

RESOLUTION NO. 7783

**CITY OF SOUTH GATE
LOS ANGELES COUNTY, CALIFORNIA**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH GATE
AMENDING RESOLUTION NO. 7212 (RECORDS RETENTION SCHEDULE) ADDING
NEW CATEGORIES OF RECORDS TO THE RETENTION SCHEDULE**

WHEREAS, the retention of records and disposition of obsolete records is necessary to reduce liability to the City; and

WHEREAS, the approval of guidelines for the ongoing retention and disposition of records will enable City departments to maintain and dispose of records coherently and will enable the City Clerk and City Attorney to more quickly and efficiently review records listings presented for retention or disposition; and

WHEREAS, new categories of records are generated, while other types are no longer in use, thereby requiring regular updates to the City's retention schedule to add or delete records accordingly; and

WHEREAS, California Government Code Section 34090 et seq. provides minimal time periods which must lapse before municipal records maybe dispose through a document destruction process.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SOUTH GATE DOES
HEREBY RESOLVE AS FOLLOWS:**

SECTION 1. The City Council hereby amends Resolution No. 7212 as shown in the attached Exhibit "A" establishing the following document categories and retention periods:

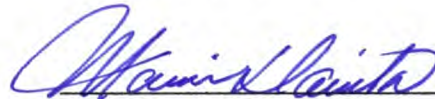
- (a) Passport Application Transmittal Pages- 2 year retention
- (b) Notary Books- 5 years + current year, or until notary commission is not renewed then forwarded to LA County Registrar Recorders Office
- (c) Personnel Records (Police)- 5 year retention from date of separation of employment
- (d) Daily Observation Reports - 5 year retention from date of separation of employment
- (e) Officer Recordings (PUMA) – 5 year retention
- (f) 911/ Dispatch Recording (VoicePrint) – 5 year retention
- (g) eReports (Digital Crime) - 3 years + current
- (h) eReports (Arrest Reports) – 7 years + current
- (i) Surveillance Video (Leverage)- minimum 30 days not to exceed 40 days
- (j) Facility Video (Smart Viewer) – 90 days
- (k) Automatic License Plate Reader (PIPS) Data- 2 years

SECTION 2. The City Clerk shall certify to the adoption of this Resolution to amend the current "Records Retention Schedule" which shall be effective upon its adoption.

SECTION 3. The City Clerk is hereby directed to distribute three copies of this Resolution to each of the City's Departments.

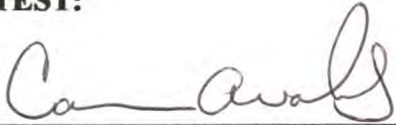
PASSED, APPROVED and ADOPTED this 12th day of September 2017.

CITY OF SOUTH GATE:



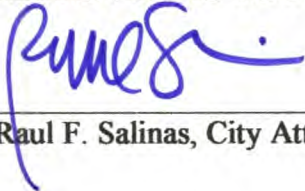
Maria Davila, Mayor

ATTEST:



Carmen Avalos, City Clerk
(SEAL)

APPROVED AS TO FORM:



Raul F. Salinas, City Attorney

EXHIBIT A

RECORDS RETENTION SCHEDULE FOR THE CITY OF SOUTH GATE

ADMINISTRATION/PERSONNEL DEPARTMENT					DATE: August, 2007	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V.H.C.	COMMENTS
		OFFICE	STORAGE	TOTAL		

City Council						
1	Outgoing correspondence and memorandums	5		5	V,H	Authority: There is no specific statutory authority for retention of this item; however, GC34090 (d) does not authorize the destruction of records less than 2 years old.
	Reference copies of membership and purchase invoices	3		3		
	Council Member Assignments	P		P		

City Manager						
2	Incoming Correspondence	3		3	V,H	Authority: There is no specific statutory authority for retention of this item; however, GC34090 (d) does not authorize the destruction of records less than 2 years old.
	Outgoing Correspondence and memorandums	5		5		
	Goals and objectives	5		5		
	Organization charts	3		3		
	Administrative regulations	10		10		
	Administrative directives and City policy	10		10		
	Reports to and from organizations of which the City may be member	2		2		
	Reference copies of contracts	3		3		
	Reference copies of membership	3		3		
	Personnel records	5		5		

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	Organizations – Local: Fraternal groups, civic groups, youth groups, service clubs/groups foundation	2		2		Authority: There is no specific statutory authority for retention of this item; however, the Secretary of State has recommended S+5 retention period; the department may retain for two years since GC34090 (d) does not authorize the destruction of records less than 2 years old. Authority: GC34090 (d)
	Organizations – At large: Southern California Association of Governments, League of California Cities, Multi-Agency Groups, California Contract Cities	5		5		
	Organizations – At large: Sister Cities	10		10		
	Organizations – At large: National League of Cities, U.S. Conference of Mayors, Professional Groups, Fund Raising Groups	2		2		
	Public Information/Relations: activities, brochures/directories/publications, cable communications, press releases, sponsored City special events, City questionnaires/ surveys, publicity, media	3		3		
	Public Information/Relations: Community Service Awards	P		P		
	Public Information/Relations: City Newsletters	P		P		
	Public Information/Relations: photographs	P		P		
	Cable TV Franchise: Citizen Correspondence	10		10		
	Cable TV Franchise: Consultants	10		10		
	Cable TV Franchise: Correspondence/Misc.	10		10		
	Cable TV Franchise: Educational Access	10		10		

