

**BEFORE THE CITY COUNCIL OF THE CITY OF LAFAYETTE
IN THE MATTER OF:**

Authorizing the City Manager and Department Directors)	Resolution 2019-33
To Destroy Certain City Records after the Same Are)	
No Longer Required and to Transfer Records Which)	
Have Historical Significance to the Lafayette Historical)	
Society for Its Review, Retention, or Disposal)	

WHEREAS, sound management of records includes not only proper indexing, storage, retrieval and maintenance procedures but also provision for destruction of records which are no longer required for City purposes and which are not required by statute to be retained, and

WHEREAS, Government Code Section 34090 authorizes City Department Heads, upon the approval of the City Council by resolution and upon written consent of the City Attorney to destroy certain records, documents, instruments, books, or paper, under the charge of the Department Head, without making a copy thereof, after the same are no longer required, provided that certain records are exempt from such destruction, and

WHEREAS, Section 34090.5 authorizes City officers having custody of public records to destroy a record if it has been recorded on optical disk or any other medium that is a trusted system and that does not permit additions, deletions, or changes to the original document, if reproductions therefrom are made accessible to the public for reference, and if a copy of the optical disk or other medium is kept in a safe and separate place for security purposes, and

WHEREAS, Section 34090.7 authorizes the City Council to prescribe a procedure under which duplicates of City records, less than two years old, may be destroyed if they are no longer needed, and

WHEREAS, the City Council previously adopted Resolution 2009-37 which authorized the destruction of certain City records as provided by Section 34090; and

WHEREAS, the City Council recognizes the City's need to update its records retention and destruction procedures from time to time; and

WHEREAS, the City's Records Retention and Destruction Schedules (the "Schedules"), attached hereto as Exhibit "A" and incorporated herein, have been updated to provide the procedures and timeframes for the retention and destruction process for City records on a continual basis and the City Attorney has given written consent to such retention and destruction of records as set out in the Schedules, and

WHEREAS, it is desirable to make provision for proper disposition of City records which may have historical significance;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Lafayette that it does hereby approve the Schedules as set out and authorizes the Manager and the Directors of the City Department having custody over the records to retain and destroy the records upon fulfillment of the time periods and conditions set out in the Schedules.

IT IS FURTHER RESOLVED that any City records which has fulfilled the requirements for destruction, is not required to be shredded, and which may have historical significance, shall be offered to the Lafayette Historical Society for its review, retention, or disposal.

IT IF FURTHER RESOLVED that Resolution No. 2009-37 is hereby repealed.

PASSED AND ADOPTED by the City Council of the City of Lafayette at a regular meeting of said Council on June 24, 2019 by the following vote to wit:

AYES: Anderson, Candell, Bliss and Gerringer

NOES: None

ABSTAIN: None

ABSENT: Burks

APPROVED



Mike Anderson, Mayor

ATTEST:



Joanne Robbins, City Clerk

EXHIBIT "A"

Records Retention

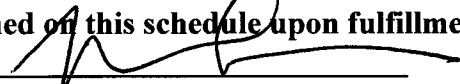
(Attached)

City of Lafayette

Records Retention and Destruction Schedule

100 GENERAL RECORDS COMMON TO ALL DEPARTMENTS

Record Category	Original	Destruction Date	Special Conditions
Duplicates of original record which is on file with another City Department	No	Anytime	None
Flyers, pamphlets, reports, and other materials created by other entities/agencies (not City records)	No	Anytime	None
Unsolicited advertisement materials	No	Anytime	None
Internal memos which contain material solely for the day to day administration of the office	No	Anytime	None


Consent is given by the City Attorney for the destruction of City records contained on this schedule upon fulfillment of retention period and special conditions. Dated: 7/23/19 City Attorney 

City of Lafayette

Records Retention and Destruction Schedule

110 CITY ATTORNEY, CLAIMS, AND LITIGATION RELATED RECORDS

Record Category	Original	Destruction Date	Special Conditions
Litigation, mediation, arbitration, and administrative hearings materials.	No originals except attorney work product and correspondence received.	2 years after matter has been resolved or concluded and the time for appeal has expired.	Copies of confidential documents that are attorney-client privileged shall be shredded.
Claims filed against the City (Government Claims Act) and supporting document.	No originals except attorney work product and correspondence received.	2 years after matter has been resolved or concluded and the time for appeal has expired.	Copies of confidential documents that are attorney-client privileged shall be shredded.


