

**RESOLUTION NO. 2025-17**  
**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COTATI ADOPTING**  
**AN UPDATED RECORDS RETENTION SCHEDULE AND SUPERSEDING**  
**RESOLUTION 2016-10**

**WHEREAS**, Section 34090 of the Government Code of the State of California provides a procedure whereby any City record which has served its purpose and is no longer required may be destroyed; and

**WHEREAS**, it is necessary for the effective operation of the government of the City of Cotati to facilitate the retention of records in accordance with the law and business needs, while simultaneously reducing current and future records storage costs, eliminating duplication of effort, and increasing efficiency and rapid access to records; and

**WHEREAS**, the City of Cotati has previously adopted Resolution 2016-10 relating to records retention and destruction.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF COTATI DOES RESOLVE AS FOLLOWS:**

**Section 1.** The Retention Schedule attached hereto as Exhibit A shall go into effect immediately and the records of the City of Cotati, as set forth in the Retention Schedule, attached hereto as Exhibit A and incorporated herein by this reference, are hereby authorized to be destroyed as provided by Section 34090 et seq of the Government Code of the State of California and in accordance with the applicable provision(s) of said schedule upon the request of a Department Head in with the consent in writing of the City Clerk and City Attorney, without further action by the City Council of the City of Cotati.

**Section 2.** Resolution 2016-10 is hereby superseded in it's entirety.

**Section 3.** The City Council authorizes the City Manager or designee to make minor updates to the Retention Schedule, as approved by the City Attorney, when necessary to better identify record types/categories, without changing the retention periods.

**Section 4.** The City Council authorizes the City Manager or designee to make minor updates to the Retention Schedule, as approved by the City Attorney, when necessary to update retention periods to conform with changes in law.

**IT IS HEREBY CERTIFIED** that the foregoing resolution was duly adopted at a regular meeting of the City Council of the City of Cotati held on May 13, 2025, by the following vote, to wit:

<b>RESULT:</b>	<b>Approved [5-0]</b>
<b>MOVER:</b>	Susan Harvey, Councilmember
<b>SECONDER:</b>	Laura Sparks, Councilmember
<b>AYES:</b>	Ford, Lemus, Harvey, Sparks, Savage
<b>NAYS:</b>	None



Approved: Ben Ford

Mayor

Attest: Kevin Patterson

Kevin Patterson, Deputy City Clerk

Approved as to form: [Signature]

City Attorney

**CITY OF COTATI**  
**RECORDS RETENTION SCHEDULE 2024**

	A	B	C	D	E	F	G	H	I	J	K	L	M	
1		<b>AR</b> = Annual Review <b>CL*</b> = Closed / Completion / Final Resolution <b>CU</b> = Current Year <b>FR</b> = Final Report <b>LI*</b> = Life (of contract, program, asset) <b>PR</b> = Permanent <b>S</b> = Superseded/Overwritten <b>T</b> = Termination												
2	Record Category Code	Record Series Name	Applicable Dept(s)	Business Process	Status	Record Category Description	Retention	Also Known As	Legal Citations	Comments				
3	ALL011	Audits (Internal, External)	All Departments	Audit		Records and information related to auditing activities, including reviewing and documenting operational, compliance, or financial information created as a part of an audit.	CU+10Y	Logs Activity tracking reports Completed Checklists	CA - GOV 34090 - (2Y) US - 26 CFR 31.6001 (CY+3Y) US - 26 CFR 301.6501e - (6Y) <b>US - 26 USC 6531 - (TAX+6Y)</b>					
4	ALL012	Maintenance, Repairs	All Departments	Buildings/Parks		Records and information regarding the ongoing maintenance and upkeep of City equipment, facilities parks and infrastructure.	5Y	Equipment Certifications ( <i>radar guns, lidar guns, personal alcohol screening devices, in-car video surveillance devices, mobile video devices</i> ) Horticulture HVAC Manuals, Repair Records Maintenance and Repair Work Orders Maintenance Reports Irrigation Landscaping Trees Benches	CA - CCP 337 - (5Y) CA - GOV 34090 - (2Y)					

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	A	B	C	D	E	F	G	H	I	J	K	L	M
5	<b>ALL013</b>	<b>Code Compliance and Enforcement</b>	<b>All Departments</b>	<b>Code Enforcement</b>	Vital	Records and information documenting compliance with City codes, including violations.	<b>CL+3Y</b>	Code Citations Code Enforcement Code Violations Compliance with Conditions of Approval Inspections / Enforcement ( <i>Business, Residential</i> ) Investigations Notices of Violation Photographs Resolution Vehicle Abatement ( <i>abandoned vehicles</i> ) Violations	CA - GOV 34090 - (2Y) <b>US - 40 CFR 122.21 - (3Y)</b> US - 40 CFR 122.41 - (3Y)				
6	<b>ALL014</b>	<b>Community Outreach, Media and Public Relations</b>	<b>All Departments</b>	<b>Communications, Outreach</b>		External-facing communications, advertising and press relations materials, including documentation of outreach activities/events held in cooperation or for the benefit of the local community.	<b>2Y</b>	Biographies of Public Officials, Agency Heads Brochures FAQs Mailers Media Packets, Releases, Kits Newspaper Clippings News, Press Releases Press Kits Public / Media Inquiries Public Information / Outreach / Education Publications Produced by the City Publicity Files Publicity Photographs Social Media Documentation Special Events	CA - GOV 34090 - (2Y)				
7	<b>ALL015</b>	<b>Permissions, Releases</b>	<b>All Departments</b>	<b>Communications, Outreach</b>		Records of permissions and releases for publications and logos.	<b>2Y</b>	Publication Permissions/Releases Logo Permissions/Releases	CA - GOV 34090 - (2Y)				

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	A	B	C	D	E	F	G	H	I	J	K	L	M
8	<b>ALL016</b>	<b>Compliance Reporting</b>	<b>All Departments</b>	<b>Compliance</b>		Official governmental reports issued by City to comply with regulatory requirements.	<b>5Y</b>	EEOC Reports Labor Reports PERS Report	CA - GOV 34090 - (2Y) <b>US - 29 CFR 405.9 - (5Y)</b> US - 29 CFR 1602.14 - (FR+1Y) US - 29 CFR 1602.30 - (3Y) US - 40 CFR 141.155 - (3Y)				
9	<b>ALL017</b>	<b>Economic Development Programs and Services</b>	<b>All Departments</b>	<b>Economic Development</b>		Records and information documenting the City's economic development programs.	<b>10Y</b>	Appraisals Business Promotion Programs Business Recruitment Programs Community Activities Community Data Economic Development Programs Economic Development Project Files Economic Development Strategic Planning	<b>CA - CCP 337.15 - (LA10)</b> CA - GOV 34090 - (2Y)				

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	A	B	C	D	E	F	G	H	I	J	K	L	M
10	<b>ALL018</b>	<b>Business and Personal Licenses and Permits</b>	<b>All Departments</b>	<b>Fees, Licensing, Permitting</b>		Documentation of licenses, non-building permits and other authorizations issued in the City.	<b>CL+4Y</b>	Alarms Annual Licenses Business Licenses Dog Licenses Encroachment Permits Flood Zone Determinations Handgun Permits Home Business Licenses Home Occupation Permits (HOP) Massage Establishments Massage Technicians Medical Marijuana Dispensary Licenses Mobile Vendors, Peddlers Taxis ( <i>cabs, drivers</i> ) Transportation Permits ( <i>oversize, overweight</i> )	<b>CA - CCP 337 (4Y)</b> CA - GOV 34090 - (2Y)				

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11	<b>ALL019</b>	<b>Fees Collection and Fee Maintenance</b>	<b>All Departments</b>	<b>Fees, Licensing, Permitting</b>	Vital	Records and information documenting general administration and maintenance of City fee payments, collection, and receipts.	<b>CU+4Y</b>	Assessment District Fees Building Permit Fees Business License Fees Copying Fees Candidate Filing Fees Encroachment Fees Facility Use Fees Fee Schedules, Reporting Film Permits Grading Fees Impact Fees Inspection Fees Licensing/Permitting Penalties, Fines Mobile Home Rent Stabilization Fee Exemption Analysis Oversize/Overweight Permit Fees Penalty Fees Plan Review Processing Fees Recreation Program Fees Traffic Fees Water Systems (including irrigation) Fees	CA - GOV 34090 - (2Y) US - 26 CFR 31.6001 - (CY+3Y) US - 26 CFR 301.6501 - (CY+3Y)	Operational retention is 4 years			

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	A	B	C	D	E	F	G	H	I	J	K	L	M
12	<b>ALL020</b>	<b>Grants and Funding Sources</b>	<b>All Departments</b>	<b>Finance</b>	Vital	Documents the application, evaluation, awarding, administration, monitoring, and status of grants and other funding sources in which a local government entity is the recipient, grantor, allocator, or administrator.	<b>CL*+5Y</b>	Applications (including project proposals) Audits Awards Award Notification Budget Tracking Reports Community Development Block Grants (CDBG) Enterprise Funds ( <i>water, waste, housing</i> ) FEMA / OES Reimbursements Federal, State, Local Grants Funding Source Records Gas Tax Grant Administration Grant Funding Grant Evaluations Program Rules, Regulations, Procedures Property Taxes Funding Reports to Funding Agencies Special Revenue Funds Transportation Funding	CA - GOV 34090 - (2) US - 7 CFR 3016.42 - (3Y) US - 24 CFR 85.42 - (3Y) US - 28 CFR 66.42 - (3Y) US - 29 CFR 97.42 - (3Y) US - 40 CFR 31.42 - (3Y) US - 44 CFR 13.42 - (3Y) US - 45 CFR 92.42 - (3Y) <b>US - 24 CFR</b> <b>Part 91 - (5Y)</b>	* CL = Close of Grant, Plus All Final Audit Report Completed; if grant is in perpetuity, it never closes; or, retain per contract stipulation, whichever is longer.			