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		OFFICE	STORAGE	TOTAL		
	Classification Appeals/Audits	5		5		
	Evaluation Programs	2		2		
	Job Description	5		5		
	Personnel Policies Procedures	5		5		
	Regulations (Federal/State)	AC+5		AC+5		
	Surveys/Studies	5		5		
Training & Employment Programs						
4	Employee Development/Training	10		10		Authority: There is no specific statutory authority for the retention of this item; however, the Secretary of State has recommended this retention period does not authorize the destruction of records less than 2 years old.
	Intern Programs	2		2		
	Employment Training Services	10		10		
	Organization Development	2		2		
Employee Services						
5	Administration	10		10		Authority: There is no specific statutory authority for the retention of this item; however, the Secretary of State has recommended this retention period which provides for a three or six year statute of limitations on actions .
	Assistant Program & Tuition Reimbursement	10		10		
	Deferred Compensation Plans	5		5		
	Defined Contribution Plans	5		5		

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		OFFICE	STORAGE	TOTAL		
	Dental Benefit Plans	10		10		
	Disability Plans	10		10		
	Health Care Benefits	10		10		
	Life Insurance Plans	10		10		
	Retirement Benefits Plan (PERS)	5		5		
	Unemployment Insurance Plans	10		10		
	Vision Care Plan	10		10		
	Section 125, Flex Benefit Plan	10		10		
Employee Relations						
6	Activities/Events	2		2		
	Bargaining Units/Associations	10		10		
	Employee/Associations Newsletters	2		2		
	Employee Suggestions	2		2		
	Grievances/Complaints	10		10		
	Labor Relations	10		10		
	Service Awards/Programs	2		2		

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Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V.H.C.	COMMENTS
		OFFICE	STORAGE	TOTAL		
Recruitment & Selection						
7	Affirmative Action/EEO	5		5		
	Complaints (Hiring/Selection)	5		5		
	Minority Groups	5		5		
	Statistics	2		2		
	Applications/Resumes	2		2		
	Testing Services	5		5		
	Recruitment Records	2		2		
Employee Records						
8	Administration	5		5	V,H,C	Note: Includes current and terminated/former employees' records: application, personnel, membership, or employment referral records. For Public Safety/Law Enforcement records pertaining to administrative investigations or citizen complaints against peace officer, refer to Police. These records are confidential subject to certain conditions for disclosure. Authority: GC12946
	Employee Insurance Folders	T+2		T+2		
	Current Employees	2		2		
	Retired Employees	T+5		T+5		
	Terminated Employees	T+5		T+5		
	Contract Employees	T+5		T+5		
	Lay-Off	T+5		T+5		

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	Workers' Comp. Claim Files	5		5		
	Disability Claims	T+5		T+5		
	Unemployment Claims	T+5		T+5		
Risk Management						
9	Administration	CU+2		CU+2		Duplicate series. Official is held by claims adjustor or assigned attorney. If official pleadings, submit to City Attorney=s office. Authority: GC34090.7
	Employee Safety Committee	CU+2		CU+2		
	Liability Insurance Policies	E+5		E+5		
	Safety Programs	CU+10		CU+10		
	OSHA/Workers Comp/Disability	CU+10		CU+10		
	ICRMA	CU+10		CU+10		
	Claims against the City	CU+5		CU+5		
	Incident/Accident Reports	CU+5		CU+5		
	Fidelity Bonds (Employees)	E+2		E+2		

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City Council						
1	Original City Council & Commission Minutes	P		P	V,H	Authority: GC34090(e)
	Original Ordinances	P		P	H	
	Original Resolutions	P		P	H	
	City History regarding City seal, flower, history, flag, historical research, gifts to city, anniversaries & records regarding the development of the City as an entity	P		P	H	Authority: There is no specific statutory authority for retention of this item; the Secretary of State has recommended retention for this period. Given its historical value, the City may consider retaining for minimum of 2 years per Section 34090(d).
	Reference copies of agendas, minutes, ordinances & resolutions, proclamations, ordinances/resolutions not adopted awards & presentations	5		5		Authority: There is no specific statutory authority for retention of this item; however, the Secretary of State has recommended retention for this period per the authority of section GC34090(d) which does not authorize the destruction of records less than 2 years old.
	Agenda Bills, Agendas and Notices	5		5		
	Correspondence and reports to and from public agencies regarding subjects of insufficient importance to file by subject, requests for political support	2		2		
Audio Recordings of City Council Meetings	CU + 3		CU + 3		Note: Videos tapes may also include recordings of other agencies' meetings i.e., City Council sitting as Redevelopment Agency. Destruction (and reuse) of the tapes is allowed <i>after the minutes have been approved and six months have lapsed since the meeting.</i> Tape recording(s) should be kept if legal action concerning an agenda item is initiated within this six-month period.	