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City of Lafayette

Records Retention and Destruction Schedule

200 CITY MANAGER – Page 1

Record Category	Original	Destruction Date	Special Conditions
Correspondence Files-Out	No.	2 years after the later of creation of the record or resolution of the matter of the inquiry.	None.
Correspondence Files-In	Yes.	2 years after the later of receipt of the inquiry or resolution of matter of the inquiry.	None.
Council Agendas with notes	Yes-working notes. (Not kept in the ordinary course of business.)	1 month after Council approval of minutes of the specific agenda.	None.
Task Force Reports	No.	2 years after submission of report to Council.	A copy shall be designated Original and be retained.
Working papers on Developments	Yes.	2 years after project completion.	Original Contract(s) retained by Clerk. Project file retained by Planning Department.
Economic Development Solicitations	Yes.	2 years after receipt or closure of solicitation, whichever is later.	None.
Demographic Information	No.	Anytime.	None.
L.O.C.C. Literature	No.	Anytime.	None.
Notes from Council Goals and Strategies Workshops	Yes-working notes. (Not kept in the ordinary course of business)	1 year after incorporation in the Adopted final Municipal Budget.	None.


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City of Lafayette

Records Retention and Destruction Schedule

200 CITY MANAGER - Page 2

Record Category	Original	Destruction Date	Special Conditions
Labor Negotiation Working Papers	Yes-working papers.	2 years after completion of negotiations.	Personnel Department retains with Labor Negotiation files.
Award Nominations for Municipal Activities	Yes	2 years after awards announced	Awards granted to Lafayette retained by Clerk.
Old Photos of Staff	Yes.	Anytime.	None.
Police Contract Material	No.	2 years after conclusion of contract.	Original Contract retained by Clerk.
Rosters	No.	Anytime.	None.
Books and Booklets	No.	Anytime.	None.
Banner Advisory Committee Agendas	Yes	After Optiscanning	The Optiscanned Document will be considered an Original.
Banner Advisory Committee Minutes	Yes	After Optiscanning	The Optiscanned Document will be considered an Original.

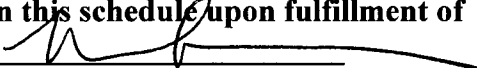
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City of Lafayette

Records Retention and Destruction Schedule

200 CITY MANAGER - Page 3

Record Category	Original	Destruction Date	Special Conditions
Public Art Committee Agendas	Yes	After Optiscanning	The Optiscanned Document will be considered an original
Public Art Committee Minutes	Yes	After Optiscanning	The Optiscanned Document will be considered an Original.
Public Art Committee Packets	Yes	After Optiscanning	The Optiscanned Document will be considered an Original.
Arts in Public Places Program Records	Yes	2 years	None.

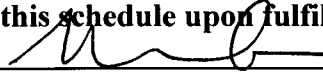
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City of Lafayette

Records Retention and Destruction Schedule

300 Administrative Services Department - PERSONNEL DIVISION

Record Category	Original	Destruction Date	Special Conditions
Equal Employment Opportunity Questionnaires	Yes	2 years after position is filled	None
Benefit Surveys	Yes	2 years after survey completed	None
Employee Files (persons hired for City positions)	Yes	3 years following separation from employment with the City	Retain employee summary information sheet
Employer Copy of W2 Statements	Yes	6 years.	None.
Employee Handbook	Yes	3 years after adoption of new Handbook	None
Personnel Policy Adoption Records	Yes	After Optiscanning.	The Optiscanned document will be considered an Original.
Job descriptions	Yes	2 years after new or amended description adopted	None
Job reclassification studies and documents	Yes	2 years after reclassification acted upon by Council	None
Recruitment files for City positions	Yes	2 years after position is filled	Shred
Salary Surveys	Yes	2 years after survey completed	None
Unsolicited Resumes when no available position.	Yes	Anytime.	Shred
Worker's Compensation Reports and Correspondence	No	5 years after settlement.	Shred
Sexual Harassment Prevention Training Certificate (Staff & Volunteers)	Yes	2 years after completion of training.	None.