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	A	B	C	D	E	F	G	H	I	J	K	L	M
13	ALL021	Payroll	All Departments	Finance	Vital	Records and information related to the accounting of City payroll, including garnishment records and information to satisfy debts. This also includes records and information reflecting all remuneration paid to each employee, including: - Name, address, SSN - Total amount and date of payments - Period of service covered for each - Withholding - Tax collected	CU+4Y	1099 1099R Attendance Records, Corrections Benefit Payments CalPERS Reporting Deduction Registers, Reports Deferred Compensation Employee Benefits Employee Deduction Authorizations, Check Information, Extra Help Reports Employee Master Lists, Addresses Federal Tax Garnishments Garnishment Orders, Receipts Longevity Pay Payroll Checks, Copies, Stub Reports Payroll Certifications, Controls Payroll Deduction Authorizations, History, Liens, Claims Payroll Earnings Registers Payroll Tax Returns Personnel Action Forms Processing Reports, Reports to Government Agencies Social Security Tax State Tax Time Sheets - Reports Timekeeping Records (Timecards, Time Sheets	CA - CCR 1085-2 (c) - (4Y) CA - GOV 12946 - (2Y) CA - LAB 226a (3) CA - LAB 1174 - (3Y) CA - LAB 1197.5 - (LA2Y) CA - UIC 1132 - (LA3Y) US - 26 USC 3301-3311 - (4Y) US - 26 CFR 31.6001 (CY+3Y) US - 26 CFR 31.6001-1 (4Y) US - 26 CFR 301.6501 - (CY+3Y) US - 29 CFR 516.5 - (3Y)				

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	A	B	C	D	E	F	G	H	I	J	K	L	M
14	<b>ALL021</b>	<b>Procurement, Purchasing and Requisitioning</b>	<b>All Departments</b>	<b>Finance</b>	Vital	Records and information created or retained in the purchasing or acquisition of goods and services. Documentation that includes the terms and conditions under which vendors will provide goods or services. After preparation and purchase pertinent information becomes part of contract file or project file and other information is considered to be draft.	<b>CU+4Y</b>	Request for Proposal, Request for Quote, Request for Offer	CA - GOV 34090 - (2Y) <b>CA - CCP 337 - (4Y)</b> US - 26 CFR 31.6001 (CY+3Y) US - 26 CFR 301.6501 - (CY+3Y) US - 29 CFR 516.5 - (3Y)				
15	<b>ALL022</b>	<b>Strategic Planning, Budget Planning and Workpapers</b>	<b>All Departments</b>	<b>Finance</b>		Records and information regarding the strategic planning and development of City, council, commission or departmental budgets.	<b>2Y</b>	Strategic Planning Documents Budget Planning Documents Budget Working Files Budget Workpapers, Worksheets	CA - GOV 34090 (2Y)				
16	<b>ALL023</b>	<b>Vendor, Supplier Files</b>	<b>All Departments</b>	<b>Finance</b>		Records and information of suppliers and vendors to all City organizations created or retained in the purchasing or acquisition of goods and services.	<b>2Y</b>	Contractors - Vendor List Supplier Catalogs Vendor Packets Vendor Applications, Profiles	CA - GOV 34090 - (2Y)				

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	A	B	C	D	E	F	G	H	I	J	K	L	M
17	ALL024	Fleet Management, Maintenance	All Departments	Fleet Management		Records related to the purchase, management and maintenance of City vehicles.	LI*+2Y	Auction Vehicles California Bureau of Automotive Repair (BAR) Smog Records California Highway Patrol Biennial Inspection Terminal (BIT) Records Motor Vehicle Records and Reports Pool Tickets, Vehicle Logs, Usage Logs Registrations, Operating Permits Rental Work Orders Service Calls Tax Exemption Certificates Vehicle Certificates of Insurance Vehicle Inspections Vehicle License Plate Records Vehicle Maintenance Records, Repair Orders	CA - GOV 34090 - (2Y) US - 26 CFR 31.6501 - (CY+3Y) US - 26 CFR 301.6501 - (CY+3Y)	Legal consideration is life of the asset plus 2 years			
18	ALL025	Fuel Management	All Departments	Fleet Management	PII	Records related to the purchase, tracking and management of fuel for City vehicles and travel by City employees.	4Y	(aboveground storage tank - AST) California Air Resources Board Certificate Fuel Card Authorizations Fuel Pump, Fuel Tank Maintenance Fuel Reports, Billing Reports, Journals, Fuel Tickets Mileage Reports	CA - 18 CCR 4901 - (4Y) CA - GOV 34090 - (2Y)				

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	A	B	C	D	E	F	G	H	I	J	K	L	M
19	<b>ALL026</b>	<b>Business Continuity Plans</b>	<b>All Departments</b>	<b>General</b>	Vital	All documentation of City plans for dealing with disasters and/or system failures.	<b>S+4Y</b>	Business Continuity Plans Disaster Preparedness Disaster Recovery Plan Drill Records Emergency Contact Lists, Employee Lists, Roster of Workers Emergency Evacuation Procedures Emergency Operations Center Emergency Preparedness Emergency Response Emergency Services Hazardous Materials Response Planning School Violence Search and Rescue Telephone Trees Terrorism	<b>CA - CCP 337.1 - (LA4Y) CA - GOV 34090 - (2Y)</b>				
20	<b>ALL027</b>	<b>Convenience Information</b>	<b>All Departments</b>	<b>General</b>		Non-record documents and materials retained for immediate personal use purposes and then discarded.	<b>AR</b>	Articles ( <i>newspaper, magazine, journal</i> ) Census Data Classification Studies Data Processing Subject Files ( <i>Correspondence, Reference Publications, Reports</i> ) Extracted Data Summaries General Plan Reference Files Records Inventory		Considered non-record research material			

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21	<b>ALL028</b>	<b>Department Administration</b>	<b>All Departments</b>	<b>General</b>		General internal administrative records of City departments.	<b>2Y</b>	Chronological Files Department Committees Department Goals, Objectives Department Plans Employee Desk Files General Files In-House Committees / Employee Committees Notes Office Files, Office Manager Files Organization Charts Staff Meetings Traffic Accident Reports (No Claim) Volunteer Recognition Events	CA - GOV 34090 - (2Y)				
22	<b>ALL029</b>	<b>Historical Artifacts, Documents, Events, Memorabilia and Collections</b>	<b>All Departments</b>	<b>General</b>	Historic potential	Records and information documenting the history and significant milestones of the City including dedications, ribbon-cuttings, grand openings, and groundbreaking ceremonies.	<b>PR</b>	Annual Budgets City Generated Historical Studies / Reports City Manager Press Releases City Publications Executive, City Official Communications, Speeches, Videos History of the Organization Historical Events, Artifacts, Architecture, Designations, Projects Historical Parks, Facilities List of Historic Properties Memorial Programs Picture Collections Significant News Clippings, Releases	CA - GOV 34090 - (2Y)				

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	A	B	C	D	E	F	G	H	I	J	K	L	M
23	<b>ALL030</b>	<b>Lists, Logs and General Reporting</b>	<b>All Departments</b>	<b>General</b>		General routine reports generated by the City, as well as records and information captured on a log or a list for tracking of certain information.	<b>CL+2Y</b>	Calendars City Generated Routine Studies / Reports Contact Lists Diaries, Notepads Files Index, Indices Inactive Records Storage Information Telephone Answer Pads, Book, Messages Telephone Directory Lists	CA - GOV 34090 - (2Y)				
24	<b>ALL031</b>	<b>Policies, Procedures and Plans</b>	<b>All Departments</b>	<b>General</b>		All documentation of City, agency, council, commission, special district or department policy and procedures.	<b>CL+10Y</b>	Directives Guidelines Handbooks Master Plans Policies Procedure Manuals Procedures Program / Initiative Plans Records Retention Schedule Rules / Regulations Standards	CA - GOV 34090 - (2Y) US - 26 CFR 31.6501 - (CY+3Y) US - 29 CFR 1602.14 - (FR+1Y) US - 29 CFR 1627.3 - (TE+1Y) US - 29 USC 1059 - (TE+1Y)	Operational retention is 10 years after completion.			