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City Clerk's Department Administration

2	City Boards/Commission records regarding authority or regulation of the board or commission, appointments and resignations of members; agendas, minutes, bylaws	P		P		Authority: GC34090(e)
	Administrative documents including copies of personnel records, professional association records, requisitions, copier maintenance, and travel	2		2		Authority: There is no specific statutory authority for retention of this item; however, the Secretary of State has recommended retention for this period per the authority of GC34090(d) which does not approve destruction of records less than 2 years old.
	Correspondence to & from the City Clerk, City Attorney, City Administrator and City Staff regarding routine City business	2		2		
	Requests for information regarding City history, agenda bills, ordinances, resolutions, etc.	2		2		
	Correspondence regarding municipal code supplements	2		2		
	Copies of claims against the City, related reports, & correspondence	5		5		
	Legal operations including the legal opinions, subpoenas issued, etc.	5		5		
	Litigation correspondence & reports, briefs, summons, writs & other records	5		5		

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	Affidavits of publication for public hearings & records regarding legal publications & administration	5		5		Note: Includes other public notices, legal publications Authority: There is no specific statutory authority for retention of this item; however, the Secretary of State has recommended this retention period per the authority of sections covering statutes of limitations contained in CCP343,349 et seq. and GC911.2 ,and GC34090 which does not authorize the destruction of records less than 2 years old.
	Statements of Economic Interest filed by City Council, City Commission Members and City Staff	7		7		Note: Filing official, City Clerk makes and retains copy and forwards to filing officer, FPPC. Authority: GC81009, 87500, CCR 18115, FPPC
	AB 1234 Ethics Certificates	7		7		
	Oaths of office signed by City officials & employees	P		P		Authority: There is no specific statutory authority for retention of this item; however, the Secretary of State has recommended retention for this period per the authority of GC34090 and 29 USC 1113 (statute of limitations is 6 years for breach of fiduciary duty for action under said title).
	Passport Application Transmittal Pages	2		2		
	Notary Books	5		5		Current year or until notary commission is not renewed then forwarded to Los Angeles County Registrar Recorders Office

Facility Records

3	Original deeds, title records & easements with accompanying legal documentation	P		P		Authority: GC34090(a)
	Street vacations	P		P		
	Documentation related to annexation or deannexation of lands to City	P		P		
	Correspondence, instructions, regulations regarding	10		10		

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	annexations to the City City-Owned Property Sales	10		10		
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Financial Records						
4	Original approved budget	P		P		
	Certificates of insurance	CU + 10		CU + 10		<p>Note: Include Certificates of Insurance [filed separately from contracts], insurance filed by licensees, liability, property, Authority: There is no specific statutory authority for retention of this item; however, the Secretary of State has recommended retention for this period per the authority of sections GC34090. The City may consider retaining for minimum of 2 years per Section 34090(d), once closed/terminated.</p> <p>Authority: There is no specific statutory authority for retention of this item; however, the Secretary of State has recommended this retention period per the authority of sections covering statutes of limitations contained in CCP 337, 337.15.</p>
	Lists of warrants paid & records regarding ongoing financial accounting procedures, warrant copies	7		7		
	Original contract documents with accompanying legal documentation, including insurance, bonds, legal notices, change orders, correspondence, bids	T + 10		T + 10		
	Bond Transcripts	CU + 10		CU + 10		
	Capital Lease Agreements	E + 10		E + 10		
	Loan/Note Agreements	E + 10		E + 10		
	Treasurer's Reports (Quarterly Investments)	7		7		

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Elections						
5	Tally Sheets and Ballot Cards- State/Local and NOT Federal Offices as per Elections Code 17303(a) Including: tally sheets, copy of index used as voting record, challenge lists, assisted voter lists and Ballot Cards	6 months		6 months		Note: All voters may inspect the contents of package at all times following commencement of official canvass . If no contest or criminal action is commenced within period, Clerk may destroy or recycle packages. Sealed ballot containers may be opened if Clerk determines necessary for shredding or recycling, otherwise packages and containers to remain unopened until destroyed. Authority: Elections Code 17304,17306
	City Clerk's working papers	2		2		
	Records regarding administration of City elections, both regular & special, records regarding elections in general, publications	10		10		
	Final canvass of election and items of historical interest	P		P	H	Note: The whole number of votes cast in the city, the names of the persons voted for, the measures voted upon, for what office each person was voted for, the number of votes given at each precinct to each person and for and against each measure, the number of votes given in the city to each person and for and against each measure are entered in City resolution per Elections Code 10260 et seq. See "City Council Resolutions" retention period. Authority: There is no specific statutory authority for retention of "canvass" records; however, the Secretary of State has recommended this retention period per

