

			RETENTION PERIODS			FORMAT	VITAL	DoR	REMARKS	CITATION
			ACTIVE	INACTIVE	TOTAL	<i>See legend on last page</i>			<i>See legend on last page</i>	
		COPIES or DUPLICATES of documents for which a department is not the office of record.	C	--	C	--	--		It is the policy of the City of Monterey that copies distributed to various departments for informational purposes and drafts, notes, or interagency or intra-agency memoranda that are not retained by the public agency in the ordinary course of business may be destroyed by the departments when they are no longer useful for reference.	GOV 6254(a) (drafts); GOV 34090.7 (copies)
100	GENERAL ADMINISTRATION									
101	OFFICE MANAGEMENT & REFERENCE									
101-01	General Information		2	--	2	E HC	--	Various		GOV 34090
101-02	Correspondence - Chronological Files		C	2	C+2	E HC	--	Various	Originating Department	GOV 34090
101-03	Citywide Policies/Procedures		C	2	C+2	E	--	Various	Note: This does not include area specific policies and procedures. For those see the appropriate function (e.g. 200, 600, 800, etc). Includes reference materials: such as Help aids, Tutorials, and Software and Hardware Training Manuals	GOV 34090
101-04	Consultants		3	--	3	E HC	--	Various	Excluding consultant contracts	GOV 34090
101-05	Staff Meeting Notes		C	--	C	E HC	--	Various	Inter-agency memoranda not retained in the ordinary course of business	GOV 6254(a)
101-06	Work Plans		C	2	C+2	E HC	--	Various		GOV 34090
101-07	In-House Committees		C	3	C+3	E HC	--	Various	May be kept for research/historic purposes - e.g. MI3	GOV 34090
101-08	Departmental Analysis & Reports		5	--	5	E HC	--	Various	e.g. reorganization and transformation info, department and division mission statements, visions, drivers, initiatives, etc.	GOV 34090
101-09	Press Releases and Social Media		C	2	C+2	E	--	Various	Media releases, posts to official social media accounts (Facebook, Twitter, Instagram, YouTube, Pinterest, Flickr, NextDoor, etc.)	GOV 34090
101-10	General Subject Files		C	2	C+2	E HC	--	Various	Internal working files	GOV 34090(d)
101-11	Customer Response Management		2	--	2	E HC	--	Various	Correspondence, audio recordings, and staff memos regarding suggestions, complaints, and feedback from community (includes "Monterey Suggest"; formerly known as "Goldenrods")	GOV 34090
101-12	Professional Associations		2	--	2	E HC	--	Various	(I.e. IIMC, CCAC, ICMA)	GOV 34090
101-13	Community Organizations		2	3	5	E HC	--	Various	(i.e. Business Associations)	GOV 34090
101-14	Community Promotions		2	3	5	E HC	--	Various	(I.e. Communications & Outreach info, surveys, City Focus, Community Connections)	GOV 34090
101-15	Publications from Outside Agencies		C	--	C	E HC	--	Various	Not in City's control (not a public record)	GOV 34090
102	RESERVED									
103	FORMS & PUBLICATIONS MANAGEMENT									
103-01	General Information		2	--	2	E HC	--	Various		GOV 34090
103-02	Blank Forms		C	2	C+2	E HC	--	Various	Templates/forms are considered preliminary drafts exempt from disclosure	GOV 6254(a)
103-03	Mailing Labels		C	--	C	E	--	Various		GOV 34090
103-04	Document Templates		C	--	C+2	E	--	Various	Templates are considered preliminary drafts exempt from disclosure	GOV 6254(a)
104	RECORDS MANAGEMENT									
104-01	General Information		2	--	2	E HC	--	Various	Damaged records assessment reports, Records disaster recovery worksheets (for records that are recoverable)	GOV 34090
104-02	Certificates of Destruction		2	P	P	E HC	yes	Various	Authorization to destroy obsolete records, Authorization to destroy unrecoverable damaged records	GOV 34090.5
104-03	Retention Schedules		C	4	C+4	E HC	yes	IR		GOV 34090; CCP 343
104-04	Records Management Policies/Procedures		C	--	C	E HC	yes	IR	Keep until superseded.	GOV 34090
104-05	Municipal Unified Functional Filing System Index		C	--	C	E	yes	IR		GOV 34090
104-06	Inventory, Records		C	2	C+2	E	yes	Various	Inventory of inactive records holdings & location	GOV 34090
104-07	Public Records Request		C	2	C+2	E HC	--	CA		GOV 34090
105	INFORMATION SYSTEMS									
105-01	General Information		2	--	2	E HC	--	IR		GOV 34090
105-02	Internet, World Wide Web		C	2	C+2	E	--	CM	Management/Policies & supporting documentation	GOV 34090
105-03	Inventory, Information Systems		C	2	C+2	E D HC	yes	IR	Hardware/Software Inventory logs; systems manuals	GOV 34090
105-04	Program Files and Directories		C	--	C	E	yes	Various	Backup tapes - not a record	GOV 34090.7

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105-05	Network Information Systems (LAN/WAN)	C	4	C+4	E HC	yes	IR	Configuration maps & plans	GOV 34090; CCP 337.2; CCP 343	
105-06	Intraweb	C	2	C+2	E	--	CM	Internal communications, management/policies & supporting documentation	GOV 34090	
105-07	Software Program Management	C	2	C+2	E HC	--	IR		GOV 34090	
105-08	Application Integrations	C	2	C+2	E HC	--	IR		GOV 34090	
105-09	Technology - Monterey Information Innovation & Integration	C	2	C+2	E HC	--	IR		GOV 34090	
105-10	Business Process Workflows	C	2	C+2	E HC	--	IR		GOV 34090	
105-11	City Software Design Documents	C	2	C+2	E HC	--	IR	Includes functional specifications, technical specifications, and user acceptance docs - kept until software is no longer in use	GOV 34090	
106	PRINTING & POSTAGE									
106-01	General Information	2	--	2	E HC	--	Various		GOV 34090	
106-02	Printing/Reproduction	C	2	C+2	E HC	--	Various		GOV 34090	
106-03	Postal/Mailing	C	2	C+2	E HC	--	IR		GOV 34090	
107	TELECOMMUNICATIONS									
107-01	General Information	C	2	C+2	E HC	--	Various	These are not broadcasted files; these are City documents relative to these subjects	GOV 34090	
107-02	Cable Television	C	2	C+2	E HC	--	Various	These are not broadcasted files; these are City documents relative to these subjects	GOV 34090	
107-03	Telephone Carriers, Antennae and Telephone Services	C	2	C+2	E HC	--	Various	These are not broadcasted files; these are City documents relative to these subjects	GOV 34090	
107-04	Public Education and Government Cable Television	C	2	C+2	E HC	--	Various	These are not broadcasted files; these are City documents relative to these subjects	GOV 34090	
107-05	Institutional Network Services	C	2	C+2	E HC	--	Various	These are not broadcasted files; these are City documents relative to these subjects	GOV 34090	
107-06	Media Information	C	2	C+2	E HC	--	Various	Media contact information	GOV 34090	
107-07	Emergency Communications Systems	C	2	C+2	E HC	--	Various	(e.g. Narrowbanding equipment)	GOV 34090	
200	COMMUNITY DEVELOPMENT									
201	DEVELOPMENT ADMINISTRATION									
201-01	General Information	2	--	2	E HC	--	CD		GOV 34090	
201-02	Development Bonds	C	10	C+10	E HC	yes	FF	Housing; industrial development GC43901 requires that you list publications requirements before destroying. All destruction must be approved by City Attorney. A development bond is what a developer posts to insure that required public improvements (roads, curbs, gutters, sidewalks, schools, etc) are built. BONDS INSURING REAL PROPERTY MUST BE RETAINED PERMANENTLY.	GOV 34090; GOV 43900; CCP 337.5	
201-03	Security Bonds	C	2	C+2	E HC	yes	FF	Documentation created/received in connection with performance of work/services for parcel maps & subdivision work	GOV 34090; GOV 43900; CCP 337.5	
201-04	Reserved									
201-05	Reserved									
201-06	Development Conditions & Development Agreement Supporting Materials	C	P	P	E	yes	CD	Mitigation measures; filed with case files. Supporting documents for development agreement filed here; Executed development agreement filed under 704.	GOV 65868.5; CCP 337.15	
201-07	Reserved									
201-08	Development Standards	C	P	P	E HC	--	CD	Landscape medians, parkway landscape development	GOV 34090(a)	
201-09	Community Development Block Grants (CDBG)	Au	4	Au+4	E	yes	CD	Applications, reports, supporting documents; actual grant contract filed under 704	24 CFR 570.502(a)(7), 2 CFR 200.333; OMB cir A-102, A-110, A-28	
201-10	Land Uses, Nonconforming	2	P	P	E HC	yes	CD		GOV 34090(a)	
201-11	Maps & Plats	2	P	P	E	yes	Various	Engineering & field notes & profiles; cross-section of roads, streets, right of way maps, bridges; annexations, deannexation parks, tracts, block, storm drains maps, water easement maps, etc.	HSC 19850; GOV 34090(a)	

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201-12	Plans - Regulatory	C	P	P	E	yes	CD	Master Plans, General Plans & Elements to General Plan, Area Plans, Local Coastal Plans, Land Use Plans, Zoning Ordinance, Zoning Maps, Zoning Text Amendments, Plans, Drawings, Exhibits, and Photos	GOV 34090(a); GOV 65106; GOV 50110; HSC 19850	
201-13	General Plan Amendments	C	3	C+3	D E HC	yes	CD	Includes approved and denied	GOV 34090(a); GOV 65106; GOV 50110	
201-14	Development Impact Fees	C	P	P	D	yes	CD		GOV 34090(a); CCP 337.15	
201-15	Studies, Special Projects & Areas	C	2	C+2	E HC	--	Various	Engineering joint powers, noise, traffic impact studies, circulation, archeological artifacts	GOV 34090(a)	
201-16	Americans with Disabilities Act (ADA) Action (moved from 202)	C	2	C+2	E HC D	--	Various		GOV 34090	
202	BUILDING									
202-01	General Information	2	--	2	E HC	--	CD			
202-02	Building Permits and Plans	5	P	P	E D HC	yes	CD	Issued and final permits, plans and associated documents.	GOV 34090(a); HSC 19850	
202-03	UnReinforced Masonry (URM) Plans	5	P	P	D HC	yes	CD	URM certificates, terminations, and associated files	GOV 34090	
202-04	Projects in Plan Check	C	2	C+2	D HC	--	CD	Destroy when Plan Check expires	GOV 34090	
202-05	Reserved									
202-06	Projects in Plan Check SC	1	1	C+2	D HC	--	CD	Contracted work for Sand City - Destroy two years after permit is issued	GOV 34090	
202-07	Reserved									
202-08	Code Books	C	P	P	E HC	yes	CD	National Electrical Code, Uniform Building, Fire, Mechanical, Plumbing & Supplements - Keep until superseded	GOV 34090(e)	
202-09	Reserved									
202-10	Reserved									
202-11	Contractors	C	--	C	D	yes	CD	Current list-contractor database is contained within Infor software	GOV 34090	
202-12	Structural Calculations	C	--	C+2	E HC	--	CD	Destroy two years after building permit is finalized	HSC 19850	
202-13	Reserved									
202-14	RPI	C	P	P	E HC D	yes	CD	Residential property inspections. Destroy paper after scanning.	GOV 34090.5; HSC 19850	
202-15	Inspection Logs	C	2	C+2	E HC	yes	CD	Daily inspections	GOV 34090	
202-16	Complaint File	C	7	C+7	D E	--	CD	Confidential complaints	42 USC 1983	
202-17	Building Inspection Services to Outside Agencies	C	10	C+10	D E	--	CD	Agenda reports for these services; Executed legal agreements are in 704	GOV 34090	
202-18	Reserved									
203	PLANNING									
203-01	General Information	2	--	2	E HC	--	CD		GOV 34090	
203-02	Case / Project Files	C	P	P	D E HC	yes	CD	Planning & Zoning. Pertains to real property. May include blueprints, drawings, maps, plans, reports, correspondence, uses, variances, studies, appeals, compliance certificates. Includes rezoning of properties, historic preservation address files, mobile food vending for specific locations and permits only, and planning alcohol permits / uses and redevelopment / urban renewal projects, parking adjustments, lot line adjustments, preliminary, tentative and final maps; subdivision agreements filed under 704.	GOV 34090(a); GOV 4003; GOV 4004; HSC 19850	
203-03	Sample materials submitted with projects for approval	C	2	C+2	S	--	CD	Roof, glass, paint, etc. samples - keep as long as project is in approval process plus 2 years. Original is then scanned or photographed, original destroyed, and photo or scan filed in project file.	GOV 34090	
203-04	Reserved									
203-05	Reserved									
203-06	Reserved									
203-07	Broad policies or topics not tied to specific address	C	P	P	D E HC	yes	CD	May include blueprints, drawings, correspondence, reports or studies, and staff reports. (I.e. awnings, mansions, lighting), water allocation charts	GOV 34090; HSC 19850	