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City of Lafayette

Records Retention and Destruction Schedule

310 Administrative Services Department -FINANCE DIVISION – Page 1

Record Category	Original	Destruction Date	Special Conditions
Individual Employee financial records (tax exemptions, health benefits etc.)	Yes	2 years after employee leaves employment with City	Shred; Summary sheet of employment dates retained permanently
Employee Retirement (401A) Program Records	Yes	6 years after end of plan/policy.	None.
Employee Life Insurance Policies	Yes	6 years after end of policy.	None.
Employee Timesheets	Yes	3 years from the date of the timesheet.	Shred
Payroll Summaries	Yes	4 years after audit by City Auditor	Shred
City Budgets/Investment Policy; Proposed and Final	No; Original retained by City Clerk	2 years after audit by City Auditor	None
Accounts Payable and Invoices	Yes	3 years after audit by City Auditor	None
Accounts Receivable	Yes	3 years after audit by City Auditor	None
Working Audit Papers	Yes	3 years after audit by City Auditor	None
General Ledgers	Yes	4 years after audit by City Auditor	Retain in computer disk form until destruction date

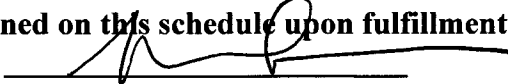
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City of Lafayette

Records Retention and Destruction Schedule

310 Administrative Services Department -FINANCE DIVISION – Page 2

Record Category	Original	Destruction Date	Special Conditions
Accounting Journal Vouchers/Entries	Yes	4 years after audit by City Auditor	None
State Controller Reports, Annual	Yes	2 years.	None.
Investment Fund Records	Yes	4 years after audit by City Auditor.	None.
Bank Statements & Reconciliations	Yes	4 years after audit by City Auditor.	None.
Cancelled Checks	Yes	4 years after audit by City Auditor.	None.


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City of Lafayette

Records Retention and Destruction Schedule

330 MISCELLANEOUS ADMINISTRATIVE RECORDS

Record Category	Original	Destruction Date	Special Conditions
City Newsletters	Yes.	2 years.	None.
Liability Insurance Policies	Yes.	2 years after policy expires.	None.
Vehicle Insurance Policies	Yes.	2 years after policy expires.	None.
Workers Compensation Insurance Policies	Yes.	5 years after policy expires.	None.
Equipment/Vehicle Purchase/Lease Records	Yes	4 years after purchase is complete or lease agreement is terminated.	None.
Fixed Asset Inventories	Yes	2 years after audit by City Auditor.	None.
Surplus Equipment/Vehicle Appraisals/Sales	Yes	4 years after audit by City Auditor.	None.
Incorporation/History, City	Yes.	After Optiscanning.	The Optiscanned document will be considered an original.
Real Property Appraisals	Yes	2 years.	None.
Administration Policy/Procedures	Yes	2 years after adoption of new policy/procedure.	None.
Memorandums of Understanding (MOUs)	Yes.	3 years after approved by City and employee groups.	None.
Solid Waste Joint Powers Authority Records	No.	2 years.	None.
Water System Improvements/EBMUD			
Gas & Electric Correspondence	Yes	2 years.	None.
Cable TV Franchise Agreements	Yes	After Optiscanning	The Optiscanned document will be considered an original

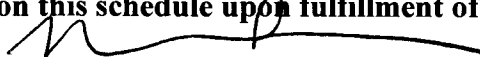
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City of Lafayette

Records Retention and Destruction Schedule

400 CITY CLERK – Page 1

Record Category	Original	Destruction Date	Special Conditions
City Council Agendas.	Yes.	After Optiscanning.	Optiscanned document will be considered original.
City Council Minutes.	Yes.	After Optiscanning. (Permanent retention)	Optiscanned document will be considered original.
City Council Meeting Packets.	Yes.	2 years after meeting date.	Confidential material shredded.
City Council Meeting Audio & Video Recordings.	Yes.	2 months after minutes are approved by Council and optiscanned.	None.
City Council Resolutions.	Yes.	After Optiscanning. (Permanent retention)	Optiscanned document will be considered original.
City Council Ordinances.	Yes. (Note: Also published as part of Municipal Code.)	After Optiscanning. (Permanent retention)	Optiscanned document will be considered original.
Oaths of Office.	Yes.	After Optiscanning. (6 years after leaving office)	Optiscanned document will be considered original.
Elected Officials' Fair Political Practices Commission Filings.	No. (Original sent to State.)	4 years after filing.	May be Optiscanned after 2 years. Optiscanned document will be considered original.
Appointed Officials' Fair Political Practices Commission Filings.	Yes.	7 years after filing for appointed officials.	May be Optiscanned after 2 years.
Conflict of Interest Code Adoption Records.	Yes.	After Optiscanning.	Must be reviewed by July 1st of every even-numbered year and amended is necessary.
Election Filings – Campaign Statements	No. (Copies kept by filing officer)	4 years after election date	May be Optiscanned after 2 years.