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	Campaign Statements	CU + 10		CU + 10		the authority Elections Code 22932, 17130, 2653 which have been repealed. Note: Filing official, City Clerk makes and retains copy and forwards to filing officer, FPPC original campaign statements of Mayor, City Council Members, and Candidates for any of these offices, and Committees. Compile and maintain current lists of all statements forwarded to FPPC. Statements must be made available as soon as practicable but no later than 2nd business day of receipt. Authority: GC81009, 87500, CCR 18115,FPPC Technical Assistance Division FAQ dated 11/2000
	Rosters of Voters or Combined Rosters & Indexes	5		5		Note: The elections official shall preserve all rosters of voters or combined rosters and indexes as provided for in Section 14109, if applicable, until five years after the date of the election, after which they may be destroyed by that official .
	Nomination Documents	T + 5		T + 5		Note: All nomination documents and signatures in lieu of filing fee petitions are maintained by Clerk; for this record series, T (Termination) represents the term of the office elected. Destroy after said period, provided no action is pending or written request from AG, FPPC, Secretary of State, or other governmental agencies listed in Elections Code 17100.
	Petitions filed with the City requesting placement in election ballot issues with City jurisdiction	10		10		Note: Elections officials required by law to receive or file in their offices any initiative or referendum petition shall preserve the petition until eight months after the certification of the results of the election for which the petition qualified or, if the measure, for any

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						reason, is not submitted to the voters, eight months after the final examination of the petition by the elections official. Elections Code 17200
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RECORDS RETENTION SCHEDULE FOR THE CITY OF SOUTH GATE

COMMUNITY DEVELOPMENT					DATE: August, 2007	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION - YEARS			V.H.C.	COMMENTS
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Environmental Review/Protection						
1	CEQA/EIR Guidelines	10		10	V,H	Authority: GC34090(a) plus CEQA Guidelines
	Consultants	10		10		
	Reports/Studies	P		P		
	Open Space	P		P		

Land Use Control						
2	Planning Commission Records of Actions	P		P	V,H	Authority: GC34090(a)
	Reports/Special Studies	10		10		
	Regulations	10		10		

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Planning						
3	Population/Demographic Information	P		P	V,H	Authority: GC34090(a)
	Census	P		P		
	Planning Commission	P		P		
	Policy/Procedures/Regulations	P		P		
	Regional Planning	10		10		
	Special Studies/Areas	15		15		
	Reports & Memos	2		2	V	Authority: There is no specific statutory authority for retention of this item; however the Secretary of State has recommend this period per the authority of section GC 34090 (d) which does not authorize the destruction of records less than 2 years old.

General Plan						
4	Administration	P		P	V,H	Authority:GC34090(a)
	Circulation Element	P		P		
	Community Design Element	P		P		
	Housing Element	P		P		
	Land Use &: Circulation Element	P		P		
	Noise Element	P		P		
	Open Space/Conservation Element	P		P		
	Parks & Recreation Element	P		P		

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	Safety Element	P		P	V,H	Authority: GC34090 (a)
	Scenic Highways	P		P		
	Specific Plans	P		P		
	General Plan Amendment Case File	P		P		
Zoning						
5	Administration	2		2		Authority: GC34090 (a)
	Zone Change Case Files	P		P		
	Policy/Regulations	10		10		Authority: GC34090 (a)
	Special Studies	10		10		
	Zone Ordinance Amendments	P		P		

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Economic Development

6	Administration	2		2		Authority: There is no specific statutory authority for retention of this item; however the Secretary of State has recommend this period per the authority of section GC 34090 (d) which does not authorize the destruction of records less than 2 years old.
	Financial/Economic Analysis	15		15		
	Projects/Economic Development Review	10		10		
	New Development Contracts/Inquires	2		2		
	Special Studies	10		10		

Community Development Block Grant Program

7	Administration	2		2		Authority: GC34090 (a)
	Annual Grants	10		10	V,H	
	Comp. Housing Affordability	10		10		
	Loan Committee	10		10		
	Housing Assistance Plan	10		10		

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RECORDS RETENTION SCHEDULE FOR THE CITY OF SOUTH GATE

COMMUNITY DEVELOPMENT					DATE: August, 2007	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION - YEARS			V.H.C.	COMMENTS
		OFFICE	STORAGE	TOTAL		

	Property Acquisition	10		10	V,H	Authority: GC34090 (a)
	Policies/Procedures	10		10		
	Reports/Studies	10		10		
	Subrecipients	10		10		

Housing

8	Administration	P		P		Authority: GC34090(a)
	Advisory Groups	2		2		
	Affordable Housing – General	P		P		
	Affordable Housing Projects	P		P		
	Buyer's Loan Records	P		P		Authority: GC34090(a)
	Programs	P		P		
	Housing Assistance Plan	P		P		
	Housing Conversions	P		P		
	Manufactured Housing	P		P		
	Funding Programs	P		P		
	Preservation	P		P		
	Relocations	P		P		
	Studies/Reports	P		P		