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204	ENVIRONMENTAL QUALITY								
204-01	General Information	2	--	2	E HC	--	Various	GOV 34090	
204-02	Air Quality (AQMD)	C	7	C+7	E HC	--	CD	Participants, voucher logs, total daily mileage survey (TDM), commute alternative GOV 34090	
204-03	Asbestos	C	P	P	E HC	--	PW	Abatement projects, public buildings GOV 34090(a)	
204-04	California Environmental Quality Act (CEQA)	C	P	P	D E HC	yes	CD	Exemptions, Draft & Final EIRs, mitigation monitoring, negative declaration, notices of completion and determination, comments, statements of overriding consideration GOV 34090(a); CEQA Guidelines	
204-05	Congestion Management	C	2	C+2	E HC	--	PW	Ride sharing, trip reduction GOV 34090(d)	
204-06	National Environmental Policy Act (NEPA)	C	2	C+2	D E HC	--	CD	Correspondence, consultants, issues, conservation (e.g. oil leases on outer continental shelf) GOV 34090(d)	
204-07	Soil	C	2	C+2	E HC	--	CD	Analysis, construction recommendations GOV 34090(d)	
204-08	Soil Reports (Final)	C	--	C+2	E HC	yes	CD	Final reports leading to a building permit. Destroyed two years after permit is finalized. GOV 34090(d); CCP 338.1	
204-09	Review of EIRs not under City Jurisdiction	C	2	C+2	E HC	--	CD	City Review and comments on projects by other jurisdictions - exemptions, EIRs, mitigation monitoring, negative declaration, notices of completion and determination, comments, statements of overriding consideration GOV 34090(d)	
204-10	Traffic Impacts	C	P	P	D E HC	--	CD	GOV 34090(d)	
204-11	Green House Gas Emissions	C	P	P	D E HC	--	CD	Climate Action Plan GOV 34090(d)	
205	REGIONAL PLANNING								
205-01	General Information	2	--	2	E HC	--	CD	GOV 34090	
205-02	County General Plan	C	--	C	E HC	--	CD	Monterey is not the Agency of record GOV 34090	
205-03	General Plans Other Cities	C	--	C	E HC	--	CD	Monterey is not the Agency of record GOV 34090	
205-04	LAFCO	2	--	2	E HC	--	CD	General Information GOV 34090	
206	PROPERTY								
206-01	General Information	2	--	2	E HC	--	CD	GOV 34090	
206-02	Abandonment	2	P	P	D E HC	yes	CD	Buildings, Condemnation, Demolition GOV 34090(a)	
206-03	Acquisition / Disposition of Property	C	P	P	E HC	yes	CD	Supporting documents of sale, purchase, or exchange. Leases of City property and related documents filed under the appropriate series in 704 GOV 34090(a); GOV 6254; CCP 337.2	
206-04	Annexations / Deannexations	2	P	P	E HC	yes	CD	Reports, public notices GOV 34090(a)	
206-05	Appraisals	C	2	C+2	E HC	yes	CD	Exempt from disclosure until final acquisition obtained GOV 34090; GOV 6254(h)	
206-06	Property taxes	C	2	C+2	E HC	--	Various	GOV 34090	
206-07	Maps, City Boundary	C	P	P	E HC	yes	CD	Recorded maps, surveys, monuments, includes neighborhood association boundaries GOV 34090(d)	
206-08	Lot Splits and Lot Mergers	C	P	P	E HC	yes	CD	GOV 34090	
206-09	Relocation Files	C	2	C+2	E HC	--	CD	GOV 34090	
207	HOUSING								
207-01	General Information	2	--	2	E HC	--	CD	GOV 34090	
207-02	Reserved								
207-03	Programs	C	5	C+5	E HC	yes	CD	Includes housing authority strategy, housing bond advisory, HOME, In-lieu housing mitigation, low/moderate housing, housing assistance, etc. 24 CFR 570.502(a)(7), 2 CFR 200.333; OMB cir. A-102, A-110	
207-04	Homelessness	C	2	C+2	E HC	--	Various	GOV 34090	
208	ECONOMIC DEVELOPMENT								
208-01	General Information	2	--	2	E HC	--	CD	Includes correspondence GOV 34090	
208-02	Reserved								
208-03	Economic Development Strategies & Business Recruitment	2	5	7	E HC	--	CD	GOV 34090	
209	HISTORIC PRESERVATION PROGRAM								
209-01	General Information	2	--	2	E HC	--	CD	GOV 34090	
209-02	Historic Surveys	2	3	5	E HC	--	CD	Historic Preservation Grants, Actual grant contract filed under 704 GOV 34090	
209-03	Archives	2	P	P	E HC	--	CD	GOV 34090	
209-04	Historic Master Plan	C	P	P	E HC	yes	CD	GOV 34090	

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209-05	Historic Property Tax Incentive Program - Mills Act	C	5	C+5	E HC	--	CD	Staff reports on Mills Act Contracts current while contract is current. Actual agreements are in 704-05 and project files in 203-02	GOV 34090	
209-06	Historic Adobes and Other Historic Buildings	2	P	P	E HC	--	CD		GOV 34090	
209-07	Historic Preservation Districts	C	P	P	E HC	--	CD	NHL	GOV 34090	
209-08	National Register	C	P	P	E HC	--	CD		GOV 34090	
209-09	Historic Remains	C	P	P	E HC	--	CD		GOV 34090	
300	COMMUNITY SERVICE PROGRAMS									
301	RECREATION ADMINISTRATION									
301-01	General Information	2	--	2	E HC	--	PR		GOV 34090	
301-02	Facility Rental Information	C	2	C+2	E HC	--	PR		GOV 34090	
301-03	Other Programs	2	3	5	E HC	--	PR	Programs that are not youth, senior or child care programs	GOV 34090	
302	EVENT/STREET CLOSURE									
302-01	General Information	2	--	2	E HC	--	Various		GOV 34090	
302-02	December Celebrations and First Night	2	--	2	E HC	--	Various		GOV 34090	
302-03	Farmers' Market	2	--	2	E HC	--	Various		GOV 34090	
302-04	Car Events (Cherry's Jubilee, Auctions, etc.)	2	--	2	E HC	--	Various		GOV 34090	
302-05	Independence Day	2	--	2	E HC	--	Various	4th of July	GOV 34090	
302-06	Other Events	2	--	2	E HC	--	Various	Big Sur Half-Marathon, Fair Ground Events, & Others	GOV 34090	
303	YOUTH SERVICES									
303-01	General Information	2	--	2	E HC	--	PR		GOV 34090	
303-02	Programs	2	3	5	E HC	--	Various	Includes library youth service programs	GOV 34090	
303-03	Youth Centers	2	--	2	E HC		PR	Monterey Youth Center, Casanova Oak Knoll, Hilltop Center	GOV 34090	
304	SENIOR SERVICES									
304-01	General Information	2	--	2	E HC	--	PR		GOV 34090	
304-02	Programs	2	3	5	E HC	--	Various	Taxi Scrip	GOV 34090	
304-03	Senior Center	2	--	2	E HC	--	PR		GOV 34090	
305	SERVICES FOR CHILDREN									
305-01	General Information	2	--	2	E HC	--	PR		GOV 34090	
305-02	Programs	2	3	5	E HC	--	PR		GOV 34090	
305-03	Child Care Center	2	--	2	E HC	--	PR		GOV 34090	
306	LIBRARY SERVICES									
306-01	General Information	2	--	2	E HC	--	LB		GOV 34090	
306-02	California History Room	C	2	C+2	D E HC	--	LB		GOV 34090	
306-03	Reader Services	C	2	C+2	D E HC	--	LB	Library circulation records identifying borrowers are confidential under the California Public Records Act	GOV 34090; GOV 6254(j)	
306-04	Reference Services	C	2	C+2	D E HC	--	LB		GOV 34090	
306-05	Special Services	C	2	C+2	D E HC	--	LB		GOV 34090	
306-06	Support Services	C	2	C+2	D E HC	--	LB		GOV 34090	
307	TOURISM AND MARKETING									
307-01	General Information	C	2	C+2	E HC	--	PR		GOV 34090	
307-02	Visitor Accommodation Facilities (VAF)	C	2	C+2	E HC	--	PR		GOV 34090	
307-03	Tourism	C	2	C+2	E HC	--	PR		GOV 34090	
307-04	Marketing	C	2	C+2	E HC	--	Various		GOV 34090	
308	MUSEUM SERVICES									
308-01	General Information	C	2	C+2	E HC	--	CM		GOV 34090	
308-02	Museum Programs	C	2	C+2	E HC	--	CM		GOV 34090	
308-03	History Programs	C	2	C+2	E HC	--	CM		GOV 34090	
308-04	Art Programs	C	2	C+2	E HC	--	CM		GOV 34090	
308-05	Other Programs	C	2	C+2	E HC	--	CM		GOV 34090	
309	MONTEREY SPORTS CENTER									
309-01	General Information	2	--	2	E HC	--	PR		GOV 34090	
309-02	Programs	2	3	5	E HC	--	PR		GOV 34090	
309-03	Sports Center	2	--	2	E HC	--	PR		GOV 34090	

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309-04	Physical Therapy Practice Records	C	6	C+6	E HC	--	PR	Exempt from disclosure under the California Public Records Act	GOV 34090; GOV 6254(c); HSC 11191; HSC 123145; Medicare Title XVIII; Medicaid Title XIX; MCH Title V; 42 USC 210 et seq.	
400	FINANCIAL AND FISCAL									
401	ACCOUNTS PAYABLE									
401-01	A-P General Information	2	--	2	E HC	--	FF		GOV 34090	
401-02	Invoice Packet	Au	7	Au+7	E HC	yes	FF		GOV 34090	
401-03	Check Register	Au	5	Au+5	D HC	yes	FF		GOV 34090; 26 CFR 16001-1	
401-04	1099's	Au	5	Au+5	D HC	yes	FF	1099s and associated W-9s	GOV 34090; 29 USC 436; 29 CFR 516.5-516.6; 26 CFR 31.6001.1-4; IRS Reg 31.6001-1(e)(2); RTC 19530	
402	PAYROLL									
402-01	Payroll General Information	2	--	2	E HC	--	FF		GOV 34090	
402-02	Payroll Register	1	P	P	D	yes	FF		GOV 34090; GOV 37207	
402-03	Employee Time Sheets	Au	6	Au+6	D E	yes	Various	Signed by employee	GOV 34090; 29 CFR 516.2; 20 CFR 516.6(1); IRS Reg 31.6001-1(3)(z); RTC 19530; LAB 1174(d)	
402-04	Other Payroll-Related Documents	Au	6	Au+6	D HC	yes	FF	Includes W-2 Forms, W-4 Forms, leave balance sheets, etc.	GOV 34090; 29 CFR 516.2; 22 CCR 1085-2	
402-05	Salary Records	2	P	P	E HC	--	FF	Salary schedules	GOV 34090; 29 CFR 516.2; 22 CCR 1085-2	
403	ACCOUNTING									
403-01	General Information	2	--	2	E HC	--	FF		GOV 34090	
403-02	General Ledger	2	P	P	D HC	yes	FF		GOV 34090; CCP 337	
403-03	Report to EDD on Independent Contractors	C	4	C+4	E HC	--	FF	EDD Form 542	GOV 34090; CCP 337	
403-04	Journal Entries and Backup	Au	7	Au+7	E HC	yes	FF	Account postings with supporting documents	GOV 34090; CCP 337	
403-05	Audit Reports and Backup	C	P	P	E HC	--	Various	Treasurer's Reports, Annual Financial reports	GOV 34090	
403-06	State Controller's and Other Required Reports	2	P	P	E HC	yes	FF	Controller may destroy after five years	GOV 34090	
404	FIXED ASSETS									
404-01	General Information	2	--	2	E HC	--	FF		GOV 34090	
404-02	Inventory	Au	7	Au+7	D E	yes	FF	Reflects purchase date, cost, account number	GOV 34090; 26 CFR 301 65-1(f)	
404-03	Surplus Property Disposal	Au	5	Au+5	D E	--	FF		GOV 34090; CCP 337	
404-04	Vehicle Ownership & Title	C	C	C	E HC	yes	FF		GOV 34090(a); VEH 9900 et seq	
405	PURCHASING									
405-01	Purchasing General Information	2	--	--	E HC	--	FF		GOV 34090	
405-02	Vendor Register, Cal Cards Acknowledgment Forms	C	P	P	D E HC	yes	FF	Alpha list of vendors, including PO's, invoices, account number, check date and amount for year. Cal Card cardholder acknowledgment forms	GOV 34090	
405-03	Purchase Orders and Requisitions	Au	5	Au+5	D E HC	yes	FF	Original Documents	GOV 34090; CCP 337	
405-04	Bids, RFP's, RFQ's	Au	5	Au+5	E HC	yes	Various	Requests for Proposals regarding goods & services, plus winning bid staff reports	GOV 34090; GOV 25105-1; CCP 337	