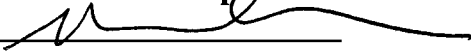
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City of Lafayette

Records Retention and Destruction Schedule


400 CITY CLERK – Page 2

Record Category	Original	Destruction Date	Special Conditions
Election Filings; Petitions; Initiative/Recall	Yes.	8 months after election certification if an election or from final inspection if no election..	None.
Election – Nomination Documents	Yes	During term and 4 years after if successful, 5 years if unsuccessful.	None.
Measures: Text and Sample Ballot Documents	Yes.	After Optiscanning.	Optiscanned document will be considered an original.
Measures: Arguments For/Against	Yes.	After Optiscanning	Optiscanned document will be considered an original.
AB1234 Training Certificate	Yes	5 years after receipt of training	None.
Clerk’s Correspondence Files- Letters Out.	No.	2 years after date on letter.	None.

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Records Retention and Destruction Schedule


Record Category	Original	Destruction Date	Special Conditions
City Real Property Documents: <ul style="list-style-type: none"> • Grant Deeds. • Grants and Acceptances of Easements. • Offers of Dedication. • Quit Claims. • Hold Harmless Contracts for Drainage. • Dedications. • Rights of Way. • Sale and Purchase Contracts. 	Yes.	Never.	Optiscanned document will be considered original.
City Real Property Leases: <ul style="list-style-type: none"> • Parking lots/spaces leases. • City offices leases. • Leases of City owned facilities. 	Yes.	5 years after the expiration of the Lease.	None.
City Right of Entry permits for temporary entry on land.	Yes.	2 years after expiration	None.
Subdivision Agreements.	Yes.	5 years after completion.	None.

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Records Retention and Destruction Schedule

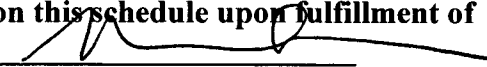
400 CITY CLERK - Page 4

Record Category	Original	Destruction Date	Special Conditions
<p>City Contracts</p> <ul style="list-style-type: none"> • Engineering project and consultant contracts and Notices of Completion. • Planning consultant and application services contracts. • Traffic consultant contracts. • Public Works maintenance services contracts. • Legal services contracts. • Police services contracts. • Fire District services contracts. • <i>Vistas</i> publication contracts. • Financial consultant and City auditor contracts. • Administrative consultant contracts. • Utility services contracts. • Employee benefits and coverage administration contracts. • State services contracts. 	<p>Yes.</p>	<p>5 years after termination date of contract.</p>	<p>None.</p>

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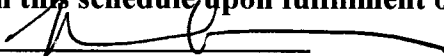
Records Retention and Destruction Schedule

Record Category	Original	Destruction Date	Special Conditions
Joint Powers Agreements.	Yes.	After optiscanning	Optiscanned document will be considered original.
Agreements for Installation & Maintenance of Landscaping.	Yes.	After optiscanning.	Optiscanned document will be considered original.
Certificates of Compliance for Lot Line Adjustments.	Yes.	After optiscanning.	Optiscanned document will be considered original.
Conservation and Scenic Easement Deeds.	Yes.	After optiscanning.	Optiscanned document will be considered original.
Construction Improvement Agreements.	Yes.	After optiscanning.	Optiscanned document will be considered original.
Liability Claims Filed Against City.	No. Original sent to Risk Management.	2 years after claim has been settled or adjudicated.	Shred.
Litigation materials.	No. Duplicates from the City Attorney's office.	2 years after final decision in case.	Shred any confidential portion of file.
Annual Roster of Council Appointments (Maddy Act)	Yes.	Annually -- After new list is prepared.	Keep until superseded. New list is prepared by December 31st each year.
Commissioner-Committee Member Appointment Applications	Yes.	Not selected – after 2 years. Selected – 5 years after term ends.	None.
Public Information/Records Requests	Yes.	2 years after response to request is completed.	None.