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COMMUNITY DEVELOPMENT					DATE: August, 2007	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION - YEARS			V.H.C.	COMMENTS
		OFFICE	STORAGE	TOTAL		

	SCAG/RHAM	P		P		
	SCAR/RHNA	P		P		

Building

9	Administration	CU+2		CU+2	V	Authority: There is no specific statutory authority for retention of this item; however the Secretary of State has recommend this period per the authority of section GC 34090 (d) which does not authorize the destruction of records less than 2 years old.
	Board of Appeals	CU+10		CU+10		
	Building Plans	P		P		
	Fees	CU+2		CU+2		
	Construction Activities	CU+2		CU+2		
	Service Requests	CU+10		CU+10		
	Municipal Code Violations	CU+5		CU+5		
	Reports	CU+5		CU+5		
	Studies	CU+5		CU+5		
	Policy/Procedures/Regulations	P		P		
	Programs	P		P		

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Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION - YEARS			V.H.C.	COMMENTS
		OFFICE	STORAGE	TOTAL		

CODE ENFORCEMENT						
10	Completed/complied case files	P		P		Authority: GC34090
	City Prosecutor case files, completed	P		P		
	Case pictures	P		P		
	Municipal Code Violations	P		P		
	Reports, monthly, CDBG	P		P		
	Board of Appeals completed case findings	P		P		
	Copies of complaints (pinks),	5		5		

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RECORDS RETENTION SCHEDULE FOR THE CITY OF SOUTH GATE

FINANCE DEPARTMENT					DATE: August, 2007	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION - YEARS			V.H.C.	COMMENTS
		OFFICE	STORAGE	TOTAL		

Accounting						
1	1099 Forms	C+5		C+5		Note: For this record series, CL (Closed/Completed) represents completion of all terms of the agreement or contract. Authority: There is no specific statutory authority for the retention of this item; however, the Secretary of State has recommended this retention period due to the 10 yr statute of limitations of CCP337.15 for construction defect cases
	Accounts Payable Vendor Files	A+5		A+5		
	AP Cancelled Checks	C+5		C+5		
	Cash Deposits/Receipts	C+5		C+5		
	Deposit Account Schedules/Reconciliations	E+3		E+3		
	Fixed Assets	C+10		C+10		
	General Ledger Year-End Summary Report	C+5		C+5		
	Grant Documents/Reports	E+5		E+5		
	Journal Entries/Budget amendments	A+2		A+2		
	Trust Account (Youth Commission, etc.) Documents	C+5		C+5		
	W – 4 Forms	C+3		C+3		

Annual Financial Reports						
2	Appropriation Limit Calculations	C+3		C+3		Authority: There is no specific statutory authority for the retention of this item; however, the Secretary of State has recommended this retention period per GC34090 and possibly due to the 10 yr statute of limitations of CCP 337.15 for construction defect cases
	Other Audits (Gas Tax Prop A/C, AQMD)	C+5		C+5		
	Redevelopment Agency Audits	C+10		C+10		

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FINANCE DEPARTMENT					DATE: August, 2007	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION - YEARS			V.H.C.	COMMENTS
		OFFICE	STORAGE	TOTAL		

	State Controller's Report	C+4		C+4		
	Single Audit Reports	C+10		C+10		
	Statement of Indebtedness	C+4		C+4		
	Street Report	C+4		C+4		
	Comprehensive Annual Financial (Audit) Report	C+20		C+20		

Banking/Debt Service						
3	Bank Statements/Reconciliations	C+5		C+5		Authority: GC34090(a)
	Fiscal Agent Statements	C+5		C+5		

Payroll						
4	Deduction Registers	C+2		C+2		Note: "CL" is in this record series means "due date for the tax" owed. Authority: 29 CFR 516.6. Note that Secretary of State recommends "T+4" for PERS deduction reports per 26 CFR 1.6001-1; 29 CFR 516.5 and .6, and LC1174(d).
	Time Cards/Sheets	C+5		C+5		
	Payroll Reports	C+5		C+5		
	Cancelled Payroll Checks	C+5		C+5		
	W-2 Forms	C+5		C+5		
	Employee Payroll Files (deduction forms, garnishments, etc.)	C+5		C+5		
	PERS Reports	C+5		C+5		
	DE6 & 941 Forms – Quarterly Tax Reports	C+5		C+5		