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	A	B	C	D	E	F	G	H	I	J	K	L	M
25	<b>ALL032</b>	<b>Project and Subject Working Files</b>	<b>All Departments</b>	<b>General</b>		Records documenting specific activities related to a particular project or subject.	<b>CL+2Y</b>	Auditing, Accounting Matter Complaint Logs City Owned Equipment City Programs Consultants Economics Growth Management Joint Planning Projects City / County Positive Feedback Project Files Project Reporting Project/Program Plan Risk Management Studies Subject Files Surveys / Questionnaires Working Files	CA - GOV 34090 - (2Y)				
26	<b>ALL033</b>	<b>Service Issues, Complaints</b>	<b>All Departments</b>	<b>General</b>		Documentation regarding department complaints and related requests for service.	<b>CL+2Y</b>	Help Desk Data, Tickets Issues Log Trouble Reports	CA - GOV 34090 - (2Y)				
27	<b>ALL034</b>	<b>Shipping and Receiving</b>	<b>All Departments</b>	<b>General</b>		Records related to the shipping and receiving of products.	<b>2Y</b>	Bills of Lading Freight Bills Manifests, Transfer Logs Waybills	CA - GOV 34090 - (2Y)				
28	<b>ALL035</b>	<b>Collective Bargaining</b>	<b>All Departments</b>	<b>Labor Relations</b>		Documentation related to the negotiations between labor unions for collective bargaining purposes.	<b>CL+10Y</b>	Contract Negotiations Labor Relations Union Communications Union Petitions	CA - GOV 12946 - (2Y) CA - LAB 5410 - (LA5Y) US - 26 CFR 31.6001-1 - (CY+4Y)	City Manager and Police Depts. Only.			

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	A	B	C	D	E	F	G	H	I	J	K	L	M
29	<b>ALL036</b>	<b>Collective Bargaining Grievances</b>	<b>All Departments</b>	<b>Labor Relations</b>		Documentation related to labor grievances filed under current collective bargaining agreements.	<b>CL+10Y</b>	Grievance Files/Commission Hearing Grievance/Hearing Logs Union Grievances	CA - CCP 312 (LA4Y) <b>CA - CCP 315 - (LA10Y)</b> CA - CCP 337 (4Y) CA - CCP 337.15 - (LA10Y) CA - GOV 12946 - (2Y) US - 26 CFR 31.6001-1 - (CY+4Y) US - 26 CFR 301.6501 - (CY+3Y) US - 40 CFR 70.6 - (AC+5Y) US - 40 CFR 122.21(p) - (3Y) US - 40 CFR 122.41(j) - (3Y) US - 49 CFR 107.504 -	City Manager and Police Depts. Only.			

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	A	B	C	D	E	F	G	H	I	J	K	L	M
30	<b>ALL037</b>	<b>Agreements, Contracts and Leases</b>	<b>All Departments</b>	<b>Legal</b>	Vital	Executed agreements between the City and other parties.	<b>CL+10Y</b>		<b>CA - CCP 315 - (LA10Y)</b> CA - CCP 337 (4Y) CA - CCP 337.15 - (LA10Y) CA - CCP 343 (4Y) CA - GOV 34090 - (2Y) US - 26 CFR 31.6001-1 - (CY+4Y) US - 26 CFR 301.6501 - (CY+3Y) US - 40 CFR 70.6 - (CL+5Y) US - 40 CFR 122.21(p) - (3Y) US - 40 CFR 122.41(j) - (3Y) US - 49 CFR 107.504 -				

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	A	B	C	D	E	F	G	H	I	J	K	L	M
31	<b>ALL038</b>	<b>Case Files, Claims, Litigation, Arbitration and Resolution</b>	<b>All Departments</b>	<b>Legal</b>		Records and information created or collected to support the City's position in actual or potential litigation or to otherwise evaluate actual or potential litigation relating to the organization, including claims, constituent complaints, grievances, worker compensation. Litigation includes third party litigation, government investigations, mediations, arbitrations, and other judicial or quasi-judicial proceedings.	<b>CL+10Y</b>	ADA Case Files Case Correspondence Cease & Desist Letters Claims Claims Against City, Special District Complaints Contract Disputes Court Orders Constituent Claims Demand Letters EEOC Charges, Cases Injury Reports Meet and Confer Pleadings (Affidavits, Depositions, Exhibits, Court Filings) Settlement Copies Subpoenas Unemployment Compensation Claims Unemployment Compensation Data, Weekly Earnings Data Worker Compensation Benefits ( <i>Awards, Claims, Orders, Reports</i> )	CA - 2 CCR 11013 - (CL+2Y) CA - 8 CCR 10102 - (5Y; AC+1Y) CA - 8 CCR 10103.1 - (5Y) CA - 22 CCR 1085-2 - (4) CA - LAB 5410 - (LA5Y) CA - RTC 7154 - (LA5Y) CA - RTC 19384 - (LA4Y) CA - RTC 19704 - (LA6Y) CA - UIC 1132 - (LA3Y) <b>CA - CCP 315 - (LA10Y)</b> CA - CCP 337.15 - (LA10Y)	* CL = Final resolution of all claims, appeals			
32	<b>ALL039</b>	<b>Audio/Visual recordings</b>	<b>All Departments</b>	<b>Meetings, Minutes</b>	Review for historic status		<b>CU+2</b>		CA - GOV 34090 - (2Y)	Boards, Commissions including (but not limited to): Planning Commission			

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33	<b>ALL040</b>	<b>Official Meetings, Legislative Actions</b>	<b>All Departments</b>	<b>Meetings, Minutes</b>	Historic potential	Legislative and non-legislative actions that document policy development, including Council and Committee and Appointed Advisory body meeting minutes and Ordinances.	<b>PR</b>	Agenda Packets and Face sheets Boards and Commissions Meetings, Minutes City Codes City-wide Plans/Programs Adopted Meeting Minutes, Notices, Recordings, Transcripts Minute Books & Index Municipal Code Ordinances Proclamations Resolutions Summary of Actions, Statement of Actions (SOAs)	CA - CCP 315 (LA10Y) CA - CCP 321 (5Y) CA - CCP 336 (5Y) CA - CCP 336a - (6Y) CA - CCP 337 (4Y) CA - CCP 337.5 - (LA10Y) CA - GOV 34090 - (2Y) CA - GOV 60201 - (PR) CA - GOV 60201 - (SU+5Y)** US - 48 CFR 4.703 - (AC+3Y) US - 48 CFR 52.249 - (AC+3Y)	** Ordinances, once repealed or overridden, may be destroyed 5 years after being superseded.  Boards, Commissions, Council, Advisory Board			

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	A	B	C	D	E	F	G	H	I	J	K	L	M
34	<b>ALL041</b>	<b>Public Notices</b>	<b>All Departments</b>	<b>Meetings, Minutes</b>		Records documenting compliance with laws requiring public notice of government activities. Subjects include assessments, elections, land use changes, public meetings and hearings, sale of property, and others.	<b>4Y</b>	Affidavits of Posting Affidavits of Publication/Legal Notices Public Hearing Notices	<b>CA - CCP 343 - (4Y)</b> CA - GOV 34090 - (2Y)	Brown Act challenges must be filed within 30 or 90 days of action; Statute of Limitations on Municipal Government actions is 3 - 6 months			
35	<b>ALL042</b>	<b>Administration</b>	<b>All Departments</b>	<b>Office Services</b>		Records and information regarding mail, printing and general office services operations.	<b>2Y</b>	Certified Mail Reports Cost Recovery Reports Express Mail Tracking (FedEx, UPS, etc.) Forms (Masters) Inventory Tracking Order Forms Postage Tracking Postal Records Printing Orders Production Files Supplies Management					