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Records Retention and Destruction Schedule

Record Category	Original	Destruction Date	Special Conditions
Design Review Files.	Yes.	2years from approval.	Retain original application, a subsequent change to the application, soils report, latest approved plan, action letters, and modified conditions of approval. Retain any records affecting title to real property or liens thereon.
Minor Subdivision Files.	Yes.	Same as above.	Same as above.
Major Subdivision Files.	Yes.	Same as above.	Same as above.
Land Use Files.	Yes.	Same as above.	Same as above.
Rezoning Files.	Yes.	Same as above.	Same as above.
Variance Files.	Yes.	Same as above.	Same as above.
Lot Line Adjustment Files.	Yes.	Same as above.	Same as above.
Planning Commission Agendas.	Yes.	After Optiscanning.	The Optiscanned Document will be considered an Original.
Planning Commission Minutes.	Yes.	After Optiscanning.	The Optiscanned Document will be considered an Original.
Planning Commission Meeting Packets.	Yes.	After Optiscanning.	The Optiscanned Document will be considered an Original.
Planning Commission Meeting Audio/Video Files.	Yes.	30 days after meeting date.	None.

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Records Retention and Destruction Schedule


Design Review Commission Agendas.	Yes.	After Optiscanning.	The Optiscanned Document will be considered an Original.
Design Review Commission Minutes.	Yes.	After Optiscanning.	The Optiscanned Document will be considered an Original.
Design Review Commission Meeting Packets	Yes.	After Optiscanning.	The Optiscanned Document will be considered an Original
Design Review Commission Audio/Video Files	Yes.	30 days after meeting date.	None.
Environmental Task Force Committee Agendas	Yes	After Optiscanning	The Optiscanned Document will be considered an Original.
Environmental Task Force Committee Minutes	Yes	After Optiscanning	The Optiscanned Document will be considered an Original.
Transportation and Circulation Commission Agendas.	Yes	After Optiscanning	The Optiscanning document will be considered an original.
Transportation and Circulation Commission Minutes.	Yes	After Optiscanning	The Optiscanning document will be considered an original.
Transportation and Circulation Commission Audio/Video Files	Yes.	30 days after meeting date.	None.
CPAC Agendas	Yes.	After Optiscanning.	The Optiscanned Document will be considered an original.
CPAC Minutes	Yes	After Optiscanning.	The Optiscanned Document will be considered an original.
Zoning Administration Agenda	Yes.	After Optiscanning.	The Optiscanned Document will be considered an Original
Zoning Administrator Hearing Records	Yes.	After Optiscanning.	The Optiscanned Document will be considered an Original
Tree Removal Permits	Yes.	2 years after dated issued.	The Optiscanned Document will be considered an Original

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Records Retention and Destruction Schedule

500 PLANNING – Page 3


General Plan Elements and Amendments	Yes.	After Optiscanning.	The Optiscanned Document will be considered an Original. Permanent retention.
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Records Retention and Destruction Schedule

600 PUBLIC WORKS – Page 1

Record Category	Original	Destruction Date	Special Conditions
Assessment District Files.	Yes – maps and engineer’s report; assessment ballots; etc.	Assessment ballots – 2 years after ballot proceeding. Maps and engineer’s report – permanent retention. Other documents -- 5 years after Council approval of the engineer’s report and establishment of assessment.	Maps and engineer’s report are to be retained indefinitely.
Assessment District Annual Assessments	Yes.	After Optiscanning.	Keep scanned version for 2 years.
Assessment District Formation Records	Yes.	After Optiscanning.	The Optiscanned documents will be considered as the originals. Permanent retention.
Maintenance Contracts	Yes.	After Optiscanning.	Keep scanned version for 4 years after completion/termination.
Request for Proposal Submittals (Proposals from Vendors)	Yes.	After Optiscanning.	Keep scanned version for 2 years after contract is awarded.