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FINANCE DEPARTMENT					DATE: August, 2007	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION - YEARS			V.H.C.	COMMENTS
		OFFICE	STORAGE	TOTAL		
Purchasing						
5	Purchase Orders/Requisitions	C+2		C+2	v	Note: Original documents
	Surplus Property	A+2		A+2		Authority: There is no specific statutory authority for retention of the above items; however, the Secretary of State has recommended these retention periods per the authority of GC34090 .
Revenue & Taxation						
6	Accounts Receivable	A+2		A+2		Authority: There is no specific statutory authority for the retention of this item; however, the Secretary of State has recommended this retention period under GC34090 which does not authorize the destruction of records affecting title to property or liens thereon
	Business Licenses	E+2		E+2		
	Business License Inspection	C+2		C+2		
	Collections	A+2		A+2		
	Fireworks Applications/Permits	C+2		C+2		
	Miscellaneous Fines/Revenues reworks	A+2		A+2		
	Parking/Traffic Citations	A+2		A+2		
	Transient Occupancy Tax Records	A+2		A+2		
Utilities						
7	Utility Account Applications	A+2		A+2		Authority: There is no specific statutory authority for the retention of this item; however, the Secretary of State has recommended this retention period without citing any authority
	Remittances (payment stubs)	A+2		A+2		

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FINANCE DEPARTMENT					DATE: August, 2007	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION - YEARS			V.H.C.	COMMENTS
		OFFICE	STORAGE	TOTAL		

Technology						
8	Financial Software	30 Days		30 Days	V,H,C	Note: Emails are those kept in the ordinary course of business. If email qualifies as another type(s) of record category, kept in the ordinary course of business, retain and/or maintain for that type of record as mandated by this schedule. i.e., generally 2 months for most records, unless other statute/policy applies. Caveat: may be confidential and/or attorney-client privileged item.
	Email Files	30 Days		30 Days		

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RECORDS RETENTION SCHEDULE FOR THE CITY OF SOUTH GATE

PARKS AND RECREATION DEPARTMENT					DATE: August, 2007	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION - YEARS			V.H.C.	COMMENTS
		OFFICE	STORAGE	TOTAL		

Contracts, Agreements, Records						
1	Master plans, strategic plans	P		P	V	Authority: GC34090 (a)
	Blue prints, plans, engineering records, as-builts, specifications	P		P	V	Authority: GC34090 (a)
	Daily inspections, work orders, maintenance records, work logs, red books	CU + 10		CU + 10		Authority: There is no specific statutory authority for retention of this item: however the Secretary of State has recommended S+5 retention period; the department may retain for two years since GC34090 (d) does not authorize the destruction of record less than 2 years. Note: All original Contracts are with City Clerk
	Facility use permits, lease agreements, fee waivers	End of Project + 2		End of Project + 2		
	Lease Agreements	End of Project + 3		End of Project + 3		
	Daily cash reports, receipts, registration software database	CU + 5		CU + 5		
	Agreements for instructors, officials, sponsorship, joint use and partner agreements	CU + 5		CU + 5		
	Medical forms, registration forms, authorization for treatment, release of liability	CU + 2		CU + 2		
	Sign-in/sign-out sheets	CU + 5		CU + 5		
	Evaluations, surveys, complaint logs	CU + 1		CU + 1		
	Evaluation summaries, program status reports	CU + 2		CU + 2		
	Program files, special event files, promotional materials	CU + 2		CU + 2		
	Attendance records, statistical summaries	CU + 2		CU + 2		

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RECORDS RETENTION SCHEDULE FOR THE CITY OF SOUTH GATE

PARKS AND RECREATION DEPARTMENT				DATE: August, 2007		
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION - YEARS			V.H.C.	COMMENTS
		OFFICE	STORAGE	TOTAL		

MINUTES, AGENDA, NOTICES						
2	Minutes of the Parks and Recreation Commission	P		P	V	Authority: GC 34090 (e)
	Agenda and notices of the Parks and Recreation Commission	5		5	V	Authority: There is no specific statutory authority for retention of this item; however the Secretary of State has recommend this period per the authority of section GC 34090 (d) which does not authorize the destruction of records less than 2 years old.
	Agenda, minutes, notices for Advisory Groups	CU + 2		CU + 2	H	

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RECORDS RETENTION SCHEDULE FOR THE CITY OF SOUTH GATE

POLICE DEPARTMENT				DATE: August, 2007		
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION - YEARS			V.H.C.	COMMENTS
		OFFICE	STORAGE	TOTAL		

Police Administration						
Item No.	RECORD SERIES TITLE AND CONTENTS	OFFICE	STORAGE	TOTAL	V.H.C.	COMMENTS
1	Citizen Complaints	5*		5*		*NOTE: Unless legal action is involved Note: Claim copy, correspondence, photographs, supporting documents Authority: Secretary of State recommends a retention period of 6 years but citing PC832.5 (complaints against police officer - 5 yr retention for such records); the Department may retain a minimum of 2 years per GC 34090(d), if the record does not pertain to citizen complaint against police officer under PC832.5.
	Copies of citations, voided citations and citation transmittals	2		2		
	Personnel Records	5		5		Note: 5-year retention from date of separation of employment. Scope of these records are administrative actions internally initiated by the Police Department and relating to conduct of police officers/departmental personnel. This record series does not include records pertaining to or initiated by citizen complaints governed by Penal Code Section 832.5. Refer to Row 52. Authority: GC34090(d)
	Commendations	5		5		
	Evaluations	3		3		
	Daily Observation Reports	5		5		
	Background Investigations	5		5		
	Background Investigations for non-employees	10		10		

