



Town Council Agenda Report

Date: May 26, 2020 Item No. 6
To: Honorable Mayor and Town Council

Subject: ADOPT RESOLUTION 2020-17, A RESOLUTION AMENDING THE RECORDS RETENTION SCHEDULE FOR THE TOWN OF APPLE VALLEY, AUTHORIZING APPROPRIATE DOCUMENT DESTRUCTION AND RESCINDING RESOLUTION NUMBER 2013-30.

From: Doug Robertson, Town Manager

Submitted by: La Vonda M-Pearson, Director of Government Services
Government Services Department

Budgeted Item: Yes No N/A

RECOMMENDED ACTION

That the Town Council approve and adopt Resolution Number 2020-17, amending the Records Retention Schedule for the Town of Apple Valley, authorizing appropriate destruction of records if consistent with the Records Retention Schedule and Rescinding Resolution Number 2013-30.

BACKGROUND

In conjunction with the Town's Records Management Program, the Town Council previously adopted Resolution Number 2013-30, which amended the records retention schedule for all Town departments. The Town Clerk's Office, with the assistance of the Town Attorney and department heads, have monitored this schedule and based on a thorough review of the current schedule has established a new retention schedule to include additional documents that are retained and or scanned by the Town. The resolution and revised retention schedule is attached for your review and approval.

Unless records retention periods are provided by law or the records are required to be kept by statute, the Town Attorney will authorize destruction or disposition of records in accordance with the proposed schedule, subject to approval by each department head and written consent.

Government Code Section 34090 does not authorize the destruction of the following records:

- Records affecting the title to real property or liens
- Court records
- Records required to be kept by statute
- Records less than two (2) years old
- Minutes, ordinances and resolutions of the legislative body or a Town Board or Commission.

Based on the foregoing, staff recommends adoption of the form motion.

FISCAL IMPACT

None.

ATTACHMENTS

- A. Resolution 2020-17
- B. Records Retention Schedule 2020

RESOLUTION NO. 2020 – 17

RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF APPLE VALLEY, CALIFORNIA, AMENDING THE RECORDS RETENTION SCHEDULE FOR THE TOWN OF APPLE VALLEY, AUTHORIZING APPROPRIATE DESTRUCTION OF RECORDS IF CONSISTENT WITH THE RECORDS RETENTION SCHEDULE AND RESCINDING RESOLUTION NUMBER 2013-30

WHEREAS, it is the Town’s desire to destroy unneeded records where no law prohibits its destruction; and

WHEREAS, Section 34090 of the Government Code of the State of California provides a procedure whereby any Town record which has served its purpose and is no longer required may be destroyed as soon as practicable unless a government official or governing body of a public agency has requested it be preserved or if it is considered evidence in an on-going investigation or proceeding; and

WHEREAS, the Town has an approved Records Retention Schedule covering all records of the Town, which are necessary to be retained; and

WHEREAS, the Town Council has evaluated the current retention schedule and hereby determines that amendments be made regarding retention timelines and electronic documents; in the amended form of retention schedule attached hereto as “Exhibit A”; and

WHEREAS, the Town Council recognizes that this amended retention schedule represents a policy and guideline only; and that destruction of records should be authorized and permitted if in compliance with this adopted Records Retention Schedule which is hereby approved by the Town Council, and if approved in writing by the appropriate Department Head, Department Manager or Town Manager with the written consent of the Town Attorney; and that formal approval action by the Town Council, when deemed appropriate, can be requested by the appropriate Department Head, Department Manager, Town Manager or Town Attorney.

NOW THEREFORE, IT IS HEREBY RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF APPLE VALLEY AS FOLLOWS:

Section 1. That the Records Retention Schedule, attached hereto as “Exhibit A” and referencing records of all departments in the Town of Apple Valley, is hereby approved and adopted, and shall serve as the official guideline for retention and destruction of records unless amended or repealed.

Section 2. Destruction of records and other documents is hereby authorized if in compliance with the approved Records Retention Schedule, and if destruction is approved in writing by the appropriate Department Head or Department Manager or by the Town Manager and with the written consent of the Town Attorney; Provided that the appropriate Department Head or Department Manager or Town Manager or the Town Attorney can request further approval of destruction of certain records by the Town Council if deemed necessary.

