



CITY OF MONTCLAIR
RECORDS RETENTION SCHEDULE

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B&P Business and Professions	H&S Health & Safety
CAC California Administrative Code	HUD Housing and Urban Development
CBC California Building Code	OMB Office of Management & Budget
CCP Code of Civil Procedure	OSHA Occupational Safety & Health Act
CCR Code of California Regulations	PC Penal code
CFR Code of federal Regulations	UFC Uniform Fire Code
DOJ Department of Justice	USC United States Code
FMLA Family & Medical Leave Act	VC Vehicle Code
GC Government Code	WIC Welfare & Institutions Code

Legend

Key	Description
AU=Audit	Document to be retained commencing at the end of an audit year.
CU=Current Year	Document to be retained commencing the year the document was created.
CL=Closed/Completion	Document to be retained until the program to which it corresponds is closed or completed.
E=Election	Document to be retained at the end of an election year. For example candidate statements will be maintained at the end of each election year.
L=Life	Document to be retained for the life of the document.
S=Supersede	Document to be retained until superseded by another document.
P=Permanent	Document to be retained permanently.
T=Termination	Document to be retained until termination. For example in the case of personnel files, files will be retained until employee is terminated.
+	Denotes years that a document must be retained in addition to regular retention. For example CU+2 equal current year + 2 additional years for a total of three years.

Administration

Record	Retention	Citation	Description	Notes
Administration Hearings	P	GC34090		
Accident, Incident, Injury Reports	CL+2	GC34090	Members of the public that do not result in a claim	
Accident Reports City Assets	CL+7	29 CFR 1904.2, 1904.6	Reports and Related Records	
Agreements/Contracts Non Capital Imp.	CL+10	CCP 337.2, 343, B&P 7042.5; GC 53066, 37090a	JPAs, MOUs, MOAs, consulting, professional services, etc.	
Agreements/Contracts Capital Imp.	P	GC 37090a; 4004; H&S 19850		
Agreements Franchise	P	GC 65864, 65869.5, 34090; CCP 337.2, 343	Cable, Solid Waste, etc.	
Assessment Districts	P	GC 34090.7; CCP 337, 337.1(a), 337.15, 343	Collection information & all original documentation	
Assessment Rolls	CU+5	GC 34090		
Assessor Parcel Information	S	GC 34090		
Bids, RFQ's, RFP's	AU+4	GC 34090	City created document	
Bids, RFQ's, RFP's Successful	AU+5	GC 34090; CCP 337		
Bids, RFQ's, RFP's Unsuccessful	CU+2	GC 34090; CCP 337		
Business Licenses	T+4	GC 34090; CCP 337		
CDBG Project/Grants	CL+5	GC 34090; 24 CFR 570.502(b) (3), 24 CFR 85.42; OMB Cir. A-102, A-110 & HUD Regs.	Applications, reports, contracts, supporting documents	
City Insurance/ Bonding	P	CCP 337.2, 343	Bonds & insurance policies insuring City property & other assets	

AU=Audit CU=Current Year CL=Closed/Completion E=Election L=Life S=Supersede P=Permanent
T=Termination

Administration

Record	Retention	Citation	Description	Notes
City Council Correspondence	CU+2	GC 34090		
City Council Committees	CU+2	GC 34090, 54960.1(c)(1)	All records	
City Council Boards, Commissions, Committees	P	GC 34090	Minutes, Resolutions, Agendas, etc.	
City Manager Project Files	CL+2	GC 34090		
Claims/Damages	CL+5	GC 34090, 25105.5, 911.2, 945; PC 832.5: CCP 337	Paid/Denied Litigation, complaints, and/or claims suspend normal retention periods (retention begins after settlement)	
Claims Adjustment Reports	CL+5	CCP 337; GC 911.2, 945, 34090, 34090.6; PC 832.5		
Correspondence	CU+2	GC 34090	Administrative, general files, Memorandums, Misc. reports, working files, etc.	
Deeds	P	GC 34090	City owned property	
Easements	P	GC 34090		
Environmental Determinations/reports (inside City boundaries)	P	14 CCR 15095(c); GC 34090	Environmental Impact Reports (EIRS), Negative Declarations, etc.	
Environmental Determinations/reports (outside City boundaries)	CU+2	GC 34090	Non-records	
Emergency Response & Preparedness	S+5	GC 34090		

AU=Audit CU=Current Year CL=Closed/Completion E=Election L=Life S=Supersede P=Permanent
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Administration

Record	Retention	Citation	Description	Notes
Emergency Documents	P	GC 34090, 6252, 945.6; CCP 338, 340, 342	All documents relating to a declared emergency	
Equipment	T+2	GC 34090	Owners manuals; service maintenance information; purchase information, correspondence, back up data & warranty information	
General Subject	CL+2	GC 34090	Internal working files including correspondence	
Grants Federal, State & Local Successful	CL+5	7 CFR 3016.42, 24 CFR 85.42, 570.52(b); 29 CFR 97.42	Application, supporting data, grant completion documentation, bids, selection documentation, budget & financial data, consultants/contractor's records, amendments, environmental documentation, labor compliance documentation, reports to granting agency, rules, regulations and procedures	
Grants Federal, State & Local Unsuccessful	CU+2	GC 34090		
Goals & Objectives	CU+2	GC 34090	Departmental goals and objectives	

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Administration

Record	Retention	Citation	Description	Notes
Incident Reports	CL+7	29 CFR 1904.2, 1904.6	Theft , arson, vandalism, property damage or similar occurrence (excluding fire/law enforcement)(includes incidents occurring on City property)	
Insurance Certificates	CU+11	GC 34090, CCP 337	For Contract Vendors, etc.	
Insurance Use of Facility	T+2	GC 34090	Facility Rental	
Insurance Liability/Property	P	GC 34090	City owned policies/certificates, liability, general/public, workers compensation, property	
Inventory	AU+4	GC 34090; 26 CFR 301 65-1(f)	Reflects purchase date, cost, account number	
Legal Opinions	S+2	GC 34090, 6254	Confidential	
Liens & Releases	P	GC 34090	Recorded liens, public nuisance lien	
Liens & Releases Support Documentation	CL+2	GC 34090		
Litigation/Lawsuits (High Profile)	P	GC 6254	Significant cases which have important/or has set legal precedence. Includes logs, complaints, court orders, motions, notes, briefs	
Litigation/Lawsuits	CL+5	GC 34090, 34090.6, 911.2, 945; CCP 337, PC 832.5	Routine	

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Administration

Record	Retention	Citation	Description	Notes
Master Plans	P	GC 34090	Special or long range program plan for municipalities, coordination of services; strategic planning	
Photos Aerial	S+2	GC 34090(d)		
Policies & Procedure	S+5	GC 34090(d)	General administrative	
Property Acquisition	P	GC 34090	Deeds, title reports, etc.	
Property Acquisition Appraisal Reports	CL+5	24 CFR 85.42, 91.105(h), 570.502(b); 29 CFR 97.42, GC 34090	Purchased property, funded loans, property not purchased	
Property Acquisition Appraisal Reports	CL+2	GC 34090, 62554(h)	Property not purchased	

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City Clerk

Record	Retention	Citation	Description	Notes
AB 939 Compliance	CU+10	GC 34090	Includes tonnage reports and all supporting documentation	
Affidavits of Publications/Public Hearing Notices	CU+2	CCP 337; GC 34090, 54960.1(c)(1)		
Agenda Packets	P	GC 34090(d)	Documentation received, created and/or submitted to Council, Commissions, Boards & Commissions	
Agendas	CU+2	GC 34090		
Annexation Petitions, Protests & Withdrawals	CU+2	GC 50115		
Appeals, Civil	CU+3	CCP 583.320(a)(3); GC 34090		
Applications Not Selected	CL+2	GC 34090	To serve on Boards, Commissions & Committees	
Applications Selected	T+4	GC 34090, PC 801.5, 803c	To serve on Boards, Commissions & Committees	
Articles of Incorporation	P	GC 34090, CCP 337.2	Includes City seal	
Certificates of Destruction	P	GC 34090		
Elections Ballot Prop 218	6 months	Calif. Constitution Art. XIII; EC 17302, 17306	Property related fees (assessment ballot proceeding)	
Elections Calendar	E+2	GC 34090		
Elections Candidates Statements Successful	T+4	EC 17100		