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POLICE DEPARTMENT				DATE: August, 2007		
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION - YEARS			V.H.C.	COMMENTS
		OFFICE	STORAGE	TOTAL		

	Arrest reports as directed by the State of California Department of Justice and FBI	*		*		Note above
	Traffic reports exception of fatalities	CU + 4		CU + 4		*NOTE: When in receipt of Order to Seal and/or destroy Note: Originals sent to DOJ, FBI Authority: Secretary of State recommends this retention period per GC34090(d) which does not authorize the destruction of records less than 2 yrs old.
	Impounded and recovered vehicles	CU + 4		CU + 4		Note: For traffic collision fatalities, retain permanently per recommendation of Secretary of State. Authority: The Secretary of State has recommended this retention period per GC34090(d) which does not authorize the destruction of records less than 2 yrs old.
	Crime and/or incident reports (except those designated for retention – homicides, stolen firearms, sex crimes, missing persons etc.)	CU + 4		CU + 4		
	Investigative reports (except homicides) with no workable information	CU + 4		CU + 4		Authority: Secretary of State Guidelines recommend this retention period per the authority of GC34090 which does not authorize the destruction of records less than 2 yrs old.
	Warrant ledgers and printouts, transmittals and recall notices	CU + 3		CU + 3		Note: Includes Warrant Service Information Card, alpha index card Authority: Secretary of State recommends these retention periods per CA Law Enforcement Warrant Officer's Assn includes Warrant Svc Info Card, alpha index card Authority: The Secretary of State recommends these

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Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION - YEARS			V.H.C.	COMMENTS
		OFFICE	STORAGE	TOTAL		

	Restraining Orders	CU + 4		CU + 4		retention periods. Authority: Secretary of State recommends retention after law enforcement actions described in PC273.5, 273.6,646.9,12028.5,13700 and Family Code Sections 6380-6383 are fulfilled and effective date of restraining order
	Cash edit listing reports	2		2		Authority: Secretary of State recommends "ACU+3" retention period citing B&P 21628 which actually does not specify length of time to be retained by law enforcement; the Department may retain 2 years per GC 34090(d).
	Homicides – crime reports and arrest reports	P		P		Note: The destruction of felony, misdemeanor and infraction crime/supplemental reports is permitted provided: (1) does not relate to an adjudicated arrest except for HS11357 or 11360 violations; (2) does not relate to unserved warrants; (3) does not involve identifiable items which have not been recovered; (4) does not relate to violations listed in PC 799, 800; (5) does not relate to PC290 (specified registrants), 457.1 (arson), or H&S11590 (specified registrants); and (6) cases are not presently involved in civil or criminal litigation *Authority: Secretary of State Guidelines recommend assigning retention on applicable statute of limitation i.e., PC 800,801: 6 yr for offenses punishable by imprisonment in state prison for 8 yr +; consider - Tolling/Extension of time periods in PC804; consider appeals in progress or "3 Strikes", if applicable
	Crime Reports involving sex crimes, child abuse, stolen guns	P		P		
	Officer Recordings (PUMA)	5		5		

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	911/Dispatch Recording (VoicePrint)	5		5		Minimum 30 days not to exceed 40 days
	eReports (Digital Crime)	CU + 3		CU + 3		
	eReports (Arrest Reports)	CU + 7		CU + 7		
	Surveillance Video (Leverage)	30 days		30 days		
	Facility Video (Smart Viewer)	90 days		90 days		
	Automatic License Plate Reader (PIPS) Data	2		2		

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RECORDS RETENTION SCHEDULE FOR THE CITY OF SOUTH GATE

PUBLIC WORKS					DATE: August, 2007	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION - YEARS			V.H.C.	COMMENTS
		OFFICE	STORAGE	TOTAL		

Public Works' Department Administration						
1	Reference copies of agenda bills and minutes	2		2		Authority: There is no specific statutory authority for retention of this item; however, the Secretary of State has recommended this retention period per the authority of GC34090(d) which does not authorize the destruction of records less than 2 years old.
	Reference copies of ordinances and resolutions	2		2		
	Reference copies of contract and agreement documents	AC + 5		AC + 5		
	Correspondence to contractors, businesses, residents, public agencies and utilities	AC + 5		AC + 5		
	Department forms	5		5		Authority: There is no specific statutory authority for retention of this item; however, the Secretary of State has recommended a retention period for 5 years, however, citing authority is GC34090. Given their historical value, the Department may consider retaining for 2 years per GC34090(d) which does not authorize the destruction of records less than 2 years old.
	Professional Organizations	2		2		
	Consultant Information Packets	3		3		
	Civic Events: National Public Works Week, Pollution Prevention Week, Street Fair, Family Day in the Park	5		5		
Public Agencies: County Sanitation District, County of Los Angeles, Department of Health Services, Los Angeles Department of Water & Power, MTA	10		10		Authority: There is no specific statutory authority for retention of this item; however, given its historical value, the Department may consider retaining for 2 years under authority of GC34090(d), which does not authorize the destruction of records less than 2 years old.	