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City of Lafayette

Records Retention and Destruction Schedule


600 PUBLIC WORKS – Page 2

Trim Notices	Yes.	After Optiscanning.	Keep scanned version for 2 years.
Abatement Notices	Yes.	After Optiscanning.	Keep scanned version for 2 years after case is closed/settled.
Abatement Invoicing	Yes.	After Optiscanning.	Keep scanned version for 2 years after case is closed/settled.
Clean Water (National Pollutant Discharge Elimination Sys. (NPDES) Annual Reports & Documentation	Yes.	After Optiscanning.	Keep scanned version for 5 years.
Work Requests	Yes.	After Optiscanning.	Keep scanned version for 2 years after completion.
Citizen Call Logs/Requests for Service	Yes.	After Optiscanning.	Keep scanned version for 2 years.
Traffic Sign/Signal Maintenance Records	Yes.	After Optiscanning.	Keep scanned version for 2 years.
Bids & Proposals/Unsuccessful	Yes.	2 years	

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Records Retention and Destruction Schedule

Capital Improvement Project Files: Design & Construction documentation, design drawings, as-built drawings, inspection reports, materials testing reports, project specifications	Yes.	Permanent retention.	Also maintain scanned version.
Capital Improvement Project Files: Process and progress documents including bidders lists, reports, preliminary plans, work orders, schedules, correspondence, certified payroll, etc.	Yes.	After Optiscanning.	Keep scanned version for 10 years after project completion.
Bridge Inspection Correspondence/Records	Yes.	After Optiscanning.	Keep scanned version for 2 years.
Street Maintenance Records	Yes.	2 years after completion.	None.
Facility Operations & Maintenance (Parks)	Yes.	After Optiscanning.	Keep scanned version for 2 years.
Facility Operations & Maintenance (Library)	Yes.	After Optiscanning.	Keep scanned version for 2 years.
Facility Capital Improvements (Library)	Yes.	After Optiscanning.	Keep scanned version for 10 years after project completion.
Facility Landscape Records (Parks)	Yes.	After Optiscanning.	Keep scanned version for 2 years.
Facility Landscape Records (Library)	Yes.	After Optiscanning	Keep scanned version for 2 years.

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Records Retention and Destruction Schedule

700 ENGINEERING - Page 1


Record Category	Original	Destruction Date	Special Conditions
CPAC Agendas	Yes.	After Optiscanning.	The Optiscanned Document will be considered an original.
CPAC Minutes	Yes	After Optiscanning.	The Optiscanned Document will be considered an original.
CPAC Meeting Packets	Yes.	After Optiscanning.	The Optiscanned Document will be considered an original.
Project Files: Fund 12 Parks Facilities, Fund 13 Walkways, Fund 14 Streets/Signals, Fund 15 Public Drainage, and Fund 16 Public Facilities.	Yes.	2 years from completion of project.	Retain original Mylar maps and as-built plans. Clerk retains Grant of Easement and Notice of Completion.
Subdivision Files.	Yes – maps and plans. Planning Department or Clerk has original of other documents.	2years from approval of subdivision.	Retain Mylar maps and as-built plans. Clerk retains Acceptance of Easement. Permanently retain any records affecting title to real property or liens thereon.

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Records Retention and Destruction Schedule

700 ENGINEERING – Page 2


Record Category	Original	Destruction Date	Special Conditions
Land Use Files.	Yes – maps and plans. Planning Department or Clerk has original of other documents.	2 years from approval of use permit.	Retain Mylar maps and as-built plans. Acceptance of Easement transferred to Clerk. Permanently retain any records affecting title to real property or liens thereon.
Design Review Files.	Yes – maps and plans. Planning Department or Clerk has original of other documents.	2 years from approval of subdivision/use permit.	Retain Mylar maps and as-built plans. Acceptance of Easement transferred to Clerk. Permanently retain any records affecting title to real property or liens thereon.
Variance, Lot Line Adjustment, and Rezoning Files.	Yes – maps and plans. Planning Department or Clerk has original of other documents.	5 years from	Retain Mylar maps and as-built plans. Acceptance of Easement transferred to Clerk.
Right of Way Files.	Yes – maps.	2 years after completion.	Retain maps indefinitely. Clerk retains Abandonment Agreements. Permanently retain any records affecting title to real property or liens thereon
Street Files.	Yes.	2 years after completion.	None.
Street Maintenance Records	Yes	2 years after completion.	None.

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Records Retention and Destruction Schedule

700 ENGINEERING – Page 3

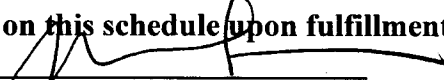
Record Category	Original	Destruction Date	Special Conditions
Capital Improvement Project Files: Design & construction documents, design drawings, as-built drawings, inspection reports, materials testing reports, and project specifications	Yes	Permanent retention.	Also maintain scanned version.
Capital Improvement Project Files: Process and progress documents including bidders lists, reports, preliminary plans, work orders schedules, correspondence, certified payroll reports	Yes	After Optiscanning.	Keep scanned version for 10 years after project completion.
Encroachment Permits.	Yes.	2 years after completion.	
CIP Schedule Planning Files.	Yes.	3 years after creation of document.	None.