			RETENTION PERIODS			FORMAT	VITAL	DoR	REMARKS	CITATION
			ACTIVE	INACTIVE	TOTAL	<i>See legend on last page</i>			<i>See legend on last page</i>	
405-05	Not Awarded Vendor Packets	Au	2	Au+2	E HC	yes	Various	Bid quotes summaries are stored under this series number with the failed bid packets. Sole Source Justification Form, Piggyback Request Form	GOV 34090; GOV 34090(d); GOV 25105-1; CCP 337	
406	BUDGETING									
406-01	General Information	2	--	2	E HC	--	FF	Division Draft Budgets submitted to Budget Committee, Gann Initiatives	GOV 34090	
406-02	Adopted Budget	C	P	P	D E HC	yes	FF	Adopted budget, council priorities, items included in adopted budget, cultural funds	GOV 34090	
406-03	Budget as Presented to Council	10	--	10	E HC	--	IR	Consolidated Draft budget, council priorities, CIP, NIP, Cultural funds, and any other items included in draft budget	GOV 34090	
406-04	Budget Adjustments	Au	5	Au+5	E HC	yes	FF	Account transfers, appropriation and transfer of funds, and creation, modification, or accounting funds, Midyear review reports	GOV 34090	
406-05	Redevelopment Agency Budgets	C	P	P	D E HC	yes	FF	(Redevelopment Agencies were dissolved per state law in 2012.) Includes annual audit & bond issues and draft RDA budget staff reports and items (budget items included Executive Summary and Action Plan, Consolidated Plan, and Consolidated Annual Performance and Evaluation Report (CAPER))	GOV 34090; GOV 40802; GOV 53901; GOV 43900 et seq.	
406-06	Joint Powers Authority Budgets	C	P	P	D E HC	yes	FF	Includes annual audit & bond issues and draft JPA budget staff reports and items	GOV 34090; GOV 40802; GOV 53901; GOV 43900 et seq.	
406-07	Community Services District Budgets	C	P	P	D E HC	yes	FF	Account transfers, appropriation and transfer of funds, and creation, modification, or accounting funds, Midyear review reports	GOV 34090; GOV 40802; GOV 53901; GOV 43900 et seq.	
407	REVENUE									
407-01	Revenue General Information	2	--	2	E HC	--	FF		GOV 34090	
407-02	Reserved									
407-03	Bank Reconciliations	Au	5	Au+5	E HC	yes	FF	Statements, summaries for receipts, disbursements & reconciliations	GOV 34090; 26 CFR 16001-1	
407-04	Billing Information	Au	5	Au+5	D E HC	yes	FF	Invoices, Accounts Receivable, taxes (e.g. TOT and sales tax revenues, etc.) HazMat, false alarms, SB198, strike teams. This series includes cash register receipt tapes, credit card receipt copies, and administrative citation collections packets.	GOV 34090; CCP 338	
407-05	Business License and Other Customer Files	C	5	C+5	D E HC	yes	FF	TOT customers, etc. Paid and Reports	GOV 34090; CCP 337	
407-06	Fee Schedules	C	5	C+5	E	--	FF		GOV 34090	
407-07	Investment Records	C	P	P	D E HC	yes	FF	Summary of transactions, inventory & earnings report	GOV 34090; GOV 53607; CCP 337	
407-08	Assessment Districts	C	P	P	D E HC	yes	FF	Transcript binder, collection information, account statements, administration, bond, coupons, certifying compliance with state law re: assessments, and CC staff reports on this topic.	GOV 34090	
407-09	Bond Transcript Binder	C	P	P	E HC	yes	FF		GOV 34090; CCP 337.5	
407-10	Revenue Bonds and other Bond Information	C	10	C+10	E HC	yes	FF	Vital during life of debt. Account statements, Administration, Bond and coupons. A revenue bond is a bond issued by the City for a specific public works project and supported by revenues from that project.	GOV 34090; GOV 53921; CCP 337.5	
407-11	Deposits, Receipts	Au	5	Au+ 5	D HC	yes	Various	Current documents are vital records	GOV 34090; CCP 337	
407-12	Dog License Permits	Au	5	Au+ 5	D HC	yes	FF	Dog tags	GOV 34090; CCP 337	
408	RISK MANAGEMENT									
408-01	General Information	2	--	2	E HC	--	FF		GOV 34090	
408-02	Damage to City Property - City Assets	C	7	C+7	E HC	--	FF	Reports and related records	GOV 25105.5	
408-03	Bonds, Insurance	2	P	P	E HC	yes	FF	Bonds & insurance policies insuring city property and other assets	CCP 337.2; CCP 343; GOV 6499.03	
408-04	Claims, Damage	C	10	C+10	E HC	yes	FF	Paid/Denied, CC claim staff reports	GOV 34090; GOV 25105.5	
408-05	Third Party Incident / Accident Reports	C	7	C+7	E HC	--	FF	Theft, property damage or similar occurrence (not fire/law enforcement)	29 CFR 1904.2; 29 CFR 1904.6; GOV 25105.5	

			RETENTION PERIODS			FORMAT	VITAL	DoR	REMARKS	CITATION
			ACTIVE	INACTIVE	TOTAL					
408-06	ACCEL Joint Powers Agreement Insurance	C	P	P	E HC	yes	FF	Authority California Cities Excess Liability Insurance; All Joint Powers agreements filed in 704	GOV 34090	
408-07	Insurance Certificates for permanently held legal agreements	C	P	P	E HC	yes	FF	Insurance certificates filed separately from legal agreements filed under 704 series that have a permanent retention period. This excludes series 704-05, 704-06, 704-11, 704-14, and 704-15 legal agreements. See 408-13.	GOV 34090	
408-08	Insurance Policies	C	P	P	E HC	yes	FF	May include liability, property Certificates of Participation	GOV 34090	
408-09	Insurance, Workers Compensation	C	P	P	E HC	yes	FF	Indemnity; Originals with Administrator	GOV 6410; 29 CFR 1910.20	
408-10	Photographs, Negatives, Film	C	2	C+2	E HC	--	FF		GOV 34090	
408-11	Risk Management Reports	C	5	C+5	E HC	yes	FF	Federal OSHA forms, loss analysis report, safety reports, actuarial studies	29 CFR 1904.4; 29 CFR 1904.7; GOV 34090	
408-12	Warranties	C	2	C+2	E HC	--	Various	This includes any warranties issued to the City to cover services, purchases, and or work performed for the City (e.g. roof warranty, appliance warranties)	GOV 34090; CCP 1790	
408-13	Insurance Certificates for legal agreements that do not have a permanent retention period	C	5	C+5 P	E HC	--	FF	Insurance certificates filed separately from legal agreements filed under 704 that do not have a permanent retention period. This includes series 704-05, 704-06, 704-11, 704-14, and 704-15 legal agreements. Retention period for insurance certificates coincides with retention for 704 legal agreements.	GOV 34090; GOV 4004; CCP 337.2; CCP 343	
409	GRANTS - DONATIONS									
409-01	General Information	2	--	2	E HC	--	FF		GOV 34090	
409-02	Federal and State Grants and Assistance	C	5	C+5	E D HC	--	FF	Refer to grant application close-out procedure; Various depts initiate grants; Finance is lead dept for finalizing grants; File executed grant contracts under 704 series; Records for grants with Prop. 1B funding must be retained for 35 years.	GOV 34090; OES Grant Mgmt. Memo 2011-09	
409-03	Donations	2	3	5	E D HC	--	Various		GOV 34090	
409-04	Request for Grant or Start Up Funds from City	2	3	5	E HC	--	Various	Requests during budget are filed under 406-03	GOV 34090	
409-05	Grants from other sources	2	3	5	E HC	--	Various	Requests during budget are filed under 406-03	GOV 34090	
500	PERSONNEL									
501	PERSONNEL DATA									
501-01	Personnel General Information	2	--	2	E HC	--	HR + Various	Reference checks from other agencies	GOV 34090	
501-02	Active Employees (Non-Sworn)	C	10	C+10	E HC	yes	HR + Various	May include application, release authorizations, certifications, reassignments, outside employment, disciplinary actions, terminations, evaluations	29 CFR 516.6; 29 CFR 1627.3; 29 CFR 1602 et seq.; 29 CFR 1607.4; GOV 6254(c); GOV 12946; GOV 34090	
501-03	Active Employees (Sworn)	C	10	C+10	E HC	yes	PD	Police & Fire employees. May include release authorizations, certifications, applications, reassignments; outside employment, disciplinary actions, evaluations	29 CFR 516.6; 29 CFR 1607.4; 29 CFR 1602.30; 29 CFR 1602.31; 29 CFR 1627.3; GOV 3300 et seq.; PEN 832.5(b)	
501-04	Contractual Employees	C	10	C+10	E HC	yes	HR	Copy of contract and may include application, release authorizations, certifications, reassignments, outside employment, disciplinary actions, terminations, evaluations	29 CFR 516.6; 29 CFR 1627.3; 29 CFR 1602.30; 29 CFR 1602.31; GOV 6254(c); GOV 12946; GOV 34090; CCP 337; CCP 343	
501-05	Temporary Services	C	6	C+6	E HC	yes	Various	On-Call Staff, Outside Temporary Services, HR PTS Employee Personnel Files	GOV 12946; GOV 34090; 29 CFR 1627.3; LAB 1174	
501-06	Volunteers	C	3	C+3	E HC	yes	Various	Disaster Service Worker Volunteer Forms, found in Disaster Service Worker Volunteer Program Guidance dated April 6, 2001	DSWVP Guidelines; 19 CCR 2570-2573.3	

			RETENTION PERIODS			FORMAT	VITAL	DoR	REMARKS	CITATION
			ACTIVE	INACTIVE	TOTAL	See legend on last page			See legend on last page	
501-07	Investigations, Discipline Background Information & Grievances	C	P	C+P	E HC	--	HR		29 CFR 1627.3; 29 CFR 1607.4; 29 CFR 516.6 et seq; LAB 1174; GOV 12946; GOV 3300; EEOC - Federal Regs.; PEN 832.5(b)	
501-08	City Employee Oaths of Office	C	2	C+2	E HC		Various		GOV 34090	
501-09	Public Safety Personnel General Information	2	--	2	E HC	--	FD		GOV 3300; GOV 34090	
501-10	Public Safety Personnel Annual Physical Program	C	30	C+30	E HC	--	FD		29 CFR 1910.1020	
501-11	Public Safety Personnel Exposure Sampling	C	30	C+30	E HC	--	FD	Sampling results, collection methodology, background	29 CFR 1910.1020	
501-12	Public Safety Personnel Exposure Reports	C	30	C+30	E HC	--	FD	Laboratory reports and worksheets	29 CFR 1910.1020	
501-13	Public Safety Personnel Random Drug Testing	C	2	C+2	E HC	yes	Various	Includes Fire, Police Plans Public Works personnel and any other personnel with class B licenses - 5 years for alcohol test results of 0.02 or greater - 2 years for records of negative or cancelled drug tests, or alcohol test results of less than 0.02.	FMLA 1993 US OSHA; 29 CFR 1602.20; 29 CFR 1602.32; 49 CFR 40.333; GOV 3300	
502	PERSONNEL MANAGEMENT									
502-01	Personnel Management General Information	2	--	2	E HC	--	HR			
502-02	Job Descriptions	C	2	C+2	E HC	yes	HR	Current documents are vital records	GOV 34090	
502-03	Position Classifications	C	2	C+2	E HC	--	HR	Includes classification & wage rates, staff reports on control list, classification studies and surveys, and reclassification	GOV 12946; GOV 34090; 29 CFR 516.6(2); 29 CFR 1602; 29 CFR 1607	
502-04	Unemployment Claims	C	4	C+4	E HC	--	HR		GOV 34090	
502-05	Reserved									
502-06	Bond, Personnel Fidelity	C	2	C+2	E HC	yes	FF	Employee fidelity bonds	GOV 34090	
502-07	Employee Handbooks and Policies	C	2	C+2	E HC	yes	HR	General Employee information, including benefit plans	GOV 34090; GOV 12946	
502-08	Employee Programs	C	2	C+2	E HC	--	HR	Includes commendations, awards, and recognitions	GOV 34090; GOV 12946	
502-09	Federal I-9 Forms	C	C + 3 or 1	C+3 or 1	E HC	yes	HR	In accordance with Section 101, Control of Unlawful Employment of Aliens, (b)(3)(B)(i) and (ii) I-9s are retained for three years after the date of such hiring, or (ii) one year after the individual's employment is terminated, whichever is later	Immigration Reform/ Control Act 1986 Pub. L 99-603	
502-10	Motor Vehicle (DMV) Records	C	7	C+7	E HC	--	FF		GOV 12946; GOV 9100; 8 USC 1324(a)	
502-11	Position Recruitment	C	3	C+3	E HC	--	Various	Applications and resumes for those not hired, lists/logs, indices, ethnicity disclosures, examination materials & answer sheets, job bulletins, eligibility, release of Information forms for recruitments, electronic database (See 501-02 and 501-03 for applications and resumes of hired employees)	GOV 12946; GOV 6250 et seq; 29 CFR 1602 et seq; 29 CFR 1607; 29 CFR 1627.3	
502-12	Vehicle Mileage Reimbursement Rates	C	2	C+2	E HC	--	FF	Annual mileage reimbursement rates as announced by Finance (do not file A/P mileage vouchers here)	GOV 34090	
502-13	Equal Opportunity / Affirmative Action	C	2	C+2	E HC	--	HR	Affirmative Action or Equal Opportunity staff reports	GOV 34090	
502-14	Volunteer Programs, Guidelines, and Activities	C	2	C+2	E HC	--	Various		GOV 34090	
503	SAFETY									
503-01	General Information	2	--	2	E HC	--	HR		GOV 34090	
503-02	Plan Document	C	6	C+6	E HC	yes	HR		GOV 34090	
503-03	OSHA	C	7	C+7	E HC	--	HR		29 CFR 1904.2; 29 CFR 1966.6	
503-04	Safety Policies and Procedures	C	2	C+2	E HC	--	HR		GOV 34090	
503-05	Safety Audit	C	7	C+7	E HC	--	HR		GOV 34090	
503-06	Reserved									
503-07	Publications and law updates	C	--	C	E HC	--	HR		GOV 34090	
504	BENEFITS									