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PUBLIC WORKS					DATE: August, 2007	
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION - YEARS			V.H.C.	COMMENTS
		OFFICE	STORAGE	TOTAL		
	Entry Monument Signs	5		5		
	Franchise Agreements with Oil Companies and Utilities	AC + 10		AC + 10		
	General Prevailing Wages	AC + 2		AC + 2		
	City Schools	5		5		
	Correspondence/publication from City Manager	2		2		
	Administrative documents including copies of personnel records and professional association records	AC + 5		AC + 5		Authority: There is no specific statutory authority for retention of this item; however, the Secretary of State has recommended a retention period for 5 years, however, citing authority is GC34090. Given their historical value, the Department may consider retaining for 2 years per GC34090(d) which does not authorize the destruction of records less than 2 years old.
Financial Records						
2	Reference copy of approved budget	AC + 3		AC + 3		Authority: There is no specific statutory authority for retention of this item; however, the Secretary of State has recommended this retention period per the authority of GC34090(d) which does not authorize the destruction of records less than 2 years old.
	Disbursement, requisitions, and purchase orders	AC + 5		AC + 5		
	Reference copies of Certificates of Insurance	AC + 2		AC + 2		
	Original contracts documents with accompanying legal description, including insurance, bonds, legal notices, change orders, correspondence, bids	AC + 10		AC + 10		

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Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION - YEARS			V.H.C.	COMMENTS
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Project Files						
3	Street Improvement Projects: repaving, slurry seal, sidewalk, curb & gutter, handicap ramps, catch basins, storm drains, sewer, streetlights	AC + 10		AC + 10		Note: Includes records relating to replacement, construction; curbs, gutters and cross gutters Authority: GC34090(d)
	Water Projects	AC + 10		AC + 10		
	Street Lighting	AC + 10		AC + 10		Authority: GC34090(d)
	Traffic Signals: reports, projects	AC + 10		AC + 10		Note: Studies/reports pertaining to those of private construction projects shall not be maintained by the Department unless otherwise required by law.
	Plan Checking	AC + 10		AC + 10		Authority: There is no specific statutory authority for the retention of this item; however, the Secretary of State has recommended this retention period per the authority of GC34090(d) which does not authorize the destruction of records less than 2 years old.
	Master Plan	AC + 15		AC + 15		
	Permits: construction, encroachment	AC + 10		AC + 10		
	Aerial Maps	P		P		
	Plans & Maps	P		P		
	Software	5		5		
	Park Projects	AC + 10		AC + 10		Authority: There is no specific statutory authority for the retention of this item; however, the Secretary of State has recommended this retention period per the authority of GC34090(d) which does not authorize the destruction of records less than 2 years old.
	Hollydale Plaza	AC + 10		AC + 10		
	FEMA	10		10		

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	Newsracks	AC + 5		AC + 5		
	County Bridge Report	P		P		
	I-105 Corridor	15		15		
	I-710 Corridor Study	AC + 15		AC + 15		
	Sewer laterals: record drawings	P		P		Authority: There is no specific statutory authority for retention of this item; however, given its historical value, the Department may consider retaining for 2 years under authority of GC34090(d), which does not authorize the destruction of records less than 2 years old.
	Water lines: record drawings	P		P		
	NPDES	10		10		
	Refuse and Used Oil	10		10		Note: Includes records relating to maintenance Authority: GC34090(d)
	Grants	5		5		
	Centerline ties	P		P		Note: Includes records relating to maintenance Authority: GC34090(d)
	Track maps	P		P		
	Federally Funded Project File	AC+10		AC+10		Authority: There is no specific statutory authority for the retention of this item; however, the Secretary of State has recommended this retention period per the authority of GC34090(d) which does not authorize the destruction of records less than 2 years old.

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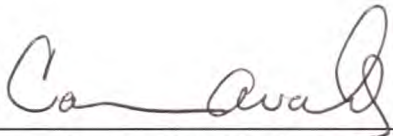
RESOLUTION CERTIFICATION PAGE

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) SS
CITY OF SOUTH GATE)

I, Carmen Avalos, City Clerk of the City of South Gate, California, hereby certify that the whole number of Members of the City Council of said City is five; that Resolution No. 7783 was adopted by the City Council at their Regular Meeting held on September 12, 2017, by the following vote:

Ayes: Council Members: Davila, Bernal, Diaz, Morales and Rios
Noes: Council Members: None
Absent: Council Members: None
Abstain: Council Members: None

Witness my hand and the seal of said City on September 21, 2017.



Carmen Avalos, City Clerk
City of South Gate, California