AU=Audit CU=Current Year CL=Closed/Completion E=Election L=Life S=Supersede P=Permanent
T=Termination

City Clerk

Record	Retention	Citation	Description	Notes
Elections Candidates Statements Unsuccessful	E+4	EC 17100		
Elections Canvass	P	GC 34090	Notification and publications of election	
Elections Certificates of Election	T+4	GC 34090		
Elections Nomination Papers Successful	T+4	EC 17100; GC 81009(b)		
Elections Nomination Papers Unsuccessful	E+2	EC 17100; GC 81009(b)		
Elections Notifications & Publications	E+2	GC 34090	Proof of publication or posting, certification & listing of notice of posting; copy of newspaper notice & certification of offices to be voted for at forthcoming election	
Elections Oath of Office	T+6	GC 34090, 36507; 29 USC 1113		
Elections Petitions	E+8mons.	EC 17200, 17400	From date of filling or election; initiative, referendum, or recall	
Election Sample Ballot	P	GC 34090		
FPPC Campaign Filings (Committees)	E+7	GC 81009(c)(g)	All other committees (400 series)	
FPPC Campaign Filings (Copies)	E+4	GC 81009(b)(g)	FPPC Filings (400 series) original forms not required to be filled with the City Clerk	
FPPC Campaign Filings (Elected)	P	GC 81009(b)(g)	FPPC Filings (400 series)	

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City Clerk

Record	Retention	Citation	Description	Notes
FPPC Campaign Filings (Not Elected)	E+5	GC 81009(b)(g)	FPPC Filings (400 series)	
FPPC Statement of Economic Interest Designated Employees	E+5	GC 81009(b)		
FPPC Statement of Economic Interest Public Officials	T+7	GC 81009(e)	Elected and non-elected. Includes City Council and Commission Members	
General Plan	P	GC 34090		
Legal Advertising	CU+4	CCP 343, 349 et. Seq; GC 911.2, GC 34090	Includes public notices and legal publications	
Maddy Act List/Committee Rosters	CU+2	GC 34090		
Meeting Notices	CU+2	GC 34080.7, 4960.1(c)(1); CCP 337	Includes special meeting and public hearings and proofs of publication	
Minutes	P	GC 34090	Official minutes and hearing proceedings of governing body or board, commission or committee	
Mobile home Park General Files	CL +2	GC 34090(d)	Registration, annual increases, misc. documents.	
Mobile home Park NOI, CPI, Loss of Amenity	CL+2	GC 34090(d)		
Municipal Code & Development Code	P	GC 34090		
Ordinances	P	GC 34090		
Petitions	CU+2	GC 50115	Submitted to legislative bodies	

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City Clerk

Record	Retention	Citation	Description	Notes
Policies General Administration	S+2	GC 34090, 40801	All City policies and procedures, instructions	
Proclamations	S+2	GC 34090		
Public Records Request	CL+2	GC 34090		
Recorded Documents	P	GC 34090	Land and property approved by City Council	
Records Management Working Copy	CL+2	GC 34090	Includes retrieval, transfers, inactive and sign off	
Records Management Destruction Certification	P	GC 34090	Document of final disposition of records	
Records Retention	S+4	CCP 343	Schedules/guidelines	
Resolutions	P	GC 34090(d), 40801	Legislative actions	
Subpoenas/Summons	CU+2	GC 34090	Request for information or personal appearance	
Tapes, Audio and/or Video	CU+3	GC 34090.7, 54953.5(b)		

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Code Enforcement

Record	Retention	Citation	Description	Notes
Abandoned Vehicles	CL+2	GC 34090(d)		
Case Files	P	GC 34090(d)	Building, housing and mobile home code violation records including inspections; public nuisance, rubbish and weed abatement, vehicle abatement, citations, and general	
Case Files No Liens	P	GC 34090(d)	Building, housing and mobile home code violation records including inspections; public nuisance, rubbish and weed abatement, vehicle abatement, citations, and general	
Liens & Releases Supporting	P	GC 34090	Utilities, abatement licenses	
Liens & Releases Recorded	P	GC 34090	Utilities, abatement licenses	
Logs	CU+2	GC 34090(d)	Lien recovery, citation, complaints	
Regulations	P	GC 34090(d)	Includes rules	
Reports, Federal & State	P	GC 34090(d)	Code enforcement statistics, may contain records affecting title to real property or liens thereon	

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Code Enforcement

Record	Retention	Citation	Description	Notes
Violations	P	GC 34090(d)	Supporting code enforcement activity for building, property and zoning violations	

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Community Development Building & Safety

Record	Retention	Citation	Description	Notes
Abatement Case Files Code Enforcement	CL+5	GC 34090		
Annexations	P	GC 34090(a)	Reports, agreements, public notices	
Annual Historical Reports of Building Permit Activity	CL+2	GC 34090(d)		
Banner Permits, Temporary Signs	CL+2	GC 34090		
Benchmark Data	CU+2	GC 34090(d)	Horizontal, vertical and control	
Building inspection Log	CL+2	GC 34090		
Building Permit Database	P	GC 34090, H&S 19850		
Building Permits	P	CBC 107.5, GC 34090, H&S 19850		
Building Plans/Construction Docs (Commercial)	P	CBC 107.5, GC 34090, H&S 19850		
Building Plans/Construction Docs (SFR)	CL+90 days	CBC 107.5, GC 34090, H&S 19850		
Census, Demographics	S+2	GC 34090		
Certificates of Occupancy	L	GC 34090(a)		
Code Books	P	GC 34090(e)		
Complaints/Violations	CL+1	GC 34090	Prior to certificate of occupancy	
Correction Notices, Stop Work Orders, Etc.	CL+1	GC 34090		
Development Conditions	P	GC 34090		
Development Standards	P	GC 34090(a)		

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Community Development Building & Safety

Record	Retention	Citation	Description	Notes
General Plan and Elements	P	GC 34090	Includes sphere of influence	
General Plan and Specific Plan Amendments (Approved)	P	GC 34090, 65103, 50110		
General Plan and Specific Plan Amendments (Denied)	CU+3	GC 34090, 65103, 50110		
Graffiti Reports & Photographs	CU+2	GC 34090(d)		
Home Occupancy Permits	L	GC 34090		
Land Records	P	CCP 337, 337.1(a), 337.15, 343; GC 34090	Includes annexations, boundaries, consolidations, LAFCO	
Land Uses, Non Conforming	P	GC 34090(a)	Building or site usage which does not conform to current standards	
Lien & Releases	CL+2	GC 34090	All supporting documentation	
Monthly & Periodic Reports of Building Activity	CU+2	GC 34090	Dodge reports, etc.	
Plan Check Correction List	CL+1	GC 34090		
Projects Not Completed or Denied	CL+1	GC 34090		
Permit Parking	CL+2	GC 34090		
Permit, Temporary Use	CU+2	GC 34090		
Permit Tree Removal	CU+5	GC 34090		
Prospects/Economic Development	CL+2	GC 34090		

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Community Development Building & Safety

Record	Retention	Citation	Description	Notes
Redevelopment Plan	P	GC 34090		
Redevelopment Projects, Project Areas	P	GC 34090		
Specific Plans	P			
Studies	CL+2	GC 34090(d)	Noise studies, seismic studies, air quality, etc.	
Studies Economic	CU+10	GC 34090		
Violations, Building, Property, and Zoning	CL+2	GC 34090(d)		
Weed Abatement	CL+2	GC 34090	Reports, assessments, resolutions, documentation	
Zoning Maps	P	GC 34090.7		

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Finance

Record	Retention	Citation	Description	Notes
AB90 Mandated Cost Claim Forms	CL+3			
Accounts Payable	AU+4	GC 34090	Includes invoices, Pos, travel expense reimbursements, petty cash, postage, PER reports, accrued wages, check requests, backups, retiree checks, etc.	
Accounts Receivable	AU+4	GC 34090	Cash receipts, cash register tape, grant reimbursements, yearend listing, accrued interest, A/R Billing (State HWY billing, Firm Solution Reimbursement, booking fees, etc.)	
Agency Assessed Values	AU+4	GC 34090		
Allocation of \$1 Property Tax Levy	AU+4	GC 34090		
Appropriations Report	P	GC 34090; CCP 337; GC 53607	Including expenditure detail, expenditure summary, etc.	
Assessment Districts	P	GC 34090	CFDs, BIDS Maintenance, Lighting, etc. Collection information, original documentation files with City Clerk	
Audit Report Copies	S	GC 34090.7		