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36	<b>ALL043</b>	<b>Public Works Project Files (CIP)</b>	<b>All Departments</b>	<b>Projects</b>		Records and information related to the analysis, design, development, planning, construction and maintenance of public works, capital improvement and engineering projects for City facilities and infrastructure.	<b>PR</b>	As-Built Plans Assessments Bicycle / Pedestrian Trails / Paths Bridges and Creeks Calculations Capacity (water, wastewater) Fees Capital Improvement Project (CIP) Files Certificates of Compliance/Notice of Non-Compliance Change Orders Closures Curb & Gutter Development Fee Book Drainage Permits E.I.R., Notice of Determination, Categorical Exemptions Encroachment Permits, Certificates Environmental Impact Statements Final Improvement Plans Geologic Studies Grading Permits Insurance Certificates Materials Testing Reports Medians Notice of Completion Parking Parking (residential, non-residential) <del>Pavement Markings / Traffic Legends</del>	CA - CCP 337.1 - (LA4Y) CA - CCP 337.15 - (LA10Y) CA - 14 CCR 15095c - (Reasonable) CA - GOV 34090 - (2Y) <b>CA - HSC</b> <b>19850 - (LI)</b>				
37		<b>Public Records Requests</b>	<b>All Departments</b>	<b>Public Records Act</b>		Records requested by the public and related inquiries.	<b>CL+2Y</b>	Collection Lists Formal Public Records Requests	CA - GOV 34090 - (2Y)				

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	A	B	C	D	E	F	G	H	I	J	K	L	M
38	<b>ALL044</b>	<b>Recreation Programs and Services</b>	<b>All Departments</b>	<b>Recreation</b>		Records and information documenting the City's recreational programs and services.	<b>CL*+2Y</b>	Adult Services Programs / Classes Applications Aquatics Cultural Activities Programs / Classes Facility Rentals ( <i>use applications, permits, insurance</i> ) Liability Waivers Programs, Classes, Leagues Registrations Forms Special Events Teen Services Programs / Classes Youth Services Programs / Classes Withdrawal Forms	CA - GOV 34090 - (2Y)	* Repeat users of facilities remain active			
39	<b>ALL045</b>	<b>Background Checks</b>	<b>All Departments</b>	<b>Staffing</b>	PII	All documentation related to background checks for both paid employees and unpaid volunteers.	<b>T+2Y</b>		CA - GOV <b>12946 - (FR+2Y)</b> CA - GOV 34090 - (2Y)	City Manager and Police Departments only.			

**CITY OF COTATI**  
**RECORDS RETENTION SCHEDULE 2024**

	A	B	C	D	E	F	G	H	I	J	K	L	M
40	ALL046	Personnel Files - Volunteers and Unpaid Interns	All Departments	Staffing		All documents related to unpaid volunteers and interns.	CL+3Y	Applications, Applicant Reference Verifications Attendance Records Awards, Rewards, Commendations, Certificates Change in Status (CIS) Complaints Data Protection Forms <i>(Signed)</i> Volunteer Acknowledgements, Executed Policy Receipts Goals Individual Education, Development, Training Records Investigations Liability Waiver <i>(copies)</i> Recognition Resignations, Exit Interview Notes Roles, Responsibilities	No legal citations	Operational retention is completion of the service plus 3 years.			
41	ALL046	Training Materials, Courses, Scheduling	All Departments	Staffing		Documentation regarding the courses and schedules for training offered to employees for training and development.	S+6Y	Attendance Lists Educational Assistance Employee Development Presentation Materials PowerPoint Slide Decks Testing	CA - GOV 12946 - (2Y) CA - LAB 3076.3 - (5Y) US - 29 CFR 1602.14 - (CY+1Y) <b>US - 45 CFR 164.530 (j) - (CY+6Y)</b>	Operational retention is superseded plus 6 years.			

**CITY OF COTATI**  
**RECORDS RETENTION SCHEDULE 2024**

	A	B	C	D	E	F	G	H	I	J	K	L	M
42	<b>ADM010</b>	<b>Accounts Payable/Receivable</b>	<b>Administrative Services</b>	<b>Accounting</b>	Vital	Records and information related to the accounting of monies paid or received by the City including payment for financial obligation, documenting bad debt, paying of unemployment expenses, employee expense reimbursement, money paid for fines or fees, services rendered, vendor credit cards, cash payments received, etc.	<b>CU+10Y</b>	Allocations Backflow Billing - PW Cash Disbursement Cash Receipts Contract Balances Credit Card Slips, Statements Developer Billing - CD, PW Employee Expense Reports, Reimbursements Facilities Fees Fixed / Capital Asset Accounting Flex Spending Form 1099 Records Form W-9 Records Fully Burden Rates Invoices and Vouchers Journal Vouchers Operating Invoices, Paid ( <i>General, Contract Vendors</i> ) Payables Package, Receipts Payments Petty Cash Data Public Defender Billing - PD Receivables Package, Receipts Utility Billing Vendor Invoices	CA - GOV 34090 - (2Y) US - 26 CFR 31.6001 - (CY+3Y) US - 26 CFR 301.6501 - (CY+3Y)				
43	<b>ADM011</b>	<b>Cost Accounting</b>	<b>Administrative Services</b>	<b>Accounting</b>		Records and information tracking City costs.	<b>CU+4Y</b>	Billing Rates, Journal Month-End Cost Records	CA - GOV 34090 - (2Y) US - 26 CFR 31.6001 (CY+3Y) US - 26 CFR 301.6501 - (CY+3Y)	Operational retention is 4 years			

**CITY OF COTATI  
RECORDS RETENTION SCHEDULE 2024**

	A	B	C	D	E	F	G	H	I	J	K	L	M
44	<b>ADM012</b>	<b>Credit, Collections</b>	<b>Administrative Services</b>	<b>Accounting</b>	PII, Vital	Records and information generated or collected in the tracking of debtor transactions and balances.	<b>CU+10Y</b>	Accruals Bad Check Logs Bad Debt Reserves Credit, Collections and Aging Credit Memos Credit Reports Credit Reviews Customer Payments Refund Claims Uncollectable Accounts Write-offs, Adjustments	CA - GOV 34090 - (2Y) US - 26 CFR 31.6001 (CY+3Y) US - 26 CFR 301.6501 - (CY+3Y)	Operational retention is 10 years			
45	<b>ADM013</b>	<b>General Ledger, Journal Entries</b>	<b>Administrative Services</b>	<b>Accounting</b>		Records and information related to the transfer of charges between accounts and summaries of account information, including year end summaries of general ledger transactions.	<b>CU+10Y</b>	Account Ledgers Appropriations Transfers Balance Sheets Books of Account Cash Journals Chart of Accounts Demand Register Expenditure Reports General Ledger Journal Entries Manual Accounting Ledger, Control Ledger Payroll Journal Purchases Journal Reports-Due to Due From Reports-Transfer Ins-Outs Sub-Ledgers Trial Balance Year End / Account Detail History Report	CA - GOV 34090 - (2Y) US - 26 CFR 31.6001 (CY+3Y) US - 26 CFR 301.6501 - (CY+3Y)	Operational retention is 10 years			

**CITY OF COTATI  
RECORDS RETENTION SCHEDULE 2024**

	A	B	C	D	E	F	G	H	I	J	K	L	M
46	<b>ADM014</b>	<b>Real Property, Fixed Assets</b>	<b>Administrative Services</b>	<b>Accounting</b>	Vital	Records and information related to the ownership, purchase, sale, lease or improvement of real property and facilities owned by or used by the City.	<b>LI*+10Y</b>	Acquisitions Amortization Schedules Asset Retirement Records Attachments Buildings Capital Asset Records Capital Improvements Depreciation Schedules Fixed Asset Ledger Mortgages Parkland Possessory Interest Sales Valuation Information	<b>CA - CCP 337.15 - (LA10Y)</b> CA - GOV 34090 - (2Y) US - 26 CFR 31.6001 - (CY+3Y) US - 26 CFR 301.6501 - (CY+3Y)	* LI = Life of Building, Asset			
47	<b>ADM015</b>	<b>Taxes</b>	<b>Administrative Services</b>	<b>Accounting</b>	Vital	Records and information related to taxes collected and paid by the City.	<b>CU+4Y</b>	General Fund Taxes Property Tax Real Property Tax / Tax Rate Sales/Use Tax Transient Occupancy Tax	CA - GOV 34090 - (2Y)	Operational retention is current year plus 4 years			
48	<b>ADM016</b>	<b>Bank Account Information</b>	<b>Administrative Services</b>	<b>Banking</b>	Vital	Records and information related to banking activities, transactions and correspondence. This category includes deposits and reconciliations.	<b>CU+10Y</b>		CA - GOV 34090 - (2Y) US - 26 CFR 31.6001 (CY+3Y) US - 26 CFR 301.6501 - (CY+3Y)	Legal consideration: 10 years			