		RETENTION PERIODS			FORMAT	VITAL	DoR	REMARKS	CITATION
		ACTIVE	INACTIVE	TOTAL	<i>See legend on last page</i>				<i>See legend on last page</i>
504-01	General Information	2	--	2	E HC	--	HR	Historical benefit information (includes Council benefits)	GOV 34090
504-02	Plan Documents	C	6	C+6	E HC	yes	HR	e.g. Dependent Care Program	GOV 34090
504-03	Active Employee Benefit Files	C	10	C+10	E HC	yes	HR	May include enrollment forms, emergency notification forms, etc.	29 CFR 1627.3; 29 CFR 1602.30.32
504-04	Separated Employees	0	10	10	E HC	--	HR	May include enrollment forms, emergency notification forms, etc.	29 CFR 1627.3; 29 CFR 1602.30.32
504-05	COBRA files	C	10	C+10	E HC	yes	HR	May include enrollment forms, COBRA letters, etc.	29 CFR 1627.3; 29 CFR 1602.30.32
504-06	Retirement	C	P	P	E HC	yes	HR	PERS, Social Security, Medicare & Benefit documents	29 CFR 1627.3(2); GOV 12946; GOV 34090; GOV 7501 et seq.
504-07	Vendor/Administrator Reports and Correspondence	C	2	C+2	E HC				GOV 34090
504-08	Orientation Packets	C	C	C	E HC				GOV 34090
504-09	Forms and Handouts	C	--	C	E HC	--	HR		GOV 34090
504-10	Reserved				E HC				
504-11	Employee Medical Information	C	10	C+10	E HC	yes	HR	May include Family leave, certifications, tests, pre-employment physical, non-industrial disability	FMLA 1993 US OSHA; 29 CFR 1602.20; 29 CFR 1602.32
504-12	Publications and law updates	C	--	C	E HC	--			GOV 34090
504-13	Deferred Compensation Plan	C	P	P	E HC	yes	HR	Includes plan information	29 CFR 1627.3(2); GOV 12946; GOV 34090
505	WORKERS COMPENSATION								
505-01	General Information	2	--	2	E HC	--	HR		GOV 34090
505-02	Employee Files	C	P	P	E HC	yes	HR	Claim files, reports, incidents (working files), originals filed with Administrator, Workers' Comp settlements	8 CCR 15400.2; LAB 110-139.6
505-03	Forms and Handouts	C	2	C+2	E HC	--	HR		GOV 34090
505-04	Designation of Personal Physician Forms	C	P	P	E HC	yes	HR		8 CCR 15400.2; LAB 110-139.6
505-05	Budget	C	2	C+2	E HC	--	HR	Working Files	GOV 34090
505-06	Reports	2	P	P	E HC	--	HR	includes utilization and state reporting	CCR 14311; 8 CCR 15400.2; LAB 110-139.6
505-07	Administrator Correspondence	2	3	5	E HC	--	HR		GOV 34090
505-08	Ergonomic Evaluations and Job Analysis	C	7	C+7	E HC	--	HR		GOV 34090
505-09	Publications and Law Updates	2	--	2	E HC	--	HR		GOV 34090
506	EDUCATION AND TRAINING								
506-01	General Information	2	--	2	E HC	--	HR Various		GOV 34090
506-02	Training Records - Non Safety Employees	C	7	C+7	E HC	--	Various	Employee forms, volunteer program training, class training materials, internships	GOV 6250 et seq
506-03	Tuition Reimbursement Program	C	7	C+7	E HC	--	HR	CEIP	GOV 6250 et seq
506-04	Attendance Records - Public Safety Employees	C	5	C+5	E HC		Various	computerized - Firehouse, MS Access, and Police records	GOV 34090
506-05	Public Safety Company Performance Standards	C	2	C+2	E HC	--	Various		8 CCR 3204(d)
506-06	Public Safety Training hours	T	10	T+10	E HC		Various	electronic in Firehouse + outside certificates	GOV 34090
507	LABOR RELATIONS								
507-01	General Information	2	--	2	E HC	--	HR	Policies and procedures (e.g. memos on comp time, supplemental pay, allowances)	GOV 34090
507-02	Negotiations General Employees of Monterey (GEM)	C	P	P	E HC	yes	HR	Draft MOUs, correspondence, official meeting notes and notebooks (individual notes should be destroyed after 2 years)	29 USC 211 (c); 29 CFR 516
507-03	Negotiations - Management Employees Association (MEA)	C	P	P	E HC	yes	HR	Draft MOUs, correspondence, official meeting notes and notebooks (individual notes should be destroyed after 2 years)	29 USC 211 (c); 29 CFR 516
507-04	Negotiations - Monterey Firefighters' Association (MFFA)	C	P	P	E HC	yes	HR	Draft MOUs, correspondence, official meeting notes and notebooks (individual notes should be destroyed after 2 years)	29 USC 211 (c); 29 CFR 516

			RETENTION PERIODS			FORMAT	VITAL	DoR	REMARKS	CITATION
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507-05	Negotiations - Fire Chief Officers' Association (MFCOA)	C	P	P	E HC	yes	HR	Draft MOUs, correspondence, official meeting notes and notebooks (individual notes should be destroyed after 2 years)	29 USC 211 (c); 29 CFR 516	
507-06	Negotiations - Monterey Police Officers' Association (MPA)	C	P	P	E HC	yes	HR	Draft MOUs, correspondence, official meeting notes and notebooks (individual notes should be destroyed after 2 years)	29 USC 211 (c); 29 CFR 516	
507-07	Negotiations - Police Lieutenant's Management Association (PLMA)	C	P	P	E HC	yes	HR	Draft MOUs, correspondence, official meeting notes and notebooks (individual notes should be destroyed after 2 years)	29 USC 211 (c); 29 CFR 516	
507-08	Unrepresented Employees	C	P	P	E HC	yes	HR	Deputy Police Chief, City Manager, Assistant Fire Chief, and Part Time Employees resolutions and other unrepresented employees	GOV 34090; 29 USC 211(c)	
507-09	Negotiations - Monterey Executive Management Employee Association	C	P	P	E HC	yes	HR	Assistant City Manager; Library Director; Fire Chief; Police Chief; Information Resources Director/City Clerk; Public Works Director; Community Development Director; Parks & Recreation Director; Finance Director	GOV 34090; 29 USC 211(c)	
600	PUBLIC SAFETY									
601	FIRE SAFETY ADMINISTRATION									
601-01	General Information	2	--	2	E HC	--	FD		GOV 34090	
601-02	Fire Code & Manuals	C	3	C+3	D E	yes	FD	Include OPS manuals	GOV 34090; CCP 340.5	
601-03	General Orders, Policies/Procedures	C	2	C+2	D E	yes	FD		GOV 34090	
601-04	Mutual Aid, Automatic Aid, Strategic Plans & Studies	C	2	C+2	E HC	yes	FD PD		GOV 34090	
601-05	Fire Services to Other Agencies	C	10	C+10	E HC	yes	FD	Fire protective services (for fee), emergency medical services	GOV 34090	
602	FIRE PREVENTION/PUBLIC EDUCATION									
602-01	General Information	2	--	2	E HC	--	FD		GOV 34090	
602-02	CPR Program	C	2	C+2	E HC	--	FD		GOV 34090	
602-03	Reserved									
602-04	Inspections, Fire Prevention	C	3	C+3	E HC	yes	FD	Alarm / sprinkler systems, prevention efforts	UFC 103.3.4	
602-05	Investigations, Evidence Arson	C	P	P	D HC	yes	FD	Support prosecution resulting in homicide	PEN 799	
602-06	Investigations, Evidence Arson	C	6	C+6	D HC	yes	FD	Great bodily harm, inhabited structure or property	PEN 800	
602-07	Community Emergency Response Team (CERT)	C	2	C+2	D HC	yes	FD		GOV 34090	
602-08	Permits, Uniform Fire Code	C	2	C+2	D HC	yes	FD		GOV 34090	
602-09	Plans Fire Alarm & Sprinkler	C	P	P	E HC	yes	FD	Retain plans during the life of the building, for not less than two years	GOV 34090	
602-10	Property Files	2	P	P	E HC	yes	FD		GOV 34090	
602-11	Public Education Program	C	2	C+2	E HC	--	FD		GOV 34090	
602-12	Water Systems Improvement Fund	C	2	C+2	E HC	--	FD		GOV 34090	
603	RESERVED									
604	FIRE OPERATIONS									
604-01	General Information	2	--	2	E HC	--	FD		GOV 34090	
604-02	Apparatus/Vehicle	C	2	C+2	D	--	FD	Repair and Maintenance	GOV 34090; CCP 340.5; 8 CCR 3203(b)(1)	
604-03	Confined Space Permits	C	P	P	E HC	--	FD		GOV 34090	
604-04	Donated Vehicles	2	8	10	E HC	--	FD		GOV 34090	
604-05	Field Reports, non-fire & logs	C	2	C+2	D	--	FD	computerized - firehouse	GOV 34090	
604-06	Field Reports, non-arson & logs	C	2	C+2	D	--	FD	computerized - firehouse	GOV 34090	
604-07	Fumigation Permits	C	2	C+2	E HC	--	FD		GOV 34090	
604-08	Incident Reports	C	3	C+3	D E HC	--	FD	Dispatch and daily logs - computerized - firehouse	GOV 34090; CCP 338	
604-09	Inventory, equipment & supplies	C	2	C+2	E	--	FD		GOV 34090	
604-10	Investigations, Evidence Arson	C	3	C+3	D	--	FD	Structure	PEN 801	
604-11	Journals, Fire Station	C	2	C+2	E HC	yes	FD	Activities, personnel, engine company	GOV 34090	
604-12	Logs for fire equipment & gear	C	2	C+2	E HC	--	FD		GOV 34090	
604-13	Weed Abatement	C	2	C+2	E HC	--	FD	Reports, assessments, documentation	GOV 34090	
604-14	Work Program Files	C	2	C+2	E HC	yes	FD		GOV 34090	
604-15	Emergency Medical Services Forms	C	7	C+7	E HC	--	FD	Monterey County Form EMS/126 - City copy	GOV 34090; HSC 1797.98(e); HSC 11191; HSC 123145; Medicare Title XVIII; Medicaid Title XIX; MCH Title V	