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Finance

Record	Retention	Citation	Description	Notes
Audit Report (Original)	P	GC 34090	Financial statement, CAFR and related audit opinions/audit reports	
Audit Report (Supporting Documents)	AU+4	GC 34090	Back up, correspondence file, and supporting documents generated by City staff in the course of the audit	
Audit Report Forms	P	GC 34090	Audit report forms (Forms CJ-6, E-3, E-4, F-21A, F-32, and G-30)	
Bank Deposits/ Receipts	Au+4	GC 43900, 26 CFR 1.6001-1	Deposit tickets and supporting documents	
Bank Reconciliations	AU+5	GC 34090; 26 CFR 1600-1	Including backup and supporting documents	
Bank & Trustee Statements	AU+4	GC 43900, 26 CFR 1.600-1		
Billing Records/Invoices	AU+2	GC 34080	Including sewer/trash paid invoices	
Bond Transcripts/Certificates of Participations	CL+10	GC 34090, 43900, CCP336, 337.5(2)		
Bond Account Statements	CL+10	GC 34090, 43900; CCP 337.5	Monthly statement of transactions	
Bond Administration	CL+10	GC 34090, 43900; CCP 337.5	Supporting documentation	
Budget (Copies)	S	GC 34090.7		
Budget Adjustments/ Amendments	AU+5	GC 34090	Meets auditing standards. Including reconciliations, etc.	
Budget Adopted & Final	P	GC 34090, 40802, 53901	Adopted by City Council	

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Finance

Record	Retention	Citation	Description	Notes
Budget Hearing, Review, & Reconciliation	AU+2	GC 34090	Mid-year review, preliminary, budget merge, etc.	
Budget Worksheets	S	GC 34090.7	Work papers	
Business License Applications	CL+2	GC 34090	Applications, renewals, supporting documents	
Business License Reports	CU+2	GC 34090		
Capital Improvement Financial Reports	P	GC 34090, 40802, 53901	Work papers, reports, etc.	
Cash Receipts & Summaries	AU+4	GC 34090; 26 CFR 1.6001-1	Includes checks, coin, currency, transaction logs, cash receipt proof list, and supporting documents	
Cashier's Reports	AU+4	GC 34090; 26 CFR 1.6001-1	Daily cash reports, supporting documentation, processed deposit information, credit card settlement, etc.	
Certified Mail/Electronic/Postage Receipts	AU+7	GC 34090	Meets statute of limitations standards	
Chart of Accounts	AU+4	GC 34090		
Checks	AU+5	GC 34090; CCP 337	Includes payroll, cancelled, voided, vendor, imprest, warrant, and cashed	
Closing Entries	AU+4	GC 34090		
Compensated Absences Year-End	AU+4	GC 34090		

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Record	Retention	Citation	Description	Notes
Contingency Account Reconciliations	AU+5	GC 34090		
Contracts	CL+10	GC 34090	Including deposit of public funds	
Credit Card Agreements	L+4	GC 34090, 34090.7		
Credit Card Supporting Documentation	L	GC 34090		
Daily Revenue	CU+5	GC 34090; 26 CFR 1.6001-1		
Deferred Compensation Employee	T+5	GC 34090	Includes Employee History Report, and Deferred Compensation Report	
Deferred Revenue	AU+4	GC 34090		
Deposit Log Sheets/Books	AU+4	GC 34090		
Detail Report	CU+4			
Employee Benefit Plan Insurance	T+5	GC 34090	Insurance correspondence file, insurance enrollment cards, terminated employees, etc.	
Employee Benefit Plan Reports	AU+5		Monthly reports	
Employee Reconciliation Report	CU+2	GC 34090		
Employee Vehicle Benefit	CU+4	26 CFR 31.6001-1		
Employee Vehicle Mileage Reimbursement	S+2	GC 34090		
Encumbrance Reports	AU+4	GC 34090		

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Record	Retention	Citation	Description	Notes
Escheat (Unclaimed Money/Un-cashed Checks)	CU+5	GC 34090; CCP 3340(d), 1519	All tangible property held by government agencies escheats after 3 years; statute of limitations is 1 year for seized property; meets auditing requirements	
Excess Sales & Property Tax	P	GC 34090		
Financial Statements	AU+7	GC 34090; CCP 337	Annual, monthly financial statements and supporting documentation	
Fines Civil and Penalties	AU+4	GC 34090	Includes Backup and supporting documentation	
Fines False Alarms	AU+4	GC 34090	Includes backup and supporting documentation	
Fines JDS	AU+4	GC 34090	Includes backup and supporting documentation	
Fines NSF	AU+4	GC 34090	Includes backup and supporting documentation	
Fines Parking Citations	Au+4	GC 34090	Includes backup and supporting documentation	
Fines Restitutions	CL+4	GC 34090	Includes backup and supporting documentation	

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Finance

Record	Retention	Citation	Description	Notes
Fixed Assets	P	GC 34090	Inventory listing, annual listing, statement of changes in account balance, addition listing, deletion listings	
Franchise Tax Board Filing	P	GC 65864, 65869.5, 34090, CCP 337.2, 343	Including Franchise fee returns	
Gann Limit File	P	GC 34090		
Gas Tax	AU+3	CCP 338	Tax receipts, audits, reports, backup and supporting documents	
General Journal Reports	AU+2	GC 34090	Includes account postings, entries, vouchers, backup and supporting documentation; utility billing including monthly activity, data entry, and lock offs	
General Ledger	P	GC 34090; CCP 337	Accounts payable refund deposit subsidiary, accounts receivable subsidiary, employee deferred compensation, fixed asset equipment detail, fixed asset land detail, investment, insurance receivable trial balance, treasurer, etc.	

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Record	Retention	Citation	Description	Notes
General Register	P	GC 34090; 29 CFR 516.2	Business licensing certificate register, business license master register, business license renewal notice register, business license daily receipts register, cash receipt, employee insurance, improved act bond, paid warrants payroll deductions, payroll check, payroll direct deposit etc.	
Grants Federal, State & Local Successful	CL+5	7 CFR 3016.42, 24 CFR 85.42, 570.52(b); 29 CFR 97.42	Application, supporting data, grant completion documentation, bids, selection documentation, budget & financial data, consultants/contractor's records, amendments, environmental documentation, labor compliance documentation, reports to granting agency, rules, regulations and procedures	
Interest Income Allocations	AU+4	GC 34090		

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Finance

Record	Retention	Citation	Description	Notes
Investment Receipts	CL+5	GC 34090, 43900	Summary of transactions, inventory and earnings report, trade tickets, local agency investment fund (LAIF)	
Investment Policy	S+2	GC 34090		
Inventory Equipment & Supplies	CU+2	GC 34090		
Invoices to Outside Entities	AU+4	GC 34090	Copies sent for fees owed, billing, and related documents	
Journal Entries/ Journal Vouchers	AU+4	GC 34090; CCP 337	Account postings with supporting documents	
Liens & Releases Recorded	P	GC 34090	Utilities, abatement licenses, notice of lien file, etc.	
Life Insurance Reports	10		Fidelity Security, Great West Summary	
Leave Liability	CU+6	GC 34090		
Leave Request Forms	CU+6	GC 34090		
Month End Reports	CU+2	GC 34090		
Monthly Trace Reports	CU+2	GC 34090		
Payment Request	AU+4	GC 34090		
Payroll CalPERS Bi-Weekly Reports	AU+4	GC 34090		
Payroll CalPERS Employee Deduction Reports	T+4	GC 34090; CAC 22-1085-2; CFR 31-6001-1; 29 CFR 516.5, 516.6, LC 1174(d)	Record of deduction	

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Finance

Record	Retention	Citation	Description	Notes
Payroll CalPERS Employee Reports	P	GC 34090	Annual member statement, correspondence file, enrollment forms, separation forms, summary report, etc.	
Payroll Folder	AU+4	GC 34090	Payroll merge, exception files, additions, changes, adjustment listing, etc.	
Payroll Output Proof List	AU+2	GC 34090		
Payroll Register	P	GC 34090; GC 37207	Active payroll, employee payroll information, general ledger, payroll register interface, labor costs by employee, employee year to date earnings, etc.	
Payroll Salary Records	T+3	GC 34090; 29 CFR 516.2	Deduction authorization, beneficiary designations, unemployment claims, garnishments	
Payroll Social Security, SSI	T+5	GC 12946, 6250, 29 CFR 1627.3(2)	EEOC/ADEA	