**CITY OF COTATI**  
**RECORDS RETENTION SCHEDULE 2024**

	A	B	C	D	E	F	G	H	I	J	K	L	M
49	<b>ADM017</b>	<b>Budget Management</b>	<b>Administrative Services</b>	<b>Budgets, Planning</b>		Records and information relating to creating and implementing the final approved budget.	<b>CU+10Y</b>		CA - GOV 34090 - (2Y) US - 26 CFR 31.6001 (CY+3Y) US - 26 CFR 301.6501 - (CY+3Y)	Legal consideration: 10 years			
50	<b>ADM018</b>	<b>Financial, Strategic Planning</b>	<b>Administrative Services</b>	<b>Budgets, Planning</b>		Records and information relating to financial planning.	<b>CU+10Y</b>	Business Plans Financial Plans Forecasts Interim Results Revenue Forecasts Strategic Plans	CA - GOV 34090 - (2Y)	All Departments participate in the City's annual Strategic Planning Process			
51	<b>ADM019</b>	<b>Financial Reporting - Annual, Official</b>	<b>Administrative Services</b>	<b>Financial Reporting</b>		Official City financial reports required by regulations.	<b>CU+10Y</b>	Annual Report of Financial Transactions To State Annual State Controller Filings Audited Financial Statements EEOC Reports Possessory Interest Report / Lease Reports State Controllers Office Reports (Streets, Cities, Transactions)	CA - GOV 34090 - (2Y) US - 26 CFR 1.1461-2 - (CY+1Y) US - 26 CFR 31.6001 (CY+3Y) US - 26 CFR 301.6501 - (3Y)	Operational requirement is 10 years			
52	<b>ADM020</b>	<b>Financial Reporting - Periodic (Daily, Weekly, Monthly, Quarterly)</b>	<b>Administrative Services</b>	<b>Financial Reporting</b>		General financial reports generated to track financial transactions and achievements by the City.	<b>CU+10Y</b>	1099 Reports Business License Reports Expenditures Reports Monthly Treasurer's Report Payroll Reports ( <i>HRA, RMT, ICMA 457 accounts, Nationwide, deferred compensation</i> ) Pooled Cash Reports	CA - GOV 34090 - (2Y)	Operational requirement is 10 years			

**CITY OF COTATI**  
**RECORDS RETENTION SCHEDULE 2024**

	A	B	C	D	E	F	G	H	I	J	K	L	M
53	<b>ADM021</b>	<b>Abandoned Property, Escheat</b>	<b>Administrative Services</b>	<b>Treasurer</b>		Records and information pertaining to unclaimed funds and warrants held in trust by the City.	<b>10Y</b>	Cancelled Warrants (escheat) Uncashed Checks	CA - CCP 1513 - (3Y) <b>US - Uniform Unclaimed Property Act (1995), Section 3 - (10Y)</b>				
54	<b>ADM022</b>	<b>Investments</b>	<b>Administrative Services</b>	<b>Treasurer</b>	Vital	Records and information relating to analysis of City financing and investment activities.	<b>LI+10Y</b>	Bonds Bonded Indebtedness Cash Bonds Certificates of Deposit (CDs) Certificates of Participation Compensated Absences Direct Investments Due Diligence Exempted Securities Financial Investment Planning GASB 68 Investment Performance Reporting Investment Reporting Loans Local Agency Investment Fund (LAIF) Long Term Debt Money Manager Statements OPEB Performance Bonds, Letters of Credit Portfolio Management, Quarterly Reviews Redevelopment Agency Records Revenue Bonds Returns Management SEC Disclosures Security Instruments Stock / Equity / Debt Issuance, Repurchase Records Trustee Accounts	CA - CCP 336 (5Y) CA - CCP 337 (4Y) <b>CA - CCP 337.5 (10Y)</b> US - 26 CFR 31.6001 (CY+3Y) US - 26 CFR 301.6501 (CY+3)	* CL = Maturity of Investment			

**CITY OF COTATI  
RECORDS RETENTION SCHEDULE 2024**

	A	B	C	D	E	F	G	H	I	J	K	L	M
55	<b>CM010</b>	<b>Franchise Administration</b>	<b>City Manager</b>	<b>General</b>		Records and information pertaining to the administration of utility and service franchises within the City.	<b>5Y</b>	Pacific Gas & Electric Pacific Telephone & Telegraph Cable TV System Solid Waste Recycling Trash Services	CA - CCP 337 (4Y) CA - GOV 34090 - (2Y)	Operational retention is 5 years.			
56	<b>CM011</b>	<b>Benefit Plans</b>	<b>City Manager</b>	<b>Benefits</b>		Plans and systems established to provide employee benefits and associated administrative documents.	<b>LI*+6Y</b>		US - 29 USC 1027 - (6Y) US - 29 USC 1059 - (TE+1Y) US - 29 USC 1113 - (LA6Y) US - 29 USC 1451 - (LA6Y) US - 29 CFR 4007.10 - (6Y) US - 29 CFR 4041.5 - (LI*+6Y)	* LI = Life of Plan			

**CITY OF COTATI**  
**RECORDS RETENTION SCHEDULE 2024**

	A	B	C	D	E	F	G	H	I	J	K	L	M
57	<b>CM012</b>	<b>Employee Benefits</b>	<b>City Manager</b>	<b>Benefits</b>		Employee election (selection), enrollment or termination forms and related correspondence, including transmissions to carriers of additions, changes, claims and deletions (includes employee medical records subject to HIPAA requirements).	<b>CL+6Y</b>	Actuarial Analysis for Benefit Reserves and Accounting Appeals Benefits Files, Contract Copies, Enrollments, Appeals Beneficiary Designations Death Claims, Life Event Documents Employee Cost-Sharing Amounts Employment Authorizations, Terminations, Confirmations, Status Changes, Coverage Changes Family & Medical Leave Tracking ( <i>Compensation, Complaints/Disputes, FMLA Requests, Parental Leave Forms, Paid/Unpaid Leave</i> ) Flexible Spending Enrollment Individual Retirement Accounts (IRAs), 401k Histories Life Insurance Notification Letters/EOI Leave of Absence Documentation Medical Billing Statements Pension Plan Applications, Claims Premium Information Required Benefits Reporting Retirement Loans / Retirement	CA - 22 CCR 1085-2 - (4Y) CA - GOV 12946 - (2Y) US - 26 CFR 301.6501 - (CY+3Y) US - 29 CFR 516.6 - (2Y) US - 29 CFR 825.500 - (3Y) <b>US - 29 USC 1027 - (6Y)</b> US - 29 USC 1059 - (TE+1Y) US - 29 USC 1113 - (LA6Y) US - 29 USC 1451 - (LA6Y) US - 29 CFR 4007.10 - (6Y)				
58	<b>CM013</b>	<b>Election Records - Unsuccessful Candidates</b>	<b>City Manager</b>	<b>Elections</b>		Records and information related to the filing of campaign and election documentation by candidates not elected.	<b>CL+5Y</b>	Campaign Disclosures, Nomination Papers	CA - GOV 81009 - (5Y)				

**CITY OF COTATI  
RECORDS RETENTION SCHEDULE 2024**

	A	B	C	D	E	F	G	H	I	J	K	L	M
59	<b>CM014</b>	<b>Election Records - Vital</b>	<b>City Manager</b>	<b>Elections</b>		Records and information related to the filing and performance of City elections, as well as to elected candidates.	<b>PR</b>	Ballot Measures Campaign Disclosures, Nomination Papers Campaign Information Candidates Certificates of Election, Sample Ballots Certification of Election Results Fair Political Practices Commission Files	CA - ELEC 17200 - (8M) CA - ELEC 17302 - (6M) CA - ELEC 17304 - (6M) CA - ELEC 17306 - (6M) CA - ELEC 17503 - (6M) <b>CA - GOV 81009 (PR)</b>				
60	<b>CM015</b>	<b>Petitions</b>	<b>City Manager</b>	<b>Elections</b>		Documentation related to ballot initiatives, referenda, recalls, charter amendments and other community petitions for a vote of the people.	<b>9 Months</b>	Ballot Initiatives Charter Amendments Petitions Recall Campaigns Referendum Campaigns	CA - ELEC 17200 - (8M) CA - ELEC 17302 - (6M) CA - ELEC 17304 - (6M) CA - ELEC 17306 - (6M) CA - ELEC 17503 - (6M) CA - GOV 81009 (PR)				