		RETENTION PERIODS			FORMAT	VITAL	DoR	REMARKS	CITATION
		ACTIVE	INACTIVE	TOTAL					
605	RESERVED								
606	HAZARDOUS MATERIALS								
606-01	General Information	2	--	2	E HC	--	FD	GOV 34090	
606-02	Hazardous Waste Disposal	C	10	C+10	E HC	--	FD	Documentation regarding handling and disposal of hazardous waste CAL OSHA; 40 CFR 122.21(p)	
606-03	Permits, Hazardous Materials Storage	C	P	P	E HC	yes	FD	Two years retention required statutorily, permanent recommended GOV 34090	
606-04	Programs, Household Hazardous Waste	C	2	C+2	E HC	--	FD	GOV 34090	
606-05	Training Materials	C	2	C+2	E HC	--	FD	Standards & Administration. However, if employees are exposed to hazardous materials during training, CCR 3204(d) et seq. applies and documents must be kept for thirty years GOV 34090	
606-06	Underground Storage Tank Compliance	C	P	P	E HC	yes	FD	Storage location, installation, removal, remediation, maintenance & operations GOV 34090	
607	LAW ENFORCEMENT ADMINISTRATION								
607-01	General Information	C	--	C	E HC	--	PD	GOV 34090	
607-02	Reserved								
607-03	Alcoholic Beverage Control	C	2	C+2	E HC	--	PD	Police actions -- this is not for Planning Dept. alcohol permit actions. Records are current for as long as establishment is in business. GOV 34090	
607-04	Administrative/Internal Investigations	C	5	C+5	E HC	--	PD	Fleet safety, pursuit files, intake and complaint investigations, use of force files. Corresponding video recordings in 610-15. PEN 832.5(b); EVID 1045	
607-05	Reserved								
607-06	Reserved								
607-07	Equipment Inventory	C	10	C+10	E HC	--	PD	Listing of equipment assigned to division employees GOV 34090	
607-08	Non-Crime Reports	C	2	C+2	E	--	PD	Monthly, quarterly, annual activity statistical reports. Also surveys, responses, etc. GOV 34090	
607-09	Department Manuals, Law Enforcement Policies, Programs, and Procedures	P	P	P	E	--	PD	Directives, department policies, training bulletins, rules and regulations. GOV 34090	
607-10	Reserved								
607-11	Reserved								
608	POLICE INVESTIGATIONS								
608-01	General Investigation Files	P	P	P	D	--	PD	Investigation files, asset forfeiture, disposition of arrest/court action, property/evidence files. GOV 34090	
608-02	Reserved								
608-03	Homicide Case Files	P	P	P	D HC	--	PD	Includes cold case, solved, and unsolved homicides. Corresponding video recordings in 610-13. PEN 799	
608-04	Officer Involved Shootings	P	P	P	E HC	--	PD	Officer involved shootings and in-custody deaths. GOV 34090	
608-05	Reserved								
608-06	Reserved								
608-07	Informant File	C	2	C+2	E HC	--	PD	Legal notifications, identification information, payment information, activities information GOV 34090	
608-08	Reserved								
608-09	Reserved								
608-10	Reserved								
608-11	Reserved								
608-12	Reserved								
608-13	Reserved								
608-14	Reserved								
608-15	Reserved								
608-16	Reserved								
608-17	Audio, Telephone and Radio Communications	C	180 days	C+180 days	D	--	IR	Exception: shall be preserved for 100 days after conclusion of the court case. Requires City Attorney's office review. MPD does not store telephone audio or radio communications. County Comm Center stores radio communications and ISD stores the remainder. GOV 34090.6	
608-18	Reserved								
608-19	Reserved								
608-20	Reserved								

			RETENTION PERIODS			FORMAT	VITAL	DoR	REMARKS	CITATION
			ACTIVE	INACTIVE	TOTAL					
608-21	Criminal Investigation Files - Unsolved	C	--	C	D E HC	--	PD	Unsolved investigation files (not to include homicide). Destroy when cases reach statute of limitations. Homicide case files retained permanently in 608-03.	GOV 34090	
608-22	Criminal Investigation Files - Solved Pending Appeal	C	--	C	E HC	--	PD	Solved investigation files pending appeal. Destroy when appeals are exhausted and reach statute of limitations.	GOV 34090	
609	PATROL									
609-01	General Patrol	C	2	C+2	E HC	--	PD	Traffic tickets, radio communications logs, radar calibration records, patrol schedules, daily shift reports, supervisors' reports.	GOV 34090	
609-02	Weapons and Range Inventories	P	P	P	E HC		PD		GOV 34090	
609-03	Traffic Collision Fatalities	P	P	P	D	--	PD		GOV 34090	
610	POLICE SERVICES									
610-01	General Services	C	2	C+2	E HC	--	PD	Press releases, daily schedules, alarm cards and alarm permits, alarm files, case books, routine log files, second hand dealers and pawn slips, subpoena files, field interview cards, cite and release records, repossession and private impounds.	GOV 34090	
610-02	Restraining Orders	C	--	C	D E HC	--	PD	Includes emergency protective orders, temporary restraining orders, legal stipulations, orders after hearing, etc. Destroy after law enforcement actions described in PEN 12028.5 are fulfilled and restraining orders are expired for no fewer than two years.	PEN 273.5; PEN 273.6; PEN 646.9; PEN 12028.5; PEN 13700; FIN 6380-6383	
610-03	Digital Dictation	C	--	C	E	--	PD	Officer case dictation	GOV 34090	
610-04	Permits	C	2	C+2	E HC	--	PD	Taxi, massage, film permits	GOV 34090	
610-05	Property and Evidence Files	C	2	C+2	E HC	--	PD	Retention as defined by criminal case prosecution and following property and evidence destruction regulations.	GOV 34090	
610-06	Hard Copy Inked Palm Cards	P	P	P	HC	--	PD		PEN 11120-11127	
610-07	Jail Records	C	5	C+5	E HC	--	PD	Daily logs and inmate records	GOV 34090	
610-08	Registration Files	P	P	P	E HC	--	PD	Arson, sex, and narcotic registration files	GOV 68152(c)(2)	
610-09	Police Reports / Disposition Arrest / Court Action	P	P	P	D E HC	--	PD	Police reports, court actions, accident reports	GOV 34090	
610-10	Sealed Records - Adult	C	3	C+3	E HC	--	PD		GOV 34090	
610-11	Sealed Records - Juvenile	C	5	C+5	E HC	--	PD	Upon petition local law enforcement records within WIC 826(b) may be destroyed as ordered by the court.	WIC 826(a)&(b); WIC 781(a); WIC 781.5; HSC 11361.5	
610-12	Video Monitoring - Routine	C	1	C+1	E	--	PD	Uneventful jail, parking lot, lobby	GOV 34090.6	
610-13	Video Monitoring - Officer Involved Critical Incident or Homicide	P	P	P	E	--	PD	Recordings to include: Officer Involved Critical Incidents (i.e., OIS, In-custody death) (case files in 608-04) or Homicide (case files in 608-03)	PEN 832.18; PEN 799; GOV 34090	
610-14	Video Monitoring - Civil Matter	C	10	C+10	E	--	PD	Recordings to include: any matter that is identified by the City Risk Manager or City Attorney as a Civil Matter.	PEN 832.18	
610-15	Video Monitoring - Administrative/Internal Investigations (Complaint/Use of Force)	C	5	C+5	E	--	PD	Recordings to include: any matter that is identified as a complaint, administrative investigation, pursuit, fleet safety or use of force (investigation files in 607-04).	PEN 832.18; PEN 832.5(b); EVID 1045	
610-16	Video Monitoring - Major Incident & Arrest of Individual	C	4	C + 4	E	--	PD	Recordings to include: Major Incidents (Sex Assault, Arson, Robbery, Aggravated Assault, Attempted crimes involving these categories, any incident identified by a supervisor) & Arrest of Individual - destroy when appeals are exhausted and reach statute of limitations.	Statutes of specific crimes & Appeal time period	
610-17	Video Monitoring - Citation; Detention of Individual; Search; Crime; Confrontational Encounter	C	2	C + 2	E	--	PD	Recordings to include: Citation; Detention of Individual; Search; Crime (other than identified as Homicide, Major Incident or Arrest of Individual); Confrontational Encounter	PEN 832.18	
610-18	Video Monitoring - Other (Non-Evidentiary)	C	1	C + 1	E	--	PD	Recordings to include non-evidentiary recordings that do not fit in another category	PEN 832.18	
610-19	Video Monitoring - Test and Accidental Recordings (Non-Evidentiary)	C	90 days*	C+ 90 days*	E	--	PD	Recordings to include non-evidentiary Test and Accidental Recordings. *All routine video monitoring must be retained for at least a year or can be destroyed after 90 days if another record is kept (such as a written log noting no events)	PEN 832.18; GOV 34090.6	
610-20	Warrants	C	2	C+2	E	--	PD	Felony and misdemeanor criminal warrants, served and unserved. Current period ends when warrant is served/executed.	GOV 34090	

			RETENTION PERIODS			FORMAT	VITAL	DoR	REMARKS	CITATION
			ACTIVE	INACTIVE	TOTAL	<i>See legend on last page</i>			<i>See legend on last page</i>	
611		LOCAL & NATIONAL EMERGENCIES / DISASTERS								
611-01		General Information	C	2	C+2	E HC	--	Various		GOV 34090
611-02		National Emergencies and Disasters	C	2	C+2	E HC	--	Various	Katrina / Waveland & Bay St. Louis Relationship	GOV 34090
611-03		Local Emergencies and Disasters	C	2	C+2	E HC	--	Various		GOV 34090
611-04		Emergency / Disaster Planning	C	2	C+2	E HC	--	Various	Emergency Preparedness plan, emergency communication, earthquake awareness, emergency management exercises and training	GOV 34090
611-05		Emergency Operations Center	C	2	C+2	E HC	--	Various		GOV 34090
700		LEGISLATIVE AND LEGAL								
701		LEGISLATIVE							Use 701 series for City Council and for all City boards, committees, and commissions as well	
701-01		General Information	2	--	2	E HC	--	Various	Follow up letters on meeting items; history of CMO, CAO, CC staff, Council; work programs assigned to BCC and annual BCC reports; Council Comments items, and proofs of publication for non-public hearing items.	GOV 34090
701-02		Agendas	C	2	C+2	E HC	--	Various	Agendas and special meeting notices, including proof of posting and CC action summaries	GOV 34090
701-03		Agenda Reports	C	10	C+10	E	yes	Various	Agenda reports (master subject files) created and submitted for Council/board/commission packets to include all exhibits and attachments therein. Hard copy staff reports and supporting materials are filed by subject series (e.g. 203-03). This series number defines retention period of staff reports regardless of where they are filed. With Electronic Content Management System (ECMS) these will be scanned and hard copy discarded unless the series number requires permanent retention.	GOV 34090
701-04		Appointments	C	5	C+5	E HC	--	IR	CC appointments to outside agencies and subcommittees (excludes CC appt to BCC - see 701-06) and BCC appointments to BCC subcommittees	GOV 34090
701-05		Applications to Boards, Commissions, & Committees	2	--	2	E HC	--	IR	Not Selected (includes letters to unsuccessful candidates and pending interview applications)	GOV 34090
701-06		Applications to Boards, Commissions, & Committees	C	5	C+5	E HC	--	IR	Selected (includes appointment staff reports, appointment letters, oaths of office, awards, performance and attendance reports, any other info on selected BCC members, or generic info on the BCC.)	GOV 34090; GOV 40801
701-07		Formation of legislative bodies and procedures	P	P	P	E HC	yes	IR	Articles of Incorporation, powers of RDA, JPA, creation or abolition of Council Subcommittees	GOV 34090; CCP 337.2
701-08		Legal Advertising	C	10	C+10	E HC	--	IR	Includes public notices and proofs of publication for public hearings	CCP 343; CCP 349 et seq; GOV 911.2; GOV 34090
701-09		Minutes	10	P	P	E HC	yes	Various	Official minutes and hearing proceedings of governing body or board, commission or committee. Includes annotated agendas for those boards that use annotated agendas as the official proceedings of meeting.	GOV 34090(d); GOV 36814; GOV 40801
701-10		Charter and Municipal Code	C	P	P	E HC	yes	IR	Supplements included	GOV 34090
701-11		Ordinances	P	P	P	E HC	yes	IR	Signed ordinance, ord staff report, proof of publication, notice	GOV 34090(d); GOV 40806
701-12		Petitions	2	--	2	E HC	--	IR	Submitted to legislative bodies	GOV 50115; GOV 6253
701-13		Resolutions	P	P	P	E HC	yes	Various	Legislative actions	GOV 34090(d); GOV 40806
701-14		Audio Recording of Public Meetings	C	90 days	C+90 days	E	--	Various	Used for minute preparation	GOV 34090.7
701-15		Policies	C	P	P	E HC	--	Various	BCC Handbook, policies as approved at CC meeting, vision statements	GOV 34090
701-16		Public Comments from Meetings	C	2	C+2	E HC	--	Various		GOV 34090.7
701-17		Awards and Proclamations	C	2	C+2	E HC	--	Various	Awards to non-city staff or given to City as a whole (not Personnel Service awards or Personnel recognition)	GOV 34090