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Finance

Record	Retention	Citation	Description	Notes
Payroll State and Federal Forms	AU+6	GC 34090	State and Federal employment forms (Forms DE-3, DE-3B, DE-3DP, DE-6, DE-7, 43, 428R 941, 1099, 1096, 6559, 6560, 8003, W-2/verification, W-4, and W-9)	
Payroll Timesheets/Cards and Overtime Sheets/Cards	AU+6	GC 34090; 29 CFR 516.2		
Permit Fees	P	GC 34090		
Personnel Cards	P	GC 34090		
Petty Cash Receipts	AU+4	GC 34090		
Petty Cash Records	CU+2	GC 34090	Logs and transmittal forms	
Premium Pay Listing	P	GC 34090		
Promissory Notes	P	GC 34090		
Property Management	AU+4	GC 34090	J.D. Property Management, property summaries, appraisal, etc.	
Purchase Orders/Requisitions	AU+4	GC 34090; CCP 337, 337.1(a), 337.15, 343	Includes original backup documents, procurement and contracting records	
Purchase Vendor Register	P	GC 34090	Alpha vendor positioning of purchase orders, invoices, account numbers and check date	
Receipt Copies	AU+4	GC 34090		

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Finance

Record	Retention	Citation	Description	Notes
Reconciliations by Account	CU+2	GC 34090		
Refunds and Credits	AU+4	GC 34090		
Register Tape	AU+4	GC 34090		
Revenue Report	P	GC 34090	Revenue detail, summary, etc.	
Risk Management Reports	CL+5	GC34090, OMB 1220-0029; 29 CFR 1904.4	Federal OSHA forms, loss analysis report, safety reports, and actuarial studies	
San Bernardino County Stores Account	CU+4	GC 34090		
Sick Leave Redemption	CU+4	26 CFR 31.6001-1		
Short Register	CU+2	GC 34090		
Signature Cards & Activity	CL+2	GC 34090		
State Controllers Report	AU+5	GC 34090	Including City, Montclair Fire authority, etc.	
State & Federal Reports	AU+6	GC 34090	SBOE Business Tax Report, SBOE Reports, etc.	
Statement of Indebtedness	AU+4	GC 34090		
Strong Motion Implementation Program Return	CU+4	GC 34090		
Tax Increment	CL+3	GC 34090	Including file by project, increment remittance advices, etc.	

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Record	Retention	Citation	Description	Notes
Taxes Receivable	AU+4	GC 34090	State, Local & District Sales & Use Return, user use fuel tax return, etc.	
Transient Occupancy Taxes	AU+4	GC 34090		
Travel Expense Reimbursements	AU+4	GC 34090	Travel claim form logs and travel expenditure reports	
Treasure's Report/Monthly Financial Statements	AU+4	GC 34090		
Trial Balance Detail Reports	AU+4			
Trust Accounts	P	GC 34090, 53607		
Utility Billing Records	AU+2	GC 34090, 26 CFR 16001-1	Customer name, service address, meter readings, usage, payments, applications/cancellations, billings, write-offs, monthly activity, data entry, and lock-offs	
Utility Meter Reading	AU+2	GC 34090		
Utility Posts	AU+2	GC 34090		
Utility Rebates	AU+2	GC 34090		
Utility Stubs	AU+2	GC 34090		
Utility User Tax	AU+4	GC 34090		
Vendor Files/Register	P	GC 34090	Vendor listing of purchase orders, invoices, account numbers, and check date	

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Finance

Record	Retention	Citation	Description	Notes
Void Check Postings	AU+5	GC 34090; CCP 337		
Voucher	AU+4	GC 34090	Including cash disbursement, cash receipt, warrant, etc.	
Warrant Posting	AU+2	GC 34090		
Workers Compensation	P		Adjustment memos, earning reports, management reports, etc.	

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Fire

Record	Retention	Citation	Description	Notes
Accounting	CU+2	GC 34090		
Administrative Files	CU+2	GC 34090		
Apparatus/Vehicles	CU+2	GC 34090; CCP 340.5	Repair and maintenance	
Budget	S	GC 34090		
Code Books	S+3	GC 34090	Includes OPS manuals	
Complaints	CU+2	GC 34090		
Community Prevention Programs	CU+2	GC 34090	CPR, Open House, public education, Community Emergency Response Team (CERT)	
Emergency Operations Center	CU+2	GC 34090		
Exposure Sampling	T+30	29 CFR 1910.1020	Sample results, collection methodology, a description of the analytical and mathematical methods used, and a summary of other background data including identify of substance/agent (when and where used)	
Exposure Reports	CU+2	GC 34090; CFR 1910.1020(d)	Laboratory reports and worksheets and material safety data sheets	
False Alarm Report	CU+2	GC 34090		
Filed Non-Arson & Logs	CU+2	GC 34090		
Field Non-Fire & Logs	CU+2	GC 34090		
Fire Alarm/Sprinkler Plans	P		Retain plans during the life of the building	

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Fire

Record	Retention	Citation	Description	Notes
First Aid Records	CU+2	GC 34090; CFR 1910.1020(d)	Minor one time treatments; should be maintained separately from medical records	
Fire Equipment/Gear Logs	CU+2	GC 34090		
General Correspondence	CU+2	GC 34090		
General Order Policies/Procedures	S+2			
Hazardous Materials Storage Permits	CU+2	GC 34090	Two years retention required statutorily	
Hazardous Waste Disposal	CU+10	CAL OSHA 40 CFR 122.21	Documentation regarding handling and disposition	
Hazardous Water Household Programs	S+2	GC 34090		
Health Insurance Claims	CU+2	GC 34090; CFR 1910.1020(d)		
Incident Report	CL+3	GC 34090; CCP 338	Dispatch and daily logs	
Inspections	CL+3	UFC 103.34	Inspections made showing the findings and disposition of each inspection	
Inventory Equipment & Supplies	CU+2	GC 34090		
Investigations Arson Homicide	P	PC 799		
Investigations Evidence Arson Report	CL+6	PC 800, 801; UFC 104.32		
ISO Insurance Ratings	S+10			
Journals Fire Station	P	GC 34090	Activities, personnel, engine company	

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Fire

Record	Retention	Citation	Description	Notes
Medical Records	T+30	GC 34090; 29 CFR 1910.1020(d)	Includes injury/exposure logs	
Medical Records	T+2	GC 34090; 29 CFR 1910.1020(d)	Employees less than a year	
Mutual Aid Strategic Plans	S+2	GC 34090		
Paramedic Adult Report	CU+7	22 CCR 97530.9		
Paramedic Minor Report	CU+7	22 CCR 97530.9	Maintain one year after minor reaches age of 18 years and no less than seven years	
Permits Uniform Fire Code	CL+2	GC 34090	Fumigation permits, occupancy permits, inspections	
Property Files	CL+2	GC 34090	Fumigation permits, occupancy permits, inspections	
Request to View Patient Records	CU+6			
Ride Along Release of Liability	CU+4	GC 34090, CCP 337, 340.5, 343		
Training	T+2	GC 34090	Scores, certificates, CE Units, designations	
Training Materials	S+2	GC 34090	Standards and administration	
Underground Storage Tank Compliance	P	GC 34090a	Documents regarding storage	
Underground Storage Tank Maintenance & Operation	CU+2	GC 34090	Location, installation, removal and remediation	

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Human Resources

Record	Retention	Citation	Description	Notes
Administrative Policy Manual	S+2	GC 34090		
Bond Personnel Fidelity	T+2	GC 34090	Employee Fidelity Bonds	
CalPERS Bi-Weekly Reports	AU+5	GC 34090		
Classifications & Appointments	P	GC 34090, 34090.7, 12946; 29 CFR 516.6(2); 29 CFR 1602.4	Includes wage rates	
Deferred Compensation Plan	T+5	GC 34090, 26 CFR 16001-1, 29 CFR 1627.3(2)	Records of employee contributions and City payments	
Department of Fair Employment & Housing	CL+2	GC 12946, 34090	Claims that are resolved administratively	
Employee Benefit Plan Claims	P	GC 6250; CFR 1602.30; 32; 29 CFR 1637.3, 1627.3; 29 USC 1113, 1027	Includes dental, disability, education, health, life, vision; including dependent care and employee assistance	
Employee Benefit Plan Enrollment-Denied	T+5	GC 34090		
Employee Benefit Plan Reports	AU+5	GC 34090		
Employee Joinders/Participant Agreements	T+5	GC 34090		
Employee Orientation Handbook	S+2	GC 34090	General employee information including benefit plans	