**CITY OF COTATI**  
**RECORDS RETENTION SCHEDULE 2024**

	A	B	C	D	E	F	G	H	I	J	K	L	M
61	<b>CM016</b>	<b>Proposition 218</b>	<b>City Manager</b>	<b>Elections</b>		Documentation related to Proposition 218 assessment elections records.	<b>6 Months</b>	Assessment Ballot Proceeding Ballots Property Related Fees Proposition 218	CA - ELEC 17302 - (6M)				
62	<b>CM017</b>	<b>Proposition 218 Assessment Districts</b>	<b>City Manager</b>	<b>Elections</b>		Records and information related to ballots and protest letters for assessment districts.	<b>2Y</b>	Ballots Protest Letters	CA - ELEC 17302 - (6M) <b>CA - GOV 34090 - (2Y)</b>	Property owner elections only.			
63	<b>CM018</b>	<b>Appointments</b>	<b>City Manager</b>	<b>General</b>		Appointments made by authorized elected officials to councils, committees, boards, commissions, task forces, other advisory groups, or public offices, including those to fill vacancies for otherwise elected positions.	<b>T+2Y</b>		CA - GOV 34090 - (2Y)				
64	<b>CM019</b>	<b>Statements of Economic Interest and Ethics Training</b>	<b>City Manager</b>	<b>General</b>		Forms mandated by state law related to economic interests of certain employees, elected or appointed officials, or candidates for office and required training.	<b>CL+7Y</b>	Form 460 ( <i>Campaign Statements</i> ) Form 700 ( <i>Economic Interest Statements, SEI</i> ) Form 801 Form 802 Form 806	CA - GOV 34090 - (2Y) <b>CA - GOV 81009 (4Y, 7Y)</b> CA - AB1234				

**CITY OF COTATI**  
**RECORDS RETENTION SCHEDULE 2024**

	A	B	C	D	E	F	G	H	I	J	K	L	M
65	<b>CM020</b>	<b>Claims Management</b>	<b>City Manager</b>	<b>Insurance</b>	Vital	Records detailing claims against insurance coverage by the City, including appraisals and reports.	<b>CL+10Y</b>	Incident Reports Annual Audit of Open Claims Appraisals Claims By/Against the City Damage Estimate Reports Supporting Documentation Insurance Claims, Appraisals, Reports Investigations Liability Waivers	CA - CCP 337 (5Y) CA - GOV 34090 - (2Y)	Legal consideration: 10 years			
66	<b>CM021</b>	<b>Insurance Coverage</b>	<b>City Manager</b>	<b>Insurance</b>	Vital	Records detailing the City's general coverage against property damage and liability, including renewal submission information, insurance quotes, & broker correspondence.	<b>CL+6Y</b>	Binding Information Binders Broker Correspondence Certificates of Insurance Completed Applications Disability Insurance Flood Insurance Insurance Policies Insurance Procured by Others (Vendors) Insurance Quotes Insurance Submissions Liability Insurance Renewal Strategy Unemployment Insurance	CA - 22 CCR 3267-2 - (MAINT) CA - CCP 337 (5Y) CA - GOV 34090 - (2Y)	Operational retention is 6 years.			
67	<b>CM022</b>	<b>Advice and Opinions</b>	<b>City Manager</b>	<b>Legal</b>		Records documenting legal counsel and advice on various matters.	<b>S+10Y</b>		CA - GOV 34090 - (2Y)				

**CITY OF COTATI**  
**RECORDS RETENTION SCHEDULE 2024**

	A	B	C	D	E	F	G	H	I	J	K	L	M
68	CM023	Employee Medical Records	City Manager	Occupational Health	PHI	Documents pertaining to medical records of City employees, including exposure to hazardous substances, drug screens, and workers' compensation (includes employee records subject to HIPAA requirements).	T+30Y	Drug Screening Employee Hazardous Chemical Exposure Employee Medical Records Exposure Monitoring Firearms and Field Exposure Hazardous Exposure HIPAA Employee Records Material Data Safety Sheets (MSDS) Personnel Files - Medical Radiation Exposure Records Toxic Substance Exposure Records Worker Compensation	CA - 8 CCR 14300.33 - (5Y) CA - 8 CCR 3204 - (TE+30Y) CA - 19 CCR 2760.9 - (5Y) CA - CCP 337.15 - (LA10Y) CA - CCP 338 (LA3Y) CA - CCP 338.1 - (LA5Y) CA - GOV 12946 - (2Y) CA - GOV 34090 - (2Y) CA - 29 CFR 1904.33 - (CY+5Y) US - 29 CFR 1910.95 - (TE+2Y) US - 29 CFR 1910.1020 -				

**CITY OF COTATI  
RECORDS RETENTION SCHEDULE 2024**

	A	B	C	D	E	F	G	H	I	J	K	L	M
69	CM024	Recorded Documents - Vital	City Manager	Recording, Filing	Vital	Records and information pertaining to those original key documents recorded on behalf of the City.	PR	Abandonments Annexations City Incorporation Conveyances from the City ( <i>Deeds, Easements, Abandonments</i> ) Conveyances to the City ( <i>Deeds, Easements, Dedications</i> ) Deeds Detachments Easements Eminent Domain Grant Deeds Liens Parcel Maps Rights-of-Way Street / Alley Abandonments, Improvements Vacations	CA - GOV 34090 - (2Y)	Operational retention is permanent.			

**CITY OF COTATI**  
**RECORDS RETENTION SCHEDULE 2024**

	A	B	C	D	E	F	G	H	I	J	K	L	M
70	<b>CM025</b>	<b>Records, Information Management</b>	<b>City Manager</b>	<b>Recording, Filing</b>		Documentation of the compliance with Records and Information Management policy and procedures.	<b>CL+10Y</b>	Certificates of Destruction Document Hold Notices, Updates Lists of Stored / Destroyed Records	<b>CA - CCP 315 - (LA10Y)</b> CA - CCP 337 (4Y) <b>CA - CCP 337.15 - (LA10Y)</b> CA - GOV 34090 - (2Y) US - 26 CFR 31.6001-1 - (CY+4Y) US - 26 CFR 301.6501 - (CY+3Y) US - 40 CFR 70.6 - (CL+5Y) US - 40 CFR 122.21(p) - (3Y) US - 40 CFR 122.41(j) - (3Y) US - 49 CFR 107.504 - (CL+2Y)				

**CITY OF COTATI**  
**RECORDS RETENTION SCHEDULE 2024**

	A	B	C	D	E	F	G	H	I	J	K	L	M
71	CM026	Employee Training - General	City Manager	Staffing		All documents related to general education and training taken by paid employees and unpaid volunteers, including: - FEMA/NIMS - Base Station Forms - Fire Extinguisher - First Aid/CPR - Safety	5Y	Attendance Certification Records Compliance Training Courses/Seminars <i>(Taken by Employees - includes Safety Training)</i> Ethics Training Individual Education, Development	CA - 8 CCR 3203 (CY+1) <b>CA - GOV</b> <b>53235.2b - (5Y)</b> US - 29 CFR 1602.14 - (FR+1Y) US - 29 CFR 1602.31 - (CY+2Y)				

**CITY OF COTATI**  
**RECORDS RETENTION SCHEDULE 2024**

	A	B	C	D	E	F	G	H	I	J	K	L	M
72	CM027	Personnel Files - Employees	City Manager	Staffing		All documents related to paid employees, including but not limited to: - hiring - promotion - demotion - transfer - layoff / recall / out-placement - termination / discharge / resignation - pay rates / other terms of compensation	T+5Y	Applications, Applicant Reference Verifications Attendance Records Awards, Rewards, Commendations, Certificates Change in Status (CIS) Civil Service Examination Results and Rankings Complaints Data Protection Forms ( <i>Executed, Signed</i> ) Disciplinary Actions, Transfers DMV Pull Program ( <i>random testing</i> ) Employee Acknowledgements, Executed Policy Receipts Employee Relations Records Employee Training/Certification Records ( <i>FEMA/NIMS, Base Station Forms, Fire Extinguisher, First Aid/CPR</i> ) Goals Individual Employee Agreements, Contracts (copies) Individual Education, Development, Training Records Investigations Job Offer Letters Leave of Absence / LOA Oaths of Office Out-Placement Data Performance Evaluations, Reviews Performance Improvement Plans (PIPs), Counseling Documents	CA - 2 CCR 11013 (FR+2) CA - 8 CCR 14300.33 (CY+5) CA - CCP 312 (LA4Y) CA - GOV 12946 - (TE+2Y) CA - LAB 3076.3 - (5Y) US - 26 CFR 301.6501 - (CY+3Y) US - 29 CFR 1602.14 - (FR+1Y) US - 29 CFR 1602.31 - (TE+2Y) US - 29 CFR 1627.3 - (TE+1Y) US - 29 USC 1059 - (TE+1Y) US - 41 CFR	Operational retention is Termination plus 5 years.			