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Records Retention and Destruction Schedule

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Underground Utility Records	Yes.	After Optiscanning.	The Optiscanned Document will be considered an original. Permanent retention.
CPAC Files.	Yes.	3 years after CPAC recommendation presented to Council.	None.
Storm Damage Files.	Yes.	2 years after date of storm damage or completion of project, if any.	Retain any document that relates to a matter in litigation for 2 years after litigation has been settled/adjudicated..
Creek Maintenance Files.	Yes.	2 years after the date of maintenance.	Retain any document that relates to a matter in litigation for 2 years after litigation has been settled/adjudicated.
Creek Studies Master Plan	Yes.	After Optiscanning.	The Optiscanned Document will be considered an original.
Traffic Studies, Reports, and Plans (not including speed surveys).	Yes	2 years after presentation of report to the Commission and Council.	Documents supporting the Lamorinda Regional Transit Fee, Lamorinda School Bus program and any parking space historical information will be retained indefinitely.
Engineering and Traffic Surveys (Speed Surveys)	Yes	2 years after superseded.	None.
Circulation/Traffic Project Files (sign, speed hump, and other traffic control measures)	Yes.	2 years after approval of project.	None.

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Records Retention and Destruction Schedule

700 ENGINEERING – Page 5

Disaster Relief Files.	Yes.	2 years after completion of repairs and closure of any FEMA claim.	None.
DBE Files.	No.	3 years after Council approval of Resolution.	Clerk retains resolution.
Engineering General Correspondence Files.	Yes – correspondence received. Copy of correspondence sent.	2 years after the date of receipt/ mailing.	None. Copy of correspondence is also located in project or subject matter file if it relates to a specific project or on-going matter.
DSIMPIC Committee Agendas.	Yes.	After Optiscanning	The Optiscanned document will be considered an Original.
DSIMPIC Committee Minutes	Yes	After Optiscanning	The Optiscanned document will be considered an Original.
DSIMPIC Meeting Packets	Yes	After Optiscanning	The Optiscanned Document will be considered an Original
Creeks Committee Agendas	Yes.	After Optiscanning.	The Optiscanned Document will be considered an Original
Creeks Committee Minutes.	Yes.	After Optiscanning.	The Optiscanned Document will be considered an Original.
Creeks Committee Packets	Yes,	After Optiscanning	The Optiscanned Document will be considered an Original


Consent is given by the City Attorney for the destruction of City records contained on this schedule upon fulfillment of retention period and special conditions. Dated: 7/23/19 City Attorney 

City of Lafayette

Records Retention and Destruction Schedule

800 POLICE SERVICES – Page 1

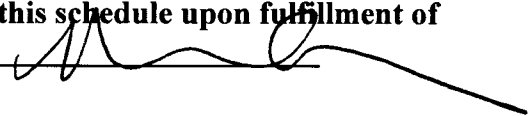
Record Category	Original	Destruction Date	Special Conditions
Crime Prevention Commission Agendas.	Yes.	After Optiscanning.	The Optiscanned document will be considered an Original.
Crime Prevention Commission Minutes.	Yes.	After Optiscanning.	The Optiscanned document will be considered an Original.
Crime Prevention Commission Packets	Yes.	After Optiscanning.	The Optiscanned document will be considered an Original.
Emergency Preparedness Commission Agendas.	Yes.	After Optiscanning.	The Optiscanned document will be considered an Original.
Emergency Preparedness Commission Minutes.	Yes.	After Optiscanning.	The Optiscanned document will be considered an Original.
Emergency Preparedness Commission Packets	Yes.	After Optiscanning.	The Optiscanned document will be considered an Original.
Parking Citations.	No.	2 months after issuance of citation or final resolution of a disputed citation, whichever is later.	None.
Vehicle Abatement Towing Records.	No.	2 years after towing occurs or final resolution of a disputed towing, whichever is later.	None.
General Correspondence from Residents.	Yes.	2 years after receipt or upon final resolution of the matter, whichever is later.	None.
General Correspondence out from the Police Services Office.	No.	2 years after sending or upon final resolution of the matter, whichever is later.	None.