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Human Resources

Record	Retention	Citation	Description	Notes
Employee Rights	T+2	GC 12946; 29 CFR 1602; 29 USC 211(e)	Includes arbitration, grievances, union requests, sexual harassment, civil rights, complaints, and disciplinary actions	
Employment Applications Unsuccessful	CL+2	GC 34090		
Hourly Employees	T+6	GC 12946, 34090; 29 CFR 1627.3		
Immigration	T+2	GC 12946, 34090; 29 CFR 1627.3(b)(i)	I-9's	
Leave Reports	CU+6	GC 34090	Vacation and sick leave	
Medical Leave	T+30/ T+10	FMLA 1993 US OSHA; 29 CFR 1910.20; 29 CFR 1602.30.32; 49 CFR 193-9	Includes family leave; certifications, tests, W-4's, toxic substance exposure= T+30/ No exposure to toxic substance= T+10	
Motor Vehicle (DMV) Pulls	CL+7	GC 12946, CAC 91009; 8 USC 1324(a)		
Negotiation	P	29 USC 211©, 203(m), 207(g)	Notes, notebooks, correspondence, contracts, and memorandums of agreement	
OSHA	CU+7	8 CCR 3203(b)(1); GC 34090; LC 6429(c)	Inspection and citations, Log 200, 300, 301, and 301(a)	

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Human Resources

Record	Retention	Citation	Description	Notes
Personnel Recruitment	CL+3	GC 12946, 6250; 29 CFR 1602, 1607; 49 USC 2000(e)-8, 2000(c)-12	Applications, resumes, alternate lists/logs, ethnicity disclosure, examination materials, examination answer sheets, job bulletins, eligibility, electronic database	
Personnel Medical File (All Employees)	T+30	8 CCR 3204(d)(1) et seq., GC 12946, 34090	Files maintained separately; claims can be made for 30 years for toxic substance exposure; pre-medical drug and alcohol testing	

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Human Resources

Record	Retention	Citation	Description	Notes
Personnel Files Permanent & Hourly	T+10	29 CFR 1602.31, 1627.3(b)(ii); 8 CCR 3204(d)(1); GC 12946, 34090; 29 USC 1113	Release authorizations, certifications, reassignments, outside employment, commendations, disciplinary actions, terminations, oaths of office, evaluations, fingerprints, identification cards, deduction authorization, beneficiary designations, unemployment claims, garnishments, applications, certificates, disciplinary complaints, grievances, insurance, license, accident/incident reports with no action, and finger print clearance	
Personnel Reports	CU+2	GC 34090	Employee statistics, benefit activity, liability loss	
Reports Labor Distribution	AU+2	CG 34090	Cost by employee and program	

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Human Resources

Record	Retention	Citation	Description	Notes
Risk Management Accident Reports (City Assets)	CL+7	GC 34090; 29 CFR 1904.2, 1904.6	Theft, arson, vandalism, property damage or similar occurrence (excluding fire/law enforcement) (includes incidents occurring on City property) Reports and related records	
Risk Management Accident, Incident, Injury Reports Public (Claim)	CL+7	GC 34090; 29 CFR 1904.2	Members of the public (not a City employee)	
Risk Management Accident, Incident, Injury Reports Public (Non-Claim)	CL+2	GC 34090	Members of the public that do not result in a claim	
Risk Management Claims Against City	CL+5	GC 34090, 911.2, 945; PC 832.5; CCP 337		
Risk Management Insurance Bonds (City)	P	CCP 337.2, 343	Bonds and insurance policies insuring City property and other assets	
Risk Management Insurance Certificates	CU+11	GC 34090; CCP 337	For Contract vendors, etc.	
Risk Management Insurance Liability, Property, Worker's Compensation	P	GC 34090	City owned policies/certificates, liability, general/public, workers compensation property	
Risk Management Insurance, CIPA	P	GC 34090	California Insurance Pool Authority liability insurance	

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Human Resources

Record	Retention	Citation	Description	Notes
Risk Management Rental/Use of City Facility	T+2	GC 34090	Insurance binders for rental/use of City facilities	
Risk Management Reports	CL+5	GC 34090; 29CFR 1904.4	Federal OSHA Forms; Loss Analysis Report, Safety Reports; Actuarial Studies	
Self Fund Insurance	CL+5	GC 34090, 12946		
Training Records	T+7	GC 34090	Certifications, designations, paperwork documenting internal and external training	
Unemployment Compensation Files	T+3	GC 34090; 29 CFR 516.7		
Volunteer Applications, Successful	T+2	29 CFR 1602.31 & 1627.3(b)(ii), 8 CCR 3204(d)(1), GC 12946 & 34090, 29 USC 1113	Unpaid volunteers	
Volunteer Applications, Unsuccessful	CU+2	29 CFR 1602.31 & 1627.3(b)(ii), 8CCR 3204(d)(1), GC 12946 & 34090	Unpaid volunteers	
Work Release Files	T+2	GC 34090		
Workers Compensation & Dependent Care Reports	P	CCR 14311; 5400; CA Labor Code 110-139.6	Claim files, reports, incidents	
Workers Compensation & or Disability Claims	P	CCR 14311; 5400; CA Labor Code 110-139.6	Claim files, reports, incidents	
Workers Compensation Insurance	P	GC 6410; 29 CFR 1910.20	Indemnity, PERS working files	

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Human Services

Record	Retention	Citation	Description	Notes
Accident Reports Recreation Program Patrons	CL+2	GC 34090		
Activity/Project Files	CU+2	GC 34090	Concerts, special programs, special event permits	
Agreement with School District	P	GC 34090		
Agreements for Contractors	CL+5	GC 34090, CCP 336(a), 337	Class instructors, sports, etc.	
Class Rosters	CU+2	GC 34090		
Evaluations/Surveys of Programs	CU+2	GC 34090		
Facility Rentals/Use	CU+2	GC 34090		
Facility Safety Inspection	CU+2	GC 34090		
Kids Enrollment Roster	CU+2	GC 34090		
Kids Receipt Copies	CU+2	GC 34090		
Liability Forms	CU+2	GC 34090	Including release of liability	
Medical Records Adult	CU+6			
Medical Records Children	Until 18 years old			
Permission Slips	CU+4	GC 34090, CCP 337, 343	Field trips, camps, authorization to give medicine	
Playground Inspections	CL+7	GC 34090		
Refund Requests	AU+4	GC 34090	Classes, facility rentals	
Registrations	CU+4	GC 34090, CCP 337, 343	Including fees and charges	
Schedules, Classes & Events	CU+2	GC 34090		

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Human Services

Record	Retention	Citation	Description	Notes
Special Event Permits	CL+2	GC 34090	All pertaining documents relating to approved permit	

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Information Technology

Record	Retention	Citation	Description	Notes
Backup Tapes, Network, Files on Servers	CU+2	GC 34090		
E-Mails	Until no longer required	GC 34090	City wide and specialized	
GIS Database	S+2	GC 34090	Management policies and supporting documentation	
Internet Policies	CU+2	GC 34090	Hardware/software inventory logs; systems manuals	
Inventory Information Systems	Cu+2	GC 34090	Forms documentation required by Federal or State Agencies	
Licenses	CU+4	GC 34090; CCP 337.2, 343		
Network Information Systems	CU+2	GC 34090, 34090.7		
Program Files and Directives	CU+2	GC 34090		

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Police

Record	Retention	Citation	Description	Notes
Accounting/Cash Reconciliation	CU+2	GC 34090	Includes cash register receipt rolls, daily reconciliation documents.	
Administrative Investigations / Citizen Complaints	CL+5	PC 803 (c), PC 832.5 (b) EC 1045 GC 34090	Includes all documents/records relating to the initial complaint, investigation, and findings.	
Administrative Documents	CU+2	GC 34090	Generally, administrative documents not required by statute or other requirements to be kept beyond the two year minimum set forth in GC 34090. Includes, but is not limited to documents, forms, rosters, files, memorandums, staff meeting minutes, telephone message books, critical incident debriefing after action reports, purchasing records, payment request forms, program files, and general correspondence.	