**CITY OF COTATI  
RECORDS RETENTION SCHEDULE 2024**

	A	B	C	D	E	F	G	H	I	J	K	L	M
73	CM028	Recruitment	City Manager	Staffing		Records and information related to applications and related records of candidates interviewed but not hired or accepted, including applications received but not acted upon.	CL+3Y	Applications, CVs, Resumes ( <i>Rejected, Unsolicited</i> ) Applicant Tracking Records ( <i>Hired, Rejected</i> ) Background Checks, Investigations Drug Testing, Pre-Hire Screening Interview Notes Job Descriptions Job Postings, Announcements Job Requisition Requests Job Specifications Miscellaneous Hiring Process Notes Position Information Recruitment Temporary Intern Staffing Test Results ( <i>Non-hires</i> ) Unpaid Interns ( <i>Rejected</i> ) Volunteers ( <i>Rejected</i> )	CA - GOV 12946 (FR+2) CA - GOV 34090 - (2Y) US - 29 CFR 1627.3b1 (1) US - 29 CFR 1602.31 (CY+2Y)	Operational retention is 3 years			

**CITY OF COTATI  
RECORDS RETENTION SCHEDULE 2024**

	A	B	C	D	E	F	G	H	I	J	K	L	M
74	<b>CM029</b>	<b>Salary, Compensation</b>	<b>City Manager</b>	<b>Staffing</b>		Documentation of position and employee compensation.	<b>S+3Y</b>	Classification Studies Compensation Plans, Planning, Analysis Cost of Living Job Descriptions Job Evaluation Documentation Salary Range History Salary Surveys	CA - GOV 34090 - (2Y) US - 26 CFR 301.6501 - (CY+3Y) US - 29 CFR 1602.14 - (FR+1Y) US - 29 CFR 1627.3 - (TE+1Y) US - 29 USC 1001-1381 - (6Y) US - 29 USC 1059 - (TE+1Y) US - 48 CFR 4.703 - (AC+3Y) US - 48 CFR 52.249-2 & 3 - (AC+3Y)				
75	<b>CM030</b>	<b>Work Authorizations and Supporting Documentation</b>	<b>City Manager</b>	<b>Staffing</b>		Employment eligibility verification forms collected for active employees and supporting documentation regarding immigration status.	<b>T+1Y</b>	Employment Eligibility Forms I-9 Documents Immigration Supporting Documentation	<b>US - 20 CFR 655 Subpart H - (TE+1Y)</b> US - 8 CFR 274a.2 - (3Y, or TE+1Y)	If not hired, retention of I-9 documents is 3 years after application.			

**CITY OF COTATI  
RECORDS RETENTION SCHEDULE 2024**

	A	B	C	D	E	F	G	H	I	J	K	L	M
76	<b>CD010</b>	<b>Building Codes and Permits</b>	<b>Community Development</b>	<b>Housing</b>	Vital	Records and information documenting the City's building services activities.	<b>PR</b>	Americans with Disabilities Act (ADA) Documentation Bay Area Air Quality Management District (BAAQMD) Permits Building Codes Building Inspections Building Permits ( <i>issued, active, expired, history</i> ) Building Plans CALGreen Updates Certificates of Occupancy Street Address Files	CA - CCP 337.1 - (LA4Y) CA - CCP 337.15 - (LA10Y) CA - GOV 34090 - (2) <b>CA - HSC 19850 - (LI)</b>				

**CITY OF COTATI**  
**RECORDS RETENTION SCHEDULE 2024**

	A	B	C	D	E	F	G	H	I	J	K	L	M
77	<b>CD011</b>	<b>Housing Authority Administration</b>	<b>Community Development</b>	<b>Housing</b>		Records and information of housing agency operations and programs.	<b>CL+10Y</b>	Applications Compliance Monitoring Foreclosure Prevention, Counseling HUD Reports (50058) Inclusionary Monitoring, Projects Predevelopment Loans Rental Assistance, Vouchers (Section 8) Resales Set-Aside Funds Supportive Services for Veterans Tenant Files	<b>CA - CCP 337.15 - (LA10Y)</b> CA - GOV 34090 - (2Y) US - 24 CFR 84.53 - (LA3Y) US - 24 CFR 85.42(b) - (LA3Y) US - 24 CFR 511.15 - (3Y) US - 24 CFR 511.73 - (LA3Y) US - 24 CFR 570.490 - (LA3Y) US - 24 CFR 570.502(a)(16) - (LA4Y) US - 24 CFR 582.301 - (LA5Y)	Includes the following programs and funds: - Cal Home First Time Homebuyers - Comprehensive Housing Affordability Strategy (CHAS) - Family Self-Sufficiency - HELP First Time Homebuyers - HOME Funded First Time Homebuyers - HOME Program Rental Project - Homeless Prevention and Rapid Rehousing - Housing Assistance Plan (HAP) - Housing Choice Vouchers - Rehab Program			

**CITY OF COTATI  
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	A	B	C	D	E	F	G	H	I	J	K	L	M
78	<b>CD012</b>	<b>Housing Authority Financials</b>	<b>Community Development</b>	<b>Housing</b>		Records and information of housing agency operations and programs financial management.	<b>PR</b>	Development / Affordability Agreements Restricted Units	CA - CCP 337.15 - (LA10Y) CA - GOV 34090 - (2Y) US - 24 CFR 84.53 - (LA3Y) US - 24 CFR 85.42(b) - (LA3Y) US - 24 CFR 511.15 - (3Y) US - 24 CFR 511.73 - (LA3Y) US - 24 CFR 570.490 - (LA3Y) US - 24 CFR 570.502(a)(16) - (LA4Y) US - 24 CFR 582.301 - (LA5Y)	Legal consideration is permanent retention.			

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**RECORDS RETENTION SCHEDULE 2024**

	A	B	C	D	E	F	G	H	I	J	K	L	M
79	<b>CD013</b>	<b>Planning and Zoning Services</b>	<b>Community Development</b>	<b>Planning and Zoning</b>	Vital	Records and information pertaining to the activities of the planning division, including zoning.	<b>PR</b>	Design Review Environmental Reviews, Determinations General Plan ( <i>Growth Management, LAFCO, Land Use Code</i> ) Land Use Permits Plans, Project Files Public Use Redevelopment Resolutions Sphere of Influence State, Federal Reporting Tribal Consultations Water Zoning Compliance Certificates	CA - CCP 337.1 - (LA4Y) CA - CCP 337.15 - (LA10Y) CA - GOV 34090 - (2Y) <b>CA - HSC</b> <b>19850 - (LI)</b> CA - WAT 10631 - (5Y)				
80	<b>PD010</b>	<b>Missing Persons and Runaways</b>	<b>Police Department</b>	<b>Case Files</b>	PII	Records, crime reports and evidence associated with missing persons and runaways.	<b>CL+2Y</b>	National Missing and Unidentified Persons System (NaMUS)	CA - GOV 34090 - (2Y)	Case is only closed once solved ILEADS			
81	<b>PD011</b>	<b>Officer Involved Shootings</b>	<b>Police Department</b>	<b>Case Files</b>	PII	Records, crime reports and evidence associated with criminal cases dealing with officer involved shootings.	<b>PR</b>	Case Files	CA - GOV 34090 - (2Y)	ILEADS			
82	<b>PD012</b>	<b>Sealing of Adult Records</b>	<b>Police Department</b>	<b>Case Files</b>		Records of court orders to seal the records of adults.	<b>3Y*</b>	Court Order Petition Letter	<b>CA - PEN</b> <b>851.8 - (SEAL+3Y)</b> CA - PEN 851.90 - (MAINT)	* From the date the records were sealed. ILEADS			
83	<b>PD013</b>	<b>Stolen Property</b>	<b>Police Department</b>	<b>Case Files</b>		Records, crime reports and evidence associated with stolen property.	<b>CL*+3Y</b>	Case Files	CA - CCP 338 (3Y)	* Case is only closed once solved ILEADS			

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	A	B	C	D	E	F	G	H	I	J	K	L	M
84	<b>PD014</b>	<b>Traffic Collisions - Fatal</b>	<b>Police Department</b>	<b>Case Files</b>		Records, crime reports and evidence associated with traffic collisions involving fatalities.	<b>PR</b>	Case Files	CA - GOV 34090 - (2Y)	Operational retention so permanent. ILEADS			
85	<b>PD015</b>	<b>Drugs, Gangs</b>	<b>Police Department</b>	<b>Criminal Registrations</b>		Records for those required to register as drug or gang violence offenders.	<b>5Y</b>	Case Files	CA - GOV 34090 - (2Y) CA - HSC 11594(a) - (5Y) CA - PEN 186.32 - (5Y)	ILEADS			
86	<b>PD016</b>	<b>Sex Offenders, Arsonists</b>	<b>Police Department</b>	<b>Criminal Registrations</b>	PII	Records for those required to register as sex offenders or arsonists.	<b>LI*</b>	Case Files	CA - GOV 34090 - (2Y) CA - PEN 290(b) - (Life of Offender) CA - PEN 457.1(b)(2) - (Life of Arsonist)	* LI = Life of the offender, arsonist			