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Records Retention and Destruction Schedule

800 POLICE SERVICES – Page 2

Record Category	Original	Destruction Date	Special Conditions
Disaster Plan (EOC)	Yes.	After Optiscanning.	The Optiscanned document will be considered an Original.
Massage Services Permits	Yes.	2 years after expiration of permit.	None
Solicitation Permits	Yes.	2 years after expiration of permit.	None
Reconyx Camera Files	Surveillance/Security Recordings	1 year (Gov. Code sec. 34090.6)	None
Code Enforcement Correspondence	Yes	2 years from resolution of matter.	None.
Code Enforcement Files	Yes	2 years from resolution of matter.	None.
Administrative Citations	Yes	2 years from resolution of matter.	None.
Code Enforcement Appeal Form	Yes	2 years from decision.	None.
Code Enforcement Appeals Board Agendas	Yes	After Optiscanning	Optiscanned document will be considered original.
Code Enforcement Appeals Board Minutes	Yes	After Optiscanning.	Optiscanned document will be considered original.
Code Enforcement Appeals Board Packets	Yes.	After Optiscanning.	Optiscanned document will be considered original.
Nuisance Abatement Records	Yes.	2 years after settlement/resolution.	

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Records Retention and Destruction Schedule

900 Park, Trails and Recreation Dept. – Page 1

Record Category	Original	Destruction Date	Special Conditions
Rental Agreements & Waivers for Parks & Recreation Facilities	Yes	Two years after end of rental period.	
Lease Agreements for Parks & Recreation Facilities	Yes	After Optiscanning	
Contracts Requiring Council Approval – Department Copy (City Clerk retains original contract)	Yes	After Optiscanning	
Facility Equipment Maintenance Operation Files	Yes.	After life of equipment or stored electronically	
Project Files (permits, plans and specifications for Parks & Recreation Properties and Facilities	Yes	After two years	
Studies for Future Projects	Yes.	Two years after completion.	
Class Registration Forms	Yes.	Two years after enrollment	
Recreation Brochures	Yes.	Quarterly	
Instructor Applications	Online	2 years	None
Instructor Contracts/Agreements	Yes	2 years	
Correspondence	Yes.	2 years.	None.
Community Center Foundation Agendas	Yes	After Optiscanning	The Optiscanned Document will be considered an Original.

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City of Lafayette

Records Retention and Destruction Schedule

900 Park, Trails and Recreation Dept. – Page 2

Record Category	Original	Destruction Date	Special Conditions
Community Center Foundation Minutes	Yes.	After Optiscanning	The Optiscanned Document will be considered an Original.
Parks, Trails and Recreation Commission Agendas	Yes.	After Optiscanning	The Optiscanned Document will be considered an Original.
Parks, Trails and Recreation Commission Minutes	Yes.	After Optiscanning	The Optiscanned Document will be considered an Original.
Parks, Trails and Recreation Audio/Video Files (meeting recordings)	Yes.	30 days after event is recorded.	None.
Senior Services Commission Agendas	Yes.	After Optiscanning	The Optiscanned Document will be considered an Original.
Senior Services Commission Minutes	Yes.	After Optiscanning	The Optiscanned Document will be considered an Original.
Youth Commission Agendas	Yes.	After Optiscanning	The Optiscanned Document will be considered an Original.
Youth Commission Minutes	Yes.	After Optiscanning	The Optiscanned Document will be considered an Original.
Mandated Reporter Training Records	Yes	2 years after training is completed.	None.
Parks Use Policy Adoption Records	Yes	After Optiscanning.	The Optiscanned Document will be considered an Original.
Parks Master Plan	Yes	After Optiscanning.	The Optiscanned Document will be considered an Original.

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Records Retention and Destruction Schedule

900 Park, Trails and Recreation Dept. – Page 3

Paths & Trails Regulations Adoption Records	Yes	After Optiscanning.	The Optiscanned Document will be considered an Original.
Paths & Trails Master Plan	Yes.	After Optiscanning.	The Optiscanned Document will be considered an Original.
Enrollment/Refund Records/Receipts/Logs	Yes	2 years after enrollment/payment.	None.
Recreation Program Contractor Records	Yes.	2 years after expiration of contract.	None.
Senior Special Program Records (ie. Spirit Van)	Yes.	2 years.	None.
Program Waivers	Paper or Electronic	2 years	None
Special Medial Waivers	Paper or Electronic	2 years	None

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