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Police

Record	Retention	Citation	Description	Notes
Asset Forfeiture Investigations/ Proceedings Case File	State CU+10 Federal P	GC 34090	Maintained until receipt of Distribution Order from the District Attorney and CU+10 from the date of original report. Federal Asset Forfeiture file to be maintained P.	
Asset Forfeiture Notification	CU+2	GC 34090	Notification to legal property owner prior to case filing that property is subject to asset forfeiture proceedings. If case is filed, notification becomes part of forfeiture case file.	
Background Investigation Non-Hired	T+2	GC 34090 GC 12946	Background investigation of applicant not hired.	
Background Investigation Requests for Local Criminal Offender Record Information (CORI) and Responses	CU+2	GC 34090		
Breath Machine & PAS Device Records	CU+2	GC 34090	Calibration and maintenance records. Breath machine records are copies (originals are held by San Bernardino County Sherriff's Department).	

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Police

Record	Retention	Citation	Description	Notes
Call Card Dispatch	CU+2	GC 34090		
California Board of State and Community Corrections Audit Inspection Logs	P	CA Board of State and Community Corrections requirement	Audit documentation.	
Case Books, Investigative, Detective Bureau Working Copy Of Report	CL+2	GC 34090	Retained by division until a case is suspended/closed.	
Citations - Notice to Appear and Administrative	CU+2	GC 34090	Includes Notice to Appear Citations and Montclair Municipal Code Administrative Citations and related documentation such as officer notes and hearing documentation. Court retains the original Notice to Appear Citations. The Police Department retains a duplicate copy. City Finance Department retains original Administrative Citation and Police Department retains a duplicate.	

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Police

Record	Retention	Citation	Description	Notes
Citations - Parking	CU+2	GC 34090	Includes original citation and related documentation such as administrative review and hearing documentation, statements, correspondence, and reports from the citation processing company.	
Claim Files	CL+6	PC 832.5	Claim copy, correspondence, photographs, supporting documents relative to incidents involving the Police Department filed by citizens. Claim files are retained by City Hall Administrative Services Division.	
CLETS Agency Terminal Coordinator Records and CLETS Training and Recertification Records	P	CA DOJ Requirement		
Contracts and Agreements	CL+5	GC 34090	Retention period consistent with Administrative Services retention period.	

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Record	Retention	Citation	Description	Notes
Criminal and Non-Criminal Police Reports Involving Death	P	GC 34090	Death reports of all types. Includes homicide, manslaughter, suicide, natural causes, fatal traffic collision, accidental death, and suspicious death.	
Crime Report - All Arrest Reports	P	GC 34090	Includes adult and juvenile arrests unless ordered sealed per PC 851.8 (adult) or WIC 781 or WIC 389 (juvenile).	
Crime Report - Arrest/Conviction H&S Section 11357 (b),(c),(d),(e) or H&S Section 11360 (b) violations (occurring after January 1,1996)	P	GC 34090	To be retained for same period as all other arrest reports (P) - (H&S 11361.5 only applies to state agencies).	
Crime Report - Arrest/Conviction H&S Section 11357 (b),(c),(d),(e) or H&S Section 11360 (b) violations (occurring before January 1,1996)	P	GC 34090	To be retained for same period as all other arrest reports (P)-(H&S 11361.5 only applies to state agencies).	

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Police

Record	Retention	Citation	Description	Notes
Crime Report - Child Abuse with or without arrest	P	PC 11169(c), PC 11170(a)(3), PC 803	Does not include incident reports documenting an unfounded Child Protective Services (CPS) referral or other report of child abuse deemed to be unfounded.	

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Police

Record	Retention	Citation	Description	Notes
Crime Report - Crime Punishable by Death or Life in Prison or Having Historical Value	P	PC 799, PC 209, PC 209.5, PC 205, PC 206.1, PC 217.1, PC 218, PC 803	Crimes having no statute of limitation, including, but not limited to murder, attempted murder, kidnap for ransom, reward, or extortion, or to commit robbery or rape, or during the commission of carjacking, aggravated mayhem, torture, assault on a specific public official, train wrecking, falsification of public records, embezzlement of public funds, offenses having no statute of limitations, reports and records involving firearms or hazardous materials, active CLETS entry of toxic/hazardous materials indefinite, documents having historical value as determined by the Chief of Police.	

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Police

Record	Retention	Citation	Description	Notes
Crime Report – Elder/Dependent Adult Abuse with or without arrest	P	PC 368 GC 34090	Does not include incident reports documenting an unfounded Adult Protective Services (APS) referral or other report of child abuse deemed to be unfounded.	
Crime Report - Felony with or without Arrests	P	GC 34090	Retention period for all felony reports with or without arrests.	
Crime Report – Involving a firearm or resulting in destruction of Firearms	P	GC 34090/ DOJ AFS entry Retention requirement	Retention period for all police reports involving firearms- P, regardless if the firearm(s) is destroyed. Retention period for institutional firearm (agency firearm) CLETS/NCIC entry records- P, regardless if firearm is destroyed or is no longer an agency firearm. Retention period for records of guns destroyed contained within a police report shall be retained the same period as the police report-P.	

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Police

Record	Retention	Citation	Description	Notes
Crime Report - Misdemeanor	P, CU+5	GC 34090	<p>Misdemeanor reports with no arrest and no charges filed by the District Attorney are retained CU+5, unless otherwise specifically identified as requiring retention as identified in this policy.</p> <p>Misdemeanor reports with no arrest but charges were filed by the District Attorney are retained-P.</p> <p>Reports meeting these criteria with identifiable property (serialized property entered in the CLETS/NCIC system) require cancellation of the entry prior to destruction.</p> <p>Retention period for all reports involving a firearm(s)-P.</p>	
Crime Report – Sex Crime with or without arrest	P	PC 290, PC 803, PC 667.61	Includes felony and misdemeanor sex crimes.	
Department Manual	S+5	GC 34090	Montclair Police Department manuals.	

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Police

Record	Retention	Citation	Description	Notes
Dispatch ALI Request/ Approval Logs	CU+2	GC 34090		
Disturbance of the Peace-Second Response Service Fee Forms	CU+2	GC 34090		
Equipment Chemical Emissions	CU+2	GC 34090		
Equipment Communication	T+2	GC 34090	Retained until termination of equipment; Manuals, instructions, procedures.	
Equipment Inventory	S+2	GC 34090	Listing of equipment assigned to division, to whom it is assigned.	
Equipment and Uniform Records	T	GC 34090	Retain until equipment no longer owned/used by the Department. Includes manuals, instructions, procedures for use, purchase records, maintenance, etc.	
False Alarm Cards	CU+2	GC34090	Alarm cards including related billing documentation and correspondence.	

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Record	Retention	Citation	Description	Notes
Field Interview Card	CU+5	GC34090	Retention Period-CU+5 (Five-year retention complies with corresponding gang data base entry retention requirements).	
Fingerprint Applicant Forms	CU+2	GC 34090	Live scan forms of persons having live scan fingerprint services completed by the Police Department, including City employment, volunteer, and licensing applicants and for outside agencies/organizations and individuals.	
Fingerprints - Arrestee/Suspect	CL	Montclair Police Department Evidence Retention and Destruction Policy	<p>Palm or latent prints are booked as evidence to be retained according to the evidence retention and destruction policy.</p> <p>Booking fingerprints are retained by the CA Department of Justice/Federal Bureau of Investigations (FBI) and Cal-ID.</p>	

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Police

Record	Retention	Citation	Description	Notes
Fingerprints - Inked/Palm Cards	P, CU+5	Montclair Police Department Evidence Retention and Destruction Policy	<p>Inked/Palm cards of persons booked are not retained by the Police Department, except as evidence and shall be retained according to the Montclair Police Department Evidence Retention and Destruction Policy.</p> <p>Inked/Palm cards of registrant files and are to be retained the same period as the registrant record retention period. See Registrant Files, Arson, Gangs, Sex, and Narcotics.</p>	
Fingerprints - Latent	N/A	Montclair Police Department Evidence Retention and Destruction Policy	Retain for applicable case statute of limitation, or until evidence in case is destroyed.	
General Orders/Department Directives	P	GC 34090		
Grants Approved	CL+5 Unless the grant mandates longer retention	GC 34090	Application and related documents.	