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	A	B	C	D	E	F	G	H	I	J	K	L	M
87	<b>PD017</b>	<b>Dispatch and Communications Records</b>	<b>Police Department</b>	<b>Dispatch and Communications</b>	PII	Records of police emergency calls and responses, to include time and date of call, contents of call, location of call, name of unit sent to scene, and other related information.	<b>100D*</b>	911 Emergency Call Logs Computer Aided Dispatch (CAD) Dispatch Activity Log Radio Dispatcher Logs Tape Recordings	CA - GOV 26202.6 - (100D) CA - GOV 34090.6 - (100D)	* Exception: Recordings used as evidence in a criminal prosecution or claim filed or litigation or potential claims and litigation shall be preserved for 100 days after conclusion of the court action. Some records kept in ILEADS			
88	<b>PD018</b>	<b>Administrative Reporting: Police</b>	<b>Police Department</b>	<b>General</b>		Reports received and/or generated in the routine course of law enforcement activities.	<b>CL+2Y</b>	Cost Recovery Reports	<b>CA - CCP 339 - (LA2Y)</b> CA - GOV 34090 - (2Y)	ILEADS			

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**RECORDS RETENTION SCHEDULE 2024**

	A	B	C	D	E	F	G	H	I	J	K	L	M
89	<b>PD019</b>	<b>Complaints, Investigation</b>	<b>Police Department</b>	<b>Internal Investigations</b>	PII	Documentation of complaints received and investigations, including those by Internal Affairs, involving Police department employees (excludes officer involved shootings).	<b>CL+5Y</b>	Citizen Complaints Crime Reports Departmental Actions	<b>CA - EVID 1045 - (AC+5Y)</b> CA - GOV 12946 - (2Y) CA - PEN 801.5 - (4Y) CA - PEN 832.5(b) - (5Y) CA - VEH 2547 - (3Y)	Confidential. Some records kept in ILEADS.			
90	<b>PD020</b>	<b>Security Investigations</b>	<b>Police Department</b>	<b>Security</b>	Confidential, PII	Documentation regarding internal, non-police investigations related to the security of City facilities, assets, and information.	<b>CL+10Y</b>	Internal Investigations Investigation Logs, Workpapers Investigator Reports, Findings, Notes	CA - GOV 34090 - (2Y) US - 26 USC 6531 - (LA6Y)	Operational retention is 10 years after completion.			
91	<b>PW010</b>	<b>Building, Property Management</b>	<b>Public Works/Engineering</b>	<b>Buildings</b>	Vital	Records and information regarding the structure of City physical buildings and facilities.	<b>LI*+10Y</b>	Alarm System Records As-Built Blueprints Construction Records Electrical Wiring Schematics Floor Plans Key Lists Property Inventory	CA - CCP 337.1 - (LA4Y) <b>CA - CCP 337.15 - (LA10Y)</b> CA - HSC 19850 - (LI)	* LI = Life of Building, Asset			
92	<b>PW011</b>	<b>Maintenance Inspection Reports</b>	<b>Public Works/Engineering</b>	<b>Buildings/Parks</b>		Reports of inspections of maintenance performed on City facilities including buildings, parks, streets, and sidewalks.	<b>5Y</b>	Inspections Logs Reports	<b>CA - CCP 337 - (5Y)</b> CA - GOV 34090 - (2Y)				

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RECORDS RETENTION SCHEDULE 2024**

	A	B	C	D	E	F	G	H	I	J	K	L	M
93	<b>PW012</b>	<b>Land and Property Maps, Drawings</b>	<b>Public Works/Engineering</b>	<b>General Engineering</b>	Vital	Maps and geographical information pertaining to properties within the City.	<b>PR</b>	Aerial Photos Assessment Districts Assessor Parcel Maps Building Site Determination Drainage Improvement Plans, Drawings Land Survey Maps Lot Line Adjustments Major Subdivisions (SD) Minor Subdivisions (MS) Parks Plats Record Maps Record of Survey Maps Redevelopment Vellums	CA - CCP 337.15 - (LA10Y) CA - GOV 34090d - (2Y) CA - HSC 19850 - (LI)	Operational retention is permanent.			

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**RECORDS RETENTION SCHEDULE 2024**

	A	B	C	D	E	F	G	H	I	J	K	L	M
94	<b>PW013</b>	<b>Hazardous Waste Monitoring and Remediation</b>	<b>Public Works/Engineering</b>	<b>Hazardous Waste</b>	Vital	Planning, monitoring and contingency/emergency action plans for hazardous waste, emergency and spill response, natural and exposure emergencies, notifications and response; environmental action plans and supporting documentation; hazardous communications plans, including labeling, MSDS controls, training programs and procedures.	<b>CL+30Y</b>	Electronic Waste (E-Waste) Emergency Response Programs Employee Hazardous Chemical Exposure Hazardous Material Incident Reports Hazardous Substances Shipping Manifests Hazardous Waste Material Safety Data Sheets (MSDS) Proposition 65 Monitoring Radiation Exposure Records Radioactive Materials Site Mitigation Toxic Substance Inventory	CA - CalOSHA CA - CCP 338.1 - (LA5Y) <b>CA - 8 CCR 3204d - (CL+30Y)</b> CA - 17 CCR 30293(1) - (3Y) CA - 22 CCR 66262.40 - (3Y) CA - 22 CCR 66263.22 - (3Y) US - 29 CFR 1910.1020 - (CL+30Y) US - 29 CFR 1910.1025 - (CL+20Y) US - 29 CFR 1910.1050 - (CL+30Y) US - 40 CFR 268.7 - (3Y)				

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	A	B	C	D	E	F	G	H	I	J	K	L	M
95	<b>PW014</b>	<b>Public Works Project Administration</b>	<b>Public Works/Engineering</b>	<b>Projects</b>		Records and information associated with the administration of public works, capital improvement and engineering projects.	<b>CL+10Y</b>	Certified Payrolls Construction Manager's Logs Daily Inspections Facilities Projects Field Inspections Project Schedules Progress Meetings Real Estate Appraisals RFIs & Responses	CA - CCP 337.1 - (LA4Y) <b>CA - CCP 337.15 - (LA10Y)</b> CA - GOV 34090 - (2Y)				
96	<b>PW015</b>	<b>Traffic and Transportation Planning</b>	<b>Public Works/Engineering</b>	<b>Streets</b>		Records and information of traffic engineering and transportation planning activities, including studies and surveys.	<b>5Y</b>	School-related Studies/Surveys Speed Surveys Street Sweeping Street/Highway Studies/Surveys Traffic Calming Requests Traffic Counts Transportation Planning	CA - GOV 34090 - (2Y)	Operational retention is five years			
97	<b>PW016</b>	<b>Traffic Control and Improvement</b>	<b>Public Works/Engineering</b>	<b>Streets</b>		Records and information related to the City's efforts to manage and improve traffic and circulation.	<b>2Y</b>	Bicycles Enforcement Highway Corridors Impact Studies Pavement Management Plan Signals Signs Temporary Street Closures	CA - GOV 34090 - (2Y)				

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**RECORDS RETENTION SCHEDULE 2024**

	A	B	C	D	E	F	G	H	I	J	K	L	M
98	<b>PW017</b>	<b>Transportation Program Services</b>	<b>Public Works/Engineering</b>	<b>Streets</b>		Records and information related to the City's efforts to provide effective methods by which people and materials move through the City.	<b>2Y</b>	Alternative Transportation Demand / Transportation Demand Management Transportation Systems Management (TDM) / Alternative Modes / Bicycle	CA - GOV 34090 - (2Y)				
99	<b>PW018</b>	<b>Sewer, Water, Storm Water</b>	<b>Public Works/Engineering</b>	<b>Water/Air Management</b>		Records and information associated with planning and maintenance of sewers, water, and storm water	<b>CL+5Y</b>	Backflow Prevention - Water Diversion Goals Environmental Conservation Environmental Programs Flood Control - Storm Water Meter Inventory - Sewer, Water NPDES (Engineering)- Sewer, Water, Stormwater Pipe Inventory Pollution Control Permits Storm Water Monitoring - Storm Water Storm Water Pollution Permits - Storm Water Water Agency Information - Water Water Runoff Testing - Water Weight Tickets Master Plan	CA - CCP 338 (LA3Y) <b>CA - CCP 338.1 - (LA5Y)</b> CA - CAL OSHA US - 40 CFR 122.21 - (3Y) US - 40 CFR 122.41 - (3Y) US - 40 CFR 141.155 - (3Y) US - 40 CFR 261.32 - (3Y)				