		RETENTION PERIODS			FORMAT	VITAL	DoR	REMARKS	CITATION
		ACTIVE	INACTIVE	TOTAL					
							<i>See legend on last page</i>	<i>See legend on last page</i>	
701-18	Agenda Packets	C	10	C+10	E HC	--	Various	Collection of collated staff reports received, created, and submitted for a specific Council / BCC meeting date	GOV 34090
701-19	Brown Act	C	2	C+2	E HC	yes	CA		GOV 34090
701-20	Video recordings of public meetings	C	10	C+10	E HC	--	IR		GOV 34090
702	ELECTION								
702-01	General Information	2	--	2	E HC	--	IR	CC member biographies, photos, Candidate Binder of Information Requests, Correspondence	GOV 34090
702-02	Calendar	C	2	C+2	E	--	IR		GOV 34090
702-03	Canvass and Ballot	2	P	P	E HC	--	IR	Permanent for historic value (includes official voter guides, and combined list of candidates)	ELEC 17302
702-04	Reserved								
702-05	Charter Amendments/Measures	2	P	P	HC	yes	IR	Permanent for historic value	GOV 34458-60; GOV 34090
702-06	Lobbyist Registration	C	P	P	HC	--	IR	Statements	GOV 34090
702-07	Maps, Precincts/Voter Information	C	4	C+4	E HC	--	IR		GOV 34090; ELEC 17501; ELEC 17301
702-08	Nomination Papers-Successful	C	4	C+4	HC	--	IR	Must be held for four years after expiration of term. Candidate statements to be retained permanently.	GOV 81009; ELEC 17100
702-09	Nomination papers - Unsuccessful	C	2		HC	--	IR	Candidate statements E+5, Nomination papers E+4	GOV 81009(b); ELEC 17100
702-10	Notifications and Publications	C	4	C+4	HC	--	IR	Voter information flyers, candidates guides with blank forms, and proof of publication or posting	GOV 34090
702-11	Oaths of Office	C	6	C+6	HC	--	IR	Elected Officials	GOV 34090; 29 USC 1113
702-12	Petitions	0.75	--	0.75	HC	--	IR	From date of filing or election: initiative, referendum, recall, Charter Amendments. Signatures are Confidential	ELEC 17200; ELEC 17400
703	CITY ATTORNEY								
703-01	General Information	2	--	2	E HC	--	CA		GOV 34090
703-02	City Attorney Case Index	C	--	C	E HC	--	CA	Including notations on activities related to case	GOV 6254
703-03	Case Records (Significant)	C	P	P	E HC	--	CA IR	Significant cases which have importance or set legal precedence, summons and subpoenas, executed settlement agreements	GOV 6254
703-04	Case Records	C	7	C+7	E HC	yes	CA	Includes logs, complaints, police reports, court orders, motions, notes, briefs, closing (minors retain 3 years after attaining 18), administrative records	42 USC 1983
703-05	Opinions	10	--	10	E HC	--	CA	Confidential	GOV 34090; GOV 6254
703-06	Closed Sessions	C	10	C+10	E HC	--	CA IR	Confidential Matters under litigation	GOV 34090
703-07	Appeals of Administrative Citations	C	3	C+3	E HC	--	CA		GOV 34090; GOV 583.320(a)(3)
704	LEGAL DOCUMENTS								
704-01	General Information	2	--	2	E HC	--	Various		GOV 34090
704-02	Conveyances from or to the City (Deeds etc.)	C	P	P	E HC	yes	IR	Includes Deeds, Grant Deeds, Deeds of Trust and Assignment of Rents, Quitclaim Deeds, Deed Restrictions, Subordination Agreement with Deeds, Promissory notes secured by property, Substitution of Trustee, Trust Transfer Deeds, Installment Note, Easements, Full or Partial (re)conveyances, Covenant of Easement, Public Access Easements, Grant of Storm Drain Easements, Sanitary Sewer Connection Permit Agreements (Check originals for historic value), Covenant Restrictions on Property, Notices of Default	GOV 34090(a); 24CFR 570.502(b)(3); OMB Circ. A-110
704-03	Joint Powers Authority	C	P	P	E HC	yes	IR	Any JPAs the City has signed	GOV 34090
704-04	Liens	C	P	P	E HC	yes	FF	Claim of Lien	GOV 34090

			RETENTION PERIODS			FORMAT	VITAL	DoR	REMARKS	CITATION
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704-05	Contracts and Agreements - Excluding CIP, NIP, PMSA Construction contracts, and Leases for City Property	C	5	C+5	E HC	yes	IR CM LB	Includes leases by City of outside equipment, agreements or contracts for services and supplies, Mills Act Agreements, software, licenses for City to enter private property, grant contracts, Inclusionary Housing agreements, Down Payment Assistance, volunteer agreements, and CIP, NIP, and PMSA design and professional services contracts. All legal agreements filed with City Clerk except certain contracts that utilize pre-approved templates and are retained in the department of record, including but not limited to: • Conference Center facility rental agreements and Monterey Meeting Connection function agendas - Filed with Conference Center • Volunteer agreements - Filed with Library or Community Services as appropriate • Library patron agreements (for laptop use, parental consent for library card, payment arrangements, etc.) - Filed with Library • Harbor patron agreements (licenses, berth rentals, etc.) - Filed with Harbor	CCP 337.2; CCP 343	
704-06	CIP, NIP, and PMSA Construction Contracts	C	10	C+10	E HC	yes	IR	Includes construction contract, accepted proposal, affidavit of non-collusion, insurance certificates, performance bond, labor and material bond, bid bond, notice of completion, plans and specifications, and other documents as incorporated into the agreement. This includes construction projects done on NPS or P.O.M, etc. See 807-03 and 808-02 for more on plans and specifications.	GOV 34090; CCP 337.2; CCP 343	
704-07	Wharf Concessionaire Lease Agreements	C	P	P	E HC	yes	IR	Includes lease and all support documentation (e.g. staff reports or related approvals, conditions of approval)	GOV 34090	
704-08	Foreclosures	C	P	P	E HC	yes	FF		GOV 34090	
704-09	Recreation Trail and Tidelands Leases	C	P	P	E HC	yes	IR	Includes lease and all support documentation (e.g. staff reports or related approvals, conditions of approval), estoppel certificates	GOV 34090	
704-10	City Property Leases and Licenses (excludes Recreation Trail, Tidelands, and Wharf Leases)	C	P	P	E HC	yes	IR	Includes lease and all support documentation (e.g. staff reports or related approvals, conditions of approval), estoppel certificates, and other agreements for the use of City property (e.g. license agreements, permits, and facility use agreements)	GOV 34090	
704-11	Lease by City of Private Property	C	5	C+5	E HC	yes	IR	Includes lease and all support documentation (e.g. staff reports or related approvals, conditions of approval), estoppel certificates	GOV 34090	
704-12	Development Agreements	2	P	P	E HC	yes	IR		CCP 337; GOV 34090	
704-13	Subdivision Agreements	C	P	P	D E HC	yes	IR		GOV 34090	
704-14	Releases	C	2	C+2	E HC	--	IR	Image/sound recording/video recording release, or other release where City receives a liability release, hold harmless release, or other form of benefit. The release should include an expiration date.	GOV 34090	
704-15	Authorizations	C	2	C+2	E HC	yes	IR	Authorized Exception Forms	GOV 34090	
704-16	Loans	C	P	P	E HC	yes	IR		GOV 34090(a)	
704-17	Employee Bargaining Unit MOUs	C	P	P	E HC	yes	IR	Includes side letters and any other amendments to employee bargaining unit MOUs	GOV 34090; 29 USC 211(c)	
704-18	Franchise Agreements	C	P	P	E HC	yes	IR		GOV 34090	
705	CODE COMPLIANCE									
705-01	General Information	2	--	2	E HC	--	CD		GOV 34090	
705-02	Case Files	C	7	C+7	D E	--	CD	may include inspections, photos, drawings, correspondence, public nuisance, rubbish abatement, vehicle abatement, watercraft abatement, citations, sidewalk / hazard abatement, etc.	GOV 34090(d)	
705-03	Graffiti	2	--	2	D E HC	--	CD		GOV 34090(d)	
705-04	Reports to State and Federal Government	P	P	P	D E	--	PW	Storm water violations	GOV 34090(a)	
706	AGENCIES & JURISDICTIONS									
706-01	General Information	2	--	2	E HC	--	Various		GOV 34090	
706-02	Federal Agencies	C	--	2	E HC	--	Various	Destroy when no longer relevant. (Agencies subordinate to the Federal Government - i.e. USAID (Dubrovnik), BRAC, US Census, USPS)	GOV 34090	

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706-03	State Agencies	C	--	2	E HC	--	Various	Destroy when no longer relevant. (Agencies subordinate to the State government - i.e. Coastal Commission, MRSWMP, Monterey State Parks)	GOV 34090	
706-04	Regional Agencies	C	--	2	E HC	--	Various	Destroy when no longer relevant. (A regional agency is one where several local agencies have come together, signed an agreement, and the board has representatives from those agencies - i.e. FORA, AMBAG, MRWPCA, MST, MPAD, and Watermaster Board)	GOV 34090	
706-05	County Agencies	C	--	2	E HC	--	Various	Destroy when no longer relevant. (A county agency is one subordinate to the County Board of Supervisors, not every entity with "County" in its name - i.e. Health Dept, Jacks Peak Park, Board of Supervisors, Overall Economic Development Commission)	GOV 34090	
706-06	Military	C	10	C+10	E HC	--	Various	NPS, DLI, Coast Guard	GOV 34090	
706-07	Educational	C	5	C+5	E HC	--	Various	MPC, MIIS, CSUMB, MPUSD	GOV 34090	
706-08	Local Agencies	C	--	2	E HC	--	Various	Destroy when no longer relevant. (A local agency is a municipal entity close to us that is not a County or a regional agency - i.e. MPRPD, Cities of Del Rey Oaks, Sand City, PG, and LAFCO, MRWMA, MPWMD)	GOV 34090	
706-09	Community Services District	C	--	C+10	E HC	--	Various	Includes Ocean View Plaza Community Services District agenda reports	GOV 34090	
706-10	Sister Cities	C	--	2	E HC	--	Various	Destroy when no longer relevant	GOV 34090	
706-11	Grand Jury Reports	2	8	10	E HC	--	CM	Includes responses	GOV 34090	
707	FAIR POLITICAL PRACTICES COMMISSION									
707-01	General Information	2	--	2	E HC	--	IR	Includes Conflict of Interest Code agenda reports	GOV 34090	
707-02	Forms	C	--	C	E HC	--	IR		GOV 34090	
707-03	Manuals and Publications	C	--	C	E HC	--	IR		GOV 34090	
707-04	Administration	C	--	C	E HC	--	IR	FPPC Opinions	GOV 34090	
707-05	Ethics Education	C	5	C+5	D E HC	--	IR	Ethics training certificates and staff reports	GOV 53235.2(b)	
707-06	Campaign Disclosure, Elected	P	--	P	D E HC	--	IR	This includes incumbent, retired and out of office elected officials' 410s, 420s, 460s, 470s, 490s, and 501s. Must be held in paper format for the first two years, then may be retained digitally.	GOV 81009(b),(g)	
707-07	Campaign Disclosure, Not Elected	C	5	5	E HC	--	IR	410s, 420s, 460s, 470s, 490s, and 501s. Must be held in paper format for the first two years, then may be retained digitally until destruction.	GOV 81009(b),(g)	
707-08	Campaign Disclosure, Other Committees	C	7	C+7	E HC	--	IR	410s, 420s, 460s, 470s, 490s, and 501s. Must be held in paper format for the first two years, then may be retained digitally until destruction.	GOV 81009(e)	
707-09	Reserved									
707-10	Reserved									
707-11	Statement of Economic Interest (Form 700) - Elected	C	7	C+7	D E HC	--	IR	Councilmembers have the ability to e-file through FPPC's site.	GOV 81009(e)	
707-12	Statement of Economic Interest (Form 700) - Unelected Candidates for Council	C	7	C+7	E HC	--	IR		GOV 81009(e)	
707-13	Statement of Economic Interest (Form 700) Designated Employees and Board and Commission Members	C	7	C+7	D E HC	--	IR	Board and Commission members, designated employee and consultant 700s and CC staff reports on code of conflict. GOV 87200 designated filers have the ability to e-file through FPPC's site.	GOV 81009(e)	
707-14	Agency's Public Official Appointments (Form 806)	C	2	C+2	E HC	--	IR	Paper record of form posted on city website, inactivated when replaced	GOV 34090	
707-15	Gift to Agency Report (Form 801)	C	2	C+2	E HC	--	IR	Paper record of form posted on city website, inactivated when replaced	GOV 34090	
800	PUBLIC WORKS									
801	ENGINEERING									
801-01	General Information	2	--	2	D E HC	--	PW		GOV 34090	
801-02	Reserved									
801-03	Construction Tracking	C	10	C+10	D E HC	yes	PW	Construction Management held C + 10 years after notice of completion filed.	CCP 337.15	

