction of Police Records Only (contains no privileged information)	Certificates and documents	2Y	GC § 34090	Final Certificate of Destruction sent to City Clerk
0016	5230	Police Records	Narcotic Registrant	Documents containing information on Narcotics registrants within the jurisdiction of the Menifee Police Department	Paper Records	5Y	GC § 34090, H&S §§ 11590, 11594(a)	Department Preference; Registration is required for 5 years
0016	5240	Police Records	RMS database	Digital Records Management database system	Digital	PERM	GC § 34090	Data fields/records are interrelated
0016	5250	Police Records	Subpoenas	All subpoenas; subpoenas for officer appearances and subpoenas for documents and/or evidence	Digital and paper subpoenas	2Y	GC § 34090	

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0016	5260	Police Records	Traffic Collision / Accident reports	Records containing information on any traffic collision that occurred within the City of Menifee jurisdiction	Digital and paper records	10Y (non-fatal); PERM (fatal)	GC § 34090	Department preference (fatal collisions are retained by CHP for 5 years)
0016	6010	Police Traffic	PAS/ Device calibration logs	Logs which contain information on and/all PAS devices retained by the Menifee Police Department	Digital logs	2Y	GC § 34090	
0016	6020	Police Traffic	Validity Hearing forms: not approved for release	Records containing information on a validity hearing that was not approved for release	Digital and paper records	2Y	GC § 34090	Forms are given to Records to be scanned in with the case
0016	6030	Police Traffic	Validity Hearing (Stipulated vehicle release forms): approved release	Documents containing information on vehicles that were approved for release.	Digital and paper records	7Y from the beginning of the date signed	GC § 34090, CVC § 1806.1	
0016	7010	Police Training	Background files - successful applicants	Backgrounds files that contain personal information on applicants who have successfully passed a background	Digital and paper records	Date of separation + 5Y	29 CFR § 1672.3(b)(i), 29 CFR § 1602.14; GC §§ 12946, 34090	Department Preference: EEOC / FLSA / ADEA (age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State law requires 2 - 3 years
0016	7020	Police Training	Background files - unsuccessful applicants	Background files that contain personal information on applicants who did not successful pass a background	Digital and paper records	3Y	29 CFR § 1672.3(b)(i), 29 CFR § 1602.14; GC §§ 12946, 34090	Department Preference, State law requires 2 - 3 years

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0016	7030	Police Training	Personnel Training File - Officer Training - By Employee (POST printouts)	Records on Officer Training, which include range qualifications, retiree fire arson qualifications	Digital and paper records	Date of separation + 5Y	8 CCR § 3203, 29 CFR § 1602.31; LC § 6429(c); GC §§ 12946, 34090, 53235.2(b)	OSHA requires safety training 5 years; EEOC / FLSA / ADEA (age requires 3 years promotion, demotion, transfer, selection, or discharge, State requires 2 - 3 years
0016	7040	Police Training	Training Department Records - Course Records	Records containing information on attendance, outlines and materials, includes use of force training, safety training, etc.	Digital and paper records	5Y minimum	8 CCR § 3203, 29 CFR § 1602.31; LC § 6429(c); GC §§ 12946, 34090, 53235.2(b)	Rosters are sent to POST; OSHA requires safety training 5 years: EEOC / FLSA ? ADEA (age) requires 3 years promotion, demotion, transfer, selection, or discharge, state law requires 2 - 3 years