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Record	Retention	Citation	Description	Notes
Grants Unapproved	CU+2 Unless the grant mandates longer retention	GC 34090	Application and related documents.	
Grievance Files	CU+5	GC 34090	Grievance filed by employees, supporting documentation.	
Homicide Reports	P	PC 799		
Impound Lot Records	CU+2	GC 34090	Records relating to the operation of the impound lot.	
Informant Files	T+10	GC 34090	Legal notifications, identification information, payment information, activities information.	
Jail Daily Logs	CU+6	GC 34090	Daily report of staffing, booking/release, transfers, transportation. Includes Medical Screening Forms, Detention Observation Logs, Adult Detention Logs, Secure Detention of Juveniles Logs and Non-Secure Detention of Juveniles Logs, and Inmate Classification Forms.	

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Record	Retention	Citation	Description	Notes
Jail Inspection Files	CL+6	GC 34090	Inspection by various agencies. Includes but not limited to inspections and audits by the Department of Justice, State Board of Corrections, and California Corrections Standards Authority, San Bernardino County Department of Health and Human Services, and Montclair Fire Department.	
Jail Surveys	CL+2	GC 34090	Original is sent to State Board of Corrections. Copy is retained.	
License - Bicycle	CU+2	GC 34090	Original is retained by City Hall. Copy is retained.	
License - Concealed Weapon (CCW)	CL+2	GC 34090	Includes CCW License and application documentation.	
License -Firearm Dealer	CU+6	GC 34090	Firearm dealer license records and firearm dealer license applicant records.	

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Record	Retention	Citation	Description	Notes
License - Other	CU+2	GC 34090	Permit / licensing documentation related to massage permits; live adult entertainment permits; and other permits and licensing not otherwise specified.	
License - Secondhand Dealer and Pawn Broker	CU+2	GC 34090	Original to licensee, Blue duplicate to DOJ; Pink duplicate retained by agency; renewals issued annually by local agency.	
Local Records Check Application / Response	CU+2	GC 34090		
Log Book	CU+5	GC 34090	Log book- CR/AR.	
Log - Case Assignment	CU+2	GC 34090		
Log - CORI Release	CU+3	DOJ CLETS Policies Practices and Procedures requirement		
Log - Daily Activity	CU+5	GC 34090	Includes Sergeant's daily log, Crime Suppression Unit; and other daily logs.	
Log - Dispatch	CU+5	GC 34090	The Computer Aided Dispatch (CAD) record is maintained electronically by the CAD/RMS service provider for a period of five calendar years from the date of occurrence.	

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Record	Retention	Citation	Description	Notes
Log - Evidence Room Entry	CU+2	GC 34090	Documentation of people entering and leaving the evidence room.	
Log - Juvenile Detention	CU+6	GC 34090	Logs document juvenile processing per CYA. Includes secure detention of juveniles and non-secure detention of juvenile's logs. Retention is CU+6 to be consistent with retention period for other similar logs under Jail-daily logs.	
Log - Subpoena	CU+2	GC 34090	Subpoenas received/served daily.	
Missing Persons Report	P/CU+5		Retention period for missing persons reports-P, unless the missing person(s) has returned or been located. If missing person is returned/located retention is CU+5.	
NCIC Validation Lists	CU+2	GC 34090		

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Record	Retention	Citation	Description	Notes
Non-Criminal Police Reports	CU+5	GC 34090	<p>Injured or sick persons; missing persons where person has been returned; traffic collision reports not used as the basis for criminal charges.</p> <p>Also includes but not limited to lost property, found property, safekeeping property, incident reports, suspicious circumstances, injury reports, suspicious circumstances, injury reports, WIC 5150, attempted suicide, WIC 300, stored and impounded vehicle reports, CPS/APS Incident Reports, missing person reports in which the missing person(s) has returned or been located.</p>	
Officer Involved Shootings	CL+25	GC 34090, PC 832.5(b)	Officer Involved Shooting administrative file.	

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Police

Record	Retention	Citation	Description	Notes
Pawn Slip/Secondhand Dealer Consignment Slips(DOJ Form JUS123)	CU+4	GC 34090	Applies to pawn slips/secondhand dealer consignment slips sent to Montclair Police Department by pawn/secondhand dealer businesses located in Montclair. Does not apply to copies of pawn slips/secondhand dealer consignment forms sent to Montclair Police Department by other law enforcement agencies. Those copies may be destroyed when no longer useful.	
Pawn Slip/Tickets	CU+4	GC 34090	Retention will coincide with retention period of any property or firearm entry made in the California Law Enforcement Telecommunications System (CLETS) Automated Property System (APS) (six months) or Automated Firearm System (AFS) (three years) per supporting documentation.	

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Police

Record	Retention	Citation	Description	Notes
Personnel Files	T+10	GC 34090 / GC 12946	Includes Police Department Personnel Files, Training Files, Background Investigation Files, employee/volunteer photographs. Retention period is consistent with Human Resources Retention Schedule.	
Photographs	CU+2/P	GC 34090	Photographs of Police Department events, miscellaneous photographs, official department photograph. Minimum retention is CU+2. Permanent retention for historical record purposes is recommended.	
Photograph - Booking	P	GC 34090	Booking photograph retention period same as retention period for arrest report (P). Includes photograph negatives, film photographs, and digital photographs.	

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Police

Record	Retention	Citation	Description	Notes
Photograph - Crime and Traffic Collision Report	P/CU+5	GC 34090/ Montclair Police Department Evidence Retention and Destruction Policy	Crime report photographs and negatives are evidence and are retained according to the evidence retention and destruction policy. If a crime report or non-criminal report (e.g., incident report, traffic collision report) is eligible for destruction according to this record retention policy, the photographs associated with the case shall also be destroyed.	
Photograph - Field Interview	CU+5	GC 34090	Field Interview (FI) photographs are retained according to the same retention period as the FI card records (CU+5).	
Photograph - Log Item	CU+5	GC 34090	Retention consistent with retention of the CAD record of the incident.	
Photograph - Negatives, Misc.	CU+2	GC 34090	Not case related (public relations, promotions, events, ceremonies, staff photos).	

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Record	Retention	Citation	Description	Notes
Photograph - Personnel	T+10	GC 34090	Retention period is consistent with Human Resources Retention Schedule for retention of personnel files.	
Photograph - Registrant	Same as registrant file	PC 290(a)(1), PC 290.08, PC 457.1PC 186.32(c), H&S 11594(a)	Registrant photographs are retained according to the same retention period as the registrant records. See Registrant Files, Arson, Gangs, Sex, and Narcotics.	
Press Releases	CU+2	GC 34090		
Press, Video Programs (Community Relations)	CU+2	GC 34090	Collection of videos of programs and events; outside press coverage of department.	
Property Records	P/CU+5	GC 34090	Includes property receipt/evidence report hard card. Retained with police report and retained same retention period as related police report.	
Public Records Requests	CL+2	GC 34090		
Radar Calibration Records	T+2	GC 34090	Documentation of Radar instruments retained during use/ownership.	
Range Inventory	S+2	GC 34090	Report of inventories of weapons and ammunition held by Department Range.	