			RETENTION PERIODS			FORMAT	VITAL	DoR	REMARKS	CITATION
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801-04	Engineering Design, Drawings, Traffic Control Plans	C	P	P	P	D E HC	--	PW	Includes street design (e.g. Signs, striping)	GOV 34090(a)
801-05	Flood Control	C	2	C+2	P	D E HC	--	PW	Storm Drains	GOV 34090(d)
801-06	Special Districts	C	P	P	P	D E HC	--	PW	Supporting documents re improvement, lighting, underground utility; bonds, taxes & construction (I.e. OHH GHAD, OVP when done)	GOV 34090(a)
802	SANITATION - SOLID WASTE - WASTEWATER - RECYCLING									
802-01	General Information	2	--	2	P	E HC	--	PW		GOV 34090
802-02	Collections/Landfill	C	2	C+2	P	E HC	--	PW	Daily records, usage, grease traps	GOV 34090
802-03	History, Sanitation	2	P	P	P	E HC	--	PW	Where City-owned	GOV 34090
802-04	Maintenance and Operations	C	2	C+2	P	E HC	--	PW	Includes work orders, inspections, repairs, reports, backflow, includes recycling inspections & audits	GOV 34090
802-05	Maps, Septic Tank	C	P	P	P	E HC	yes	PW	Location maps	GOV 34090
802-06	Rates and Services	C	2	C+2	P	E HC	--	PW		GOV 34090
802-07	Recycling Programs	C	2	C+2	P	E HC	--	PW		GOV 34090
802-08	Regulations	C	2	C+2	P	E HC	--	PW	Includes legislation on these topics	GOV 34090
802-09	Sewer Pumping Stations	C	2	C+2	P	E HC	--	PW		GOV 34090
802-10	Studies and tonnage Reports	C	2	C+2	P	E HC	--	PW		GOV 34090
802-11	Sewer and Sewage	C	2	C+2	P	E HC	--	PW	sewer connections, sewer condition assessment surveys	GOV 34090
802-12	Green Programs	C	2	C+2	P	E HC	--	PW	Sustainability, climate change	GOV 34090
802-13	Sewer Condition Assessment Surveys / Videos	C	2	C+2	P	E HC	--	PW		GOV 34090
803	STREETS - TRAFFIC									
803-01	General Information	2	--	2	P	E HC	--	PW	Traffic ordinances relative to streets (e.g. weight maximum)	GOV 34090
803-02	Abandonment/Vacations	2	P	P	P	E HC	--	PW	Supporting documentation and includes temporary construction easements	GOV 34090(a)
803-03	Street Openings and Closures	2	P	P	P	E HC	--	PW		GOV 34090
803-04	Easements, Dedications, Rights of Way, and Other Access Agreements	2	P	P	P	E HC	--	PW	Supporting documentation, includes emergency access and alternate access routes	GOV 34090
803-05	Field Books	2	P	P	P	E HC	--	PW		GOV 34090
803-06	Intersection Records	C	2	C+2	P	E HC	--	PW	Includes correspondence, volume counts, accidents	GOV 34090
803-07	Inventory, Traffic Control Device	C	2	C+2	P	D E HC	--	PW	Signs, lights, add or remove stop signs	GOV 34090
803-08	Landscaping	C	2	C+2	P	D E HC	--	PW	Plants, tree maintenance, work orders	GOV 34090
803-09	Lighting	C	2	C+2	P	D E	--	PW	Maintenance, work orders	GOV 34090
803-10	Maintenance/Operations	C	2	C+2	P	D E	--	PW	Work orders, inspection, repairs, cleaning, reports, striping, etc	GOV 34090
803-11	Traffic Operations	C	P	P	P	E HC	--	PW	Fire hydrants, lighting districts, wheel chair ramps, storm drains, streets, sidewalks	GOV 34090
803-12	Traffic Studies	C	10	C+10	P	E HC	--	PW	Includes analyses and surveys that are studies	GOV 34090
803-13	Encroachment Permits	C	P	P	P	D E	yes	IR Various	Encroachment permits, street opening permits, driveway permits	GOV 34090(a); HSC 19850
803-14	Other Permits	C	2	C+2	P	D HC	--	PW	Improvement, oversize load, parking, paving, temporary street banners	GOV 34090
803-15	Street Naming and Numbering	2	P	P	P	D	yes	PW		GOV 34090; GOV 34090(a)
803-16	Speed Limits	C	2	C+2	P	E HC	--	PW	Engineering & Traffic Surveys	GOV 34090
803-17	Traffic Safety	C	2	C+2	P	E HC	--	PW	Drivers Education, pedestrian safety, crosswalks, bicycle lanes, traffic calming, safe routes to school, school circulation	GOV 34090
803-18	Bridges & Overpasses	C	2	C+2	P	E HC	--	PW	Life of structure	GOV 34090
803-19	Inspection	C	2	C+2	P	D E HC	--	PW	Includes intersection, sidewalks, bridges and overpasses - keep for the life of structure	GOV 34090
803-20	Traffic Count - Traffic Data	C	7	7	P	E HC	--	PW	Evaluation of traffic volume, Counts for ADT/Segments, turning movements, bike and pedestrian, LOS Calcs, queuing, speed data, collision data, historical trends, origin destination	GOV 34090
803-21	Collision Data	C	2	C+2	P	D	--	PW	Collision database and related information	GOV 34090
803-22	Truck Routes & Oversized Vehicles	C	2	C+2	P	HC	--	PW		GOV 34090
803-23	Traffic Signs	C	2	C+2	P	D E HC	--	PW	Log books, index register cards, inventory	GOV 34090

			RETENTION PERIODS			FORMAT	VITAL	DoR	REMARKS	CITATION
			ACTIVE	INACTIVE	TOTAL	<i>See legend on last page</i>			<i>See legend on last page</i>	
803-24	Traffic Signals	C	2	C+2	D E HC	yes	PW	Logs, drawings, wiring diagrams, codes, circuits, installation records, testing & maintenance, traffic signal system, fiber optic comms, timing plans, special event timing, signals, lighted crosswalk warning, flashing beacons, dynamic message signs, signals for other jurisdictions	GOV 34090	
803-25	Traffic Stripes and Markings	C	2	C+2	D E HC	yes	PW		GOV 34090	
803-26	Temporary Traffic Control	C	2	C+2	D E HC	yes	PW		GOV 34090	
803-27	Traffic Calming	C	2	C+2	D E HC	yes	PW		GOV 34090	
804	UTILITIES									
804-01	General Information	2	--	2	HC	--	PW		GOV 34090	
804-02	Facilities	C	2	C+2	HC E	--	PW	If City owned	GOV 34090	
804-03	Gas & Electric Rates	C	2	C+2	HC	--	FF		GOV 34090	
804-04	Underground	2	P	P	HC	yes	PW		GOV 34090; GOV 4003; GOV 4004; HSC 19850	
804-05	Water Utilities	2	P	P	HC	yes	PW	California-American, Desalinization plants	GOV 34090	
805	MAPPING									
805-01	General Information	2	--	2	HC	--	PW		GOV 34090	
805-02	GIS System	C		C	D	--	PW		GOV 34090	
805-03	Aerial Photos	C	10	C+10	D E HC	--	PW	Kept in flat files.	GOV 34090	
806	WATER/STORM DRAINAGE/FLOOD CONTROL									
806-01	General Information	2	--	2	HC	--	PW		GOV 34090	
806-02	Flood Control	C	P	P	HC	yes	PW	Drainage, flood zones, dams, lakes, creeks	GOV 34090	
806-03	Flood Control Insurance Programs, Policies, Reports	C	2	C+2	HC	--	PW	Includes policies, rules, programs	GOV 34090	
806-04	Drainage Maps	C	P	P	HC	yes	PW	Line location, easements	GOV 34090	
806-05	Drainage Complaints	2	--	2	E HC	--	PW		GOV 34090	
806-06	Inventory, Equipment	C	2	C+2	E HC	yes	PW		GOV 34090	
806-07	Locations	C	P	P	E HC	yes	PW	Mains, valves, hydrants, wells	GOV 34090	
806-08	Maintenance & Operations	C	2	C+2	D	--	PW	Work orders, inspection, repairs, cleaning, reports	GOV 34090	
806-09	Well & Pumping	C	2	C+2	E HC	--	PW	Times operational, power used	GOV 34090	
806-10	Water Master Plans	C	2	C+2	HC	--	PW		GOV 34090	
806-11	Permits: NPDES	C	P	P	HC	yes	PW	National Pollutant Discharge Elimination System (Stormwater permits)	40 CFR 122.28	
806-12	Permits: California Regional Water Quality Control Board	C	P	P	HC	yes	PW	Bilge water discharges, Areas of Special Biological Significance (ASBS)	GOV 34090	
806-13	Policies & Procedures	C	2	C+2	HC	--	PW		GOV 34090	
806-14	Rates	C	2	C+2	HC	--	PW		GOV 34090	
806-15	Reclamation	C	5	C+5	E HC	--	PW	Daily operations	40 CFR 122.41	
806-16	Conservation & Consumption Reports	C	2	C+2	HC	--	PW		GOV 34090	
806-17	Corrosion Control	C	12	C+12	HC	--	PW	Compliance documentation	40 CFR 141.91	
806-18	Discharge Monitoring	C	5	C+5	E HC	--	PW	Average amount of pollution discharged into water	40 CFR 122.41	
806-19	Hydrograph	C	P	P	HC	yes	PW	Daily flow of streams	GOV 34090	
806-20	Lead Service Lines	C	12	C+12	HC	yes	PW	Compliance documentation	40 CFR 141.91	
806-21	Public Education	C	12	C+12	HC	--	PW	Compliance documentation	40 CFR 141.91	
806-22	Quality Parameters	C	12	C+12	HC	--	PW	Compliance documentation	40 CFR 141.91	
806-23	Sanitary Surveys	C	10	C+10	HC	--	PW	Compliance documentation	40 CFR 141.91	
806-24	Source Water	C	12	C+12	HC	--	PW	Compliance documentation	40 CFR 141.91	
806-25	State Certification	C	12	C+12	HC	--	PW	Compliance documentation	40 CFR 141.91	
806-26	Variations, Water System	C	5	C+5	HC	--	PW		40 CFR 141.33	
806-27	Well Level	C	2	C+2	HC	--	PW		GOV 34090	
806-28	Surveyor Field Notes	C	P	P	HC	--	PW	Notes preparatory to maps of water installation	GOV 34090	
806-29	Surveys, Water Systems Sanitary	C	10	C+10	HC	--	PW	Statistics, reports, correspondence	40 CFR 141.33	
806-30	Bacteriological Analysis	C	5	C+5	HC	--	PW	Compliance records include location, date, method and results; corrections, analysis of bacterial content	40 CFR 141.33	