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Record	Retention	Citation	Description	Notes
Record Destruction Documentation	P	GC 34090	Approved Schedule of Records Recommended for Destruction.	
Recordings - Audio, Mobile Video Recorder (MVR), Telephone and Radio Communications	CU+2	GC 34090.6(b), GC 26202.6, GC 911.2, CCP 340, CCP 335.1	Exception; recordings used as evidence in a criminal prosecution or claim file or litigation or potential claims and litigation shall be preserved for 100 days after conclusion of the court action. Includes digital recordings.	
Registration Files, Arson, Gangs, Sex and Narcotics	P/CU+5	PC 290(a)(1), PC 290.08, PC 457.1, PC 186.32(c), H&S 11594(a)	<p>Sex registration files retention period- P (reference PC 290(a) (1) - sex offender lifetime registration requirement; PC 290.08-75 year sex registrant record retention requirement).</p> <p>Arson registration files retention period- P (reference PC 457.1-arson offender lifetime registration requirement; except juvenile arson registrant-records to be destroyed when registrant reaches 25 years of age or has arrest record sealed per WIC 781, whichever occurs first (PC 457.1(d)).</p> <p>Gang registration files to be retained CU+5 (reference PC 186.32(c)-five year registration requirement).</p> <p>Narcotic registration files retention period-CU+5 year of release from parole/probation (reference H&S 11594(a)).</p> <p>P/CU+5</p>	

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Record	Retention	Citation	Description	Notes
Repossession/Private Impounds	CU+2	GC 34090		
Research Project Files	CL+2	GC 34090	May include request forms, background materials, staff reports, final project reports and supporting data.	
Restraining Orders, Emergency Protective Orders, Temporary Restraining Orders, Legal Stipulations, Orders After Hearing	T	GC 34090	Destroy after law enforcement actions described in PC 273.5, 273.6, 646.9, 12028.5, 13700 and Family Code Sections 6380-6383 are fulfilled and effective date of restraining order has expired. Court retains original court order. Police Department retains copy provided by protected party.	
Ride-Along Waiver Forms and Attachments	CU+5	GC 34090		
Rosters	P/CU+2	GC 34090	Roster of ID numbers assigned-Retention period-P; Employee address roster-retention period-P. Assignment rosters, phone extension rosters, all other rosters- retention period CU+2.	

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Record	Retention	Citation	Description	Notes
Schedule Daily	CU+5	GC 34090	Schedules of personnel on duty. Includes Patrol, Detective Bureau, Records, Dispatch, Reserve, CSU, WESTNET, Cadet, and other daily and monthly schedules. Includes overtime shift sign-up lists and vacation sign-up lists.	
Sealed Adult Records	Mandatory Destruction upon and pursuant to court order	PC 851.8	General provision; upon petition, records of agency must be sealed and destroyed in accordance with the provisions set by court record; exceptions.	
Sealed Juvenile Records	Mandatory Destruction upon and pursuant to court order	WIC 826(a)&(b), WIC 781(a)	Upon petition, local laws, enforcement records within WIC 826(b) may be destroyed as ordered by the court, if related probation and juvenile court records have been destroyed by the probation officer. Records involving arrests, detention and/or petitioning juvenile before juvenile court.	

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Police

Record	Retention	Citation	Description	Notes
Service Schedules	CU+2	GC 34090	Vehicle and equipment service schedules.	
Speaker Requests	CU+2	GC 34090	Community and business requests for public appearances, speakers.	
Special Event Records	CL+2	GC 34090	Reports, memos, correspondence, scripts, supplier information, assignments, deployments, supporting documentation.	
Statistical Crime Analysis	CU+2	GC 34090	Internally generated information using activity logs, citizen calls, current and past crime statistic reports, finance dept expenditure and budget records; citations, crime reports, accident reports, permits, receipts. Reports created for variety of purposes including increases/decreases in criminal activity; officer workload, deployment, time usage.	

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Police

Record	Retention	Citation	Description	Notes
Statistical Reports	CU+10 / CU+2	GC 34090	<p>Originals are sent to DOJ/FBI. Agency retains copies. Includes monthly statistical reports required by the CA Department of Justice / Federal Bureau of Investigation (FBI) - Retention (CU+10).</p> <p>All other statistical reports - CU+2.</p>	
Subpoenas	CU+2	GC 34090	Includes Subpoena Duces Tecum (SDT) and responses. Individual subpoenas received by employees/volunteers are not retained by the Department.	
Survey Response Files	CU+2	GC 34090	Surveys, responses, correspondence with other agencies requesting statistical data.	
Tapes Surveillance/Security Video	CU+13 months	GC 34090	Includes routine video monitoring recordings.	
Teletypes	CU+2	GC 34090, DOJ requirements	Teletypes sent but not otherwise retained with case files.	

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Record	Retention	Citation	Description	Notes
Timesheets, Leave Request Forms, Overtime Forms, Shift Trade Forms	CU+6	GC 34090	Consistent with Finance Department retention period.	
Traffic Collision Reports	CU+5/ Same as crime or arrest report/P	GC 34090	Non-fatal and non-criminal reports retention is CU+5. Retention period for accident reports with a crime involved is same as established retention period for misdemeanor or felony crime or arrest report. Fatal traffic collision report retention is P.	
Training Bulletins	P	GC 34090		
Training Files	CU+2	GC 34090	Includes general administrative records related to training/class information, expenses, reservations, schedules, etc.	
Training Lesson Plans, Range	CL+15	GC 34090	Scope, content, time period of courses.	
Training Range Records	CU+5	GC 34090	Includes range schedules.	
Use of Force Supervisory Review Files	CU+2	GC 34090	Includes review forms, arrest copies, logs, findings.	
Vehicle Assignment Records	CU+2	GC 34090	Record of assignments	

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Vehicle Repair Reports	CU+2	GC 34090	Records reporting vehicles are down for repair, maintenance, etc. Includes Vehicle Repair forms.	
Weapons- Records of Department-Owned	P	GC 34090	Records of department-owned firearms/weapons entered in AFS as an institutional weapon require permanent retention of supporting documentation for the entry.	

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Public Works

Record	Retention	Citation	Description	Notes
Abandonments/ Vacations (Streets)	P	GC 34090		
Annual Assessments/ Inspection of Facilities	CU+2	GC 34090		
Backflow Certifications	CU+2	GC 34090		
Capital Improvement Project Plans	P	GC 34090	Infrastructure- streets, curbs, gutters, sidewalks, storm drains, water, sewer, and parks	
Capital Improvement Projects	CL+10	CCR 337.15	Supporting documents including bidders list, specifications, reports, work orders, schedules, meeting notes, real estate appraisals, etc.	
Capital Improvements Municipal Facilities	P	GC 34090(a); H&S 19850	Records regarding planning, design, construction, conversion or modification of facility, structures & systems, and management reports	
Daily Logs	CU+2	GC 34090		
Easements, Dedications, rights of Way	P	GC 34090		
Flood Control Records	CU+2	GC 34090	Storm Drains	
Geotechnical Reports	P	GC 34090	Soil Reports	
Maintenance & Operations	CU+2	GC 34090	Includes work orders, inspection, repairs, cleaning.	

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Public Works

Record	Retention	Citation	Description	Notes
Maintenance Contracts	CL+10	CCP 336(a), 337; GC 34090	Landscaping, HV AC, pavement management, street sweeping, pest control, security, slurry seals, striping, tree trimming, etc.	
Maintenance Sheets	CU+9	GC 34090	Tree Division Service Request & Concrete Repair Record sheets.	
Maps & Plats	P	GC 34090(a)	Engineering field notes and profiles; cross-section of roads, streets, right of way, bridges; may include annexations, parks, tracts, block, storm drains, water, easements, bench marks, trees, grading, base maps, etc.	
NPDES Monitoring Records & Permits	P	40 CFR 122.28	Municipalities of 100,000/more, compliance with Clean Water Act re: pollutants	
Permit Encroachment Permanent	P	GC 34090, CCP 337	Buildings, sewers, streets, utilities, etc.	
Permit Encroachment Temporary	CL+5	GC 34090, CCP 337	Street closures, street cuts, paving, etc.	
Permit Wide Load Transportation	CL+2	GC 34090		

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Public Works

Record	Retention	Citation	Description	Notes
Pest Control Reports	CU+2	GC 34090(d)	City facilities includes pesticide applications, inspections, sampling, and documents	
Programs Federal & Traffic Safety	CU+3	23 CFR 663(a) & (c); GC 34090		
Public Facilities Infrastructure	P	GC 34090	As built, mylars, record drawings	
Reports Bridge & Overpasses	L	GC 34090	Life of structure	
Reports Inspection	CU+2	GC 34090	Included intersection and sidewalks	
Reports Studies	CL+2	GC 34090	Traffic volume, accident history, requests, statistics, drawings supporting traffic devices	
Reports Traffic Count	CL+2	GC 34090	Evaluation of traffic volume	
Speed Limits	S+2	GC 34090		
Studies/Surveys City Projects	P	GC 34090	Engineering studies or surveys	
Studies/Surveys (Not Required or Developed)	S+3	GC 34090	Engineering studies or surveys, preliminary studies, project assessments	
Surplus Property Auction	AU+2	GC 34090	Listing of property	
Traffic Legends, signals & signs	P	GC 34090	Locations	
Vehicle Ownership & Title	L+2	VC 900	Title transfers when vehicle sold	

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