			RETENTION PERIODS			FORMAT	VITAL	DoR	REMARKS	CITATION
			ACTIVE	INACTIVE	TOTAL	<i>See legend on last page</i>			<i>See legend on last page</i>	
806-31	Chemical analysis	C	10	C+10	HC	--	PW	Compliance records include location, date, method and results; corrections, analysis of chemical content	40 CFR 141.33	
806-32	Quality	C	12	C+12	HC	--	PW	Compliance Documentation including sampling data, analysis, reports, surveys, evaluation, schedules, etc.	40 CFR 141.91	
806-33	Valve Main Records	2	P	P	HC	yes	PW		GOV 34090	
806-34	Violations, Drinking Water	C	3	C+3	HC	--	PW	Retention applies to each violation	40 CFR 141.33	
807	CAPITAL IMPROVEMENT AND PMSA FILES									
807-01	General Information	2	--	2	D E HC	--	PW		GOV 34090	
807-02	Capital Improvement and PMSA Projects	C	10	C+10	D E HC	--	PW	Construction / Project related documents	CCP 337.15; GOV 34090	
807-03	CIP & PMSA Construction Design Plans and Specifications	C	P	P	D E HC	yes	PW		GOV 34090; HSC 19850	
808	NEIGHBORHOOD IMPROVEMENT PROGRAM (NIP) FILES									
808-01	General Information	2	--	2	D E HC	--	PW		GOV 34090	
808-02	NIP Projects	C	10	C+10	D E HC	--	PW	Construction / Project related documents	CCP 337.15	
808-03	NIP Construction Design Plans and Specifications	C	P	P	D E HC	yes	PW		GOV 34090; HSC 19850; CCP 337.15	
809	PARKS									
809-01	General Information	C	2	C+2	E HC	--	PR		GOV 34090	
809-02	Inventory, Equipment	Au	2	Au+2	E HC	--	PR	Warranties	GOV 34090	
809-03	Maintenance/Operations	C	2	C+2	D	--	PR	Work orders, inspection, repairs, schedules	GOV 34090	
809-04	Reports & Studies	C	2	C+2	HC	--	PR	Accidents, Expansion studies, future sites	GOV 34090	
809-05	Parks Policies, Programs & Procedures	C	2	C+2	E	--	PR	Park rules and regulations and programs and any appeals to the same (e.g. RV Storage)	GOV 34090	
809-06	Pest Control	C	2	C+2	HC	yes	PR	Regulations, recommendations, MSDS sheets, monthly use reports, labels	GOV 34090(d)	
809-07	Districts, Agencies, Organizations	C	2	C+2	HC	--	PR	Correspondence, membership information	GOV 34090	
809-08	Parks, Playgrounds, Plazas & Beaches	C	3	C+3	E	--	PR	Site files, inspection records, repairs	GOV 34090	
809-09	Plans	C	2	C+2	HC	--	PR	Plans, new sites, expansions	GOV 34090	
809-10	Recreational Trail	C	2	C+2	HC	--	PR		GOV 34090	
810	FORESTRY									
810-01	General Information	C	2	C+2	HC	--	PW		GOV 34090	
810-02	Tree Removal Permits	2	3	5	E HC	--	PW	Permits & related correspondence, regulations. This includes request drafted by CDD for tree removals.	GOV 34090(a); HSC 19850	
810-03	Greenbelts -Tree Maintenance	C	3	C+3	E HC	--	PW	Maintenance, Management plan	GOV 34090	
810-04	Programs, Studies, and Reference Materials	C	2	C+2	HC	--	PW	Studies related to tree health, diseases	GOV 34090	
811	CEMETERY									
811-01	General Information	C	2	C+2	HC	--	PW		GOV 34090	
811-02	Purchasing of lots & niches	2	P	P	D HC	yes	PW	Receipt Records for purchase of lots/niches	GOV 34090	
811-03	Crematorium	C	5	C+5	HC	--	PW	Lease records	GOV 34090	
811-04	Cemetery Deeds	C	P	P	HC	yes	IR		GOV 34090(a)	
812	CITY-OWNED VEHICLES									
812-01	General Information	2	--	2	HC	--	PW		GOV 34090	
812-02	Inventory, Equipment, Parts & Supplies	C	2	C+2	D E HC	yes	PW	Staff reports to purchase vehicles	GOV 34090	
812-03	Owner's Manual and Vehicle Information	C	C	C	HC	yes	PW		GOV 34090	
812-04	Licenses, Permits	C	2	C+2	HC	yes	FF	Forms, related documents regarding licenses and permits required by federal and state agencies	GOV 34090	
812-05	Maintenance Operations	C	2	C+2	D HC	--	PW	Related requests for service and work orders	GOV 34090	
812-06	Fueling	Au	3	Au+3	D HC	--	PW	Meter readings, fuel consumption reports, invoices receipts	CCP 337	
812-07	Accident Reports	3	--	3	HC	--	PW	Memos and working documents	GOV 34090	
812-08	Vehicle Assignment	C	2	C+2	HC	--	PW	Log books, request forms	GOV 34090	
813	REGIONAL TRANSPORTATION PLANNING									
813-01	General Information	2	--	2	E HC	--	PW		GOV 34090	
813-02	Monterey Salinas Transit	C	2	C+2	E HC	--	PW	Includes WAVE service	GOV 34090	

			RETENTION PERIODS			FORMAT	VITAL	DoR	REMARKS	CITATION
			ACTIVE	INACTIVE	TOTAL	<i>See legend on last page</i>			<i>See legend on last page</i>	
813-03	Transportation Agency of Monterey County (TAMC)	C	2	C+2	E HC	--	PW	TAMC, Disadvantage Business Enterprise (DBE)	GOV 34090	
813-04	Taxi Service / Franchise Information	C	10	C+10	E HC	--	PD		GOV 34090	
813-05	Other Jurisdictions	C	2	C+2	E HC	--	PW		GOV 34090	
813-06	Rail and Railroad Services	C	2	C+2	E HC	--	PW		GOV 34090	
813-07	Association of Monterey Bay Area Governments (AMBAG)	C	2	C+2	E HC	--	PW	Non transportation planning AMBAG files go under 706-04.	GOV 34090	
813-08	California Department of Transportation (CalTrans)	C	2	C+2	E HC	--	PW	Non transportation planning CalTrans files go under 706-03.	GOV 34090	
813-09	Local	C	2	C+2	E HC	--	PW		GOV 34090	
813-10	Alternate Transportation	C	2	C+2	E HC	--	PW	Relates to rail, transit, bicycle, pedestrian and any other mode of transportation that does not involve automobile travel	GOV 34090	
900	PUBLIC FACILITIES									
901	PARKING									
901-01	General Information	2	--	2	E HC	--	PW		GOV 34090	
901-02	Lots	C	2	C+2	E HC	--	PW	patron time-stamped parking slips	GOV 34090	
901-03	Garages	C	2	C+2	E HC	--	PW	patron time-stamped parking slips	GOV 34090	
901-04	Regulations	C	2	C+2	E HC	--	PW		GOV 34090	
901-05	Parking Meters	2	8	10	E HC	--	PW		GOV 34090	
901-06	Parking Permits and Programs	C	2	C+2	D E	--	PW	Residential and commercial parking permits (parking leases) as well as for marina residents	GOV 34090	
901-07	Parking Enforcement	C	2	C+2	D E	--	PW		GOV 34090; GOV 40215	
902	MONTEREY CONFERENCE CENTER									
902-01	General Information	2	--	2	E HC	--	CM		GOV 34090	
902-02	Rental/Use	C	4	C+4	D E HC	--	CM	Permits, diagrams, schedules	GOV 34090; CCP 343	
902-03	Catering	C	5	C+5	E HC	--	CM		GOV 34090	
902-04	Conference Center Rules and Regulations	C	2	C+2	E HC	--	CM		GOV 34090	
903	FACILITIES MAINTENANCE									
903-01	General Information	2	--	2	E HC	--	PW		GOV 34090	
903-02	Government Building & Streets Maintenance	C	2	C+2	D E	--	PW	Presidio of Monterey Maintenance done by City Staff	GOV 34090	
903-03	Recreation Facilities Maintenance	C	2	C+2	D E	--	PW		GOV 34090	
903-04	Library Maintenance	C	2	C+2	D E	--	PW		GOV 34090	
903-05	Corporation Yard	C	2	C+2	D E	--	PW		GOV 34090	
903-06	City Building Maintenance	C	2	C+2	D E	--	PW	excludes Recreation, DLI/POM, and Library Maintenance	GOV 34090	
904	HARBOR									
904-01	General Information	2	--	2	E HC	--	PW		GOV 34090	
904-02	Registers, Transient Vessel Reservation	Au	3	Au+3	HC	--	PW	Reservation applications, receipts, and index registers relating to boats in transit, temporarily moored, audits of these processes	GOV 34090	
904-03	Slip Rental and Mooring Index	C	5	C+5	HC	--	PW	Annual and periodic reports of slip renters	GOV 34090	
904-04	Slip Rental and Mooring Permits	C	2	C+2	HC	yes	PW	Applications, statement of rental conditions, vessel inspection check sheets, DMV registration, owner information	GOV 34090	
904-05	Slip Rental Waiting List	C	2	C+2	E	--	PW	Current, until superseded	GOV 34090	
904-06	Harbor and Marina ADA Facilities	C	2	C+2	E	--	PW		GOV 34090	
904-07	Harbor Rules and Regulations	C	2	C+2	HC	--	PW		GOV 34090	
904-08	California Coastal Commission Permits	C	P	P	HC	yes	PW	Bilge pump, launch ramp, dredging, wharf repairs	GOV 34090	
904-09	Coast Guard Permits	C	P	P	HC	--	PW	Authorization for light on junction buoy	GOV 34090	
904-10	Department of the Army Corps of Engineers (COE)	C	P	P	HC	--	PW	Harbor development projects, dredging permits	GOV 34090	
904-11	Monterey Bay National Marine Sanctuary (NOAA)	C	P	P	HC	--	Various	Federal Sanctuary Act 12/2000; buoy permit	GOV 34090	
904-12	Sediment Tests	C	2	C+2	HC	--	PW	City test results concerning dredging	GOV 34090	
904-13	Yellow Boat Dock Concession Permits	C	P	P	HC	--	PW		GOV 34090	
904-14	Kelp Harvesting Permits	C	P	P	HC	--	PW	Issued by City of Monterey	GOV 34090	
904-15	Public Hoist	C	5	C+5	HC	--	PW	Conditions of Use, service contract	GOV 34090	

		RETENTION PERIODS			FORMAT	VITAL	DoR	REMARKS	CITATION
		ACTIVE	INACTIVE	TOTAL					
					<i>See legend on last page</i>				<i>See legend on last page</i>
904-16	Wildlife, Environment, Tonnage	2	3	5	E HC	--	PW	Info and correspondence on sea lions, sea lion float, fish tonnage, general fishing information and other wildlife issues, Marine Protected Areas (MPA)	GOV 34090
904-17	Wharf I	2	3	5	HC	--	PW	General Information; correspondence, Structure - Inspections, Rehabilitation, Upgrade, Expansion	GOV 34090
904-18	Wharf II	2	3	C+5	HC	--	PW	General Information; correspondence, Structure - Inspections, Rehabilitation, Upgrade, Expansion	GOV 34090
904-19	Other Permits	C	2	C+2	HC	--	PW	General Information; correspondence for permits not listed above	GOV 34090
905	CITY HALL COMPLEX								
905-01	General Information	2	--	2	E HC	--	CM		GOV 34090
905-02	City Council Chamber	2	P	P	HC	--	IR	Systems, general information	GOV 34090
905-03	Public Service Center	2	P	P	HC	--	Various		GOV 34090
905-04	Facility Rental	2	2	C+2	E HC	--	Various	Council Chamber rental	GOV 34090
905-05	Museums	2	2	C+2	E HC	--	CM		GOV 34090
906	PUBLIC ART & CULTURE								
906-01	General Information	C	2	C+2	E HC	--	CM LB		GOV 34090
906-02	Public Art	C	--	--	E HC	--	CM LB	Paintings, sculpture, monuments, music, sound recordings, etc. owned by the City or displayed on City property and reproductions of these items	GOV 34090
906-03	Historic Collections	C	--	--	E HC M	--	LB	Historic collections and reproductions of such items	GOV 34090
907	AIRPORT INFO								
907-01	General Information	2	--	2	E HC	--	PW		GOV 34090
907-02	Noise Monitoring & Complaints	C	10	C+10	HC	--	PW	Correspondence, studies, memos, reports, log books, and may include reports of contamination / contamination issues.	14 CFR 139.207b; 14 CFR 171.13-171.213
907-03	Reports	C	8	C+8	HC	--	PW	Property damage, accidents, injuries	14 CFR 139.207
907-04	Airlines	C	2	C+2	E HC	--	Various	Correspondence to and from local airlines servicing Monterey	GOV 34090

LEGEND

Citation Codes (*California Law: <http://leginfo.legislature.ca.gov/faces/codes.xhtml>*)

- BPC - California Business and Professions Code
- CCP - California Code of Civil Procedure
- CCR - Code of California Regulations (*<http://ccr.oal.ca.gov/>*)
- CEQA - California Environmental Quality Act
- CFR - Code of Federal Regulations (*<https://www.govinfo.gov/app/collection/cfr>*)
- DSWVP - Disaster Service Worker Volunteer Program
- ELEC - California Elections Code
- EEOC - Equal Employment Opportunity Commission
- EVID - California Evidence Code
- FIN - California Finance Code
- FMLA - Family and Medical Leave Act
- GOV - California Government Code
- HSC - California Health and Safety Code
- IRS - Internal Revenue Service
- LAB - California Labor Code
- MCH - Maternal and Child Health Services
- OES - California Office of Emergency Services
- OMB - Federal Office of Management & Budget
- OSHA - Occupational Safety and Health Administration
- PEN - Penal Code
- RTC - Revenue and Taxation Code
- UFC - Uniform Fire Code
- USC - United States Code (*<http://uscode.house.gov/>*)
- VEH - California Vehicle Code
- WIC - California Welfare and Institutions Code

Retention Period Codes

- A/E - After Expiration
 - Au - Audit
 - C - While Current/Until Completed
 - P - Permanent
 - T - Until Termination
- Numbers in the retention period fields refer to years unless otherwise noted.

Format Codes

- D - Database
- E - Electronic/Image File
- HC - Hard Copy
- M - Microfilm
- S - Samples

When a record may be retained in multiple formats (example: "E HC"), any listed retention format may be used with neither format considered preferable to the other(s).
Example: When a hard copy is scanned and the scanned file is retained digitally, the hard copy may then be destroyed after 24 hours (once backup procedures are completed by ISD to generate multiple digital copies as required by GOV 34090.5).

Department of Record (DoR) Codes

- CA - City Attorney
- CD - Community Development
- CM - City Manager
- FF - Finance
- FD - Fire
- HR - Human Resources
- IR - Information Resources
- LB - Library
- PD - Police
- PR - Parks and Recreation
- PW - Public Works