Section 3. That the Town Clerk shall certify to the passage and adoption of this Resolution and enter it into the book of original resolutions.

APPROVED and **ADOPTED** this 26th day of May 2020, by the Town Council of the Town of Apple Valley.

Scott Nassif, Mayor

ATTEST:

La Vonda M-Pearson, Town Clerk



TOWN OF APPLE VALLEY RETENTION SCHEDULE 2020
ADMINISTRATIVE SERVICES/PERSONNEL

DATE APPROVED
 BY TOWN COUNCIL:

RESOLUTION NO.:

FUNCTION	SERIES NAME	CITATION	RETENTION			FINAL ACTION		VITAL	DESCRIPTION
			ACTIVE	INACTIVE	SCAN	ARCHIVE	DESTROY		
ADMIN	Classification and Appointments	GC34090	2	P	X	X		X	
ADMIN	Policies and Procedures	GC34090	S+2	5			X		Includes employee handbooks & rights materials.
ADMIN	Benefit Plan Claims	GC34091	2	P	X	X		X	Includes dependents & employee assistance
ADMIN	Employee Programs	GC34090 GC12946	CY	2			X		Includes recognitions
ADMIN	Employee personnel Records *NOT A PUBLIC RECORD*	GC12946 GC6254 (C)	T	10			X		Includes release authorization, certifications, reassignments, commendations, disciplinary actions, terminations, evals, pre-employment medicals, fingerprints.
ADMIN	Recruitment	29 CFR 1627.3	CL	3			X		Applications (includes volunteer applications), resumes, alternate lists/logs, indices, ethnicity disclosures, examination materials, answer sheets, bulletins, etc.
ADMIN	Survey & Studies	GC12946 GC34090 29 CFR 516.6	CY	2			X		Includes classification & wage rates.
ADMIN	Training Records	GC6250 GC34090 GC 12946	CY	7	X		X		Employee applications, volunteer program training, class training materials.
ADMIN	Retiree Health Savings (RHS)	GC34090 29 USC 1027 29 USC 1113	ADM	6	X		X		Retirement Medical Benefit

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TOWN OF APPLE VALLEY RETENTION SCHEDULE 2020
ANIMAL SERVICES

DATE APPROVED
 BY TOWN COUNCIL:

RESOLUTION NO.:

FUNCTION	SERIES NAME	CITATION	RETENTION			FINAL ACTION		VITAL	DESCRIPTION
			ACTIVE	INACTIVE	SCAN	ARCHIVE	DESTROY		
AS	Noise Nuisance Complaint Forms	GC34090	1	1			X		
AS	Bite Reports	GC34090	5	1			X		
AS	Citation		5	1			X		
AS	Notices of Violations	GC34090	5	1			X		
AS	Courtesy Notice		5	1			X		
AS	Officer Service Log		5	1			X		
AS	Overtime Log		1	1			X		
AS	Overtime Detail Report		5	1			X		
AS	Investigation Report		5	1			X		
AS	Administration Hearing File		5	1			X		Includes public hearing requests, warrants, case disposition, audio tape, photographs, findings and orders.
AS	Animal Keeping Permit		20	1			X		
AS	FFA Permit		2	1			X		
AS	4-H Permit		2	1			X		
AS	Daily Deposit Receipt (Bank Reconciliation)		5	AU			X		
AS	Monthly Renewal Report		1	1			X		
AS	Paid Billing Non-Recorded		5	1			X		
AS	Accident Report		T	0			X		
AS	Statistics year-end reports		5	P	X	X		X	
AS	Adoption Agreements		3	1			X		
AS	Euthanasia Log		2	3			X		
AS	Controlled Substance Inventory Log		2	3			X		

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TOWN OF APPLE VALLEY RETENTION SCHEDULE 2020
ANIMAL SERVICES

DATE APPROVED
 BY TOWN COUNCIL:

RESOLUTION NO.:

FUNCTION	SERIES NAME	CITATION	RETENTION			FINAL ACTION		VITAL	DESCRIPTION
			ACTIVE	INACTIVE	SCAN	ARCHIVE	DESTROY		
AS	Controlled Substance Use Log		2	3			X		
AS	Shelter Statements		2	1			X		T=Paid, Recorded with the County.
AS	Notice of Pendency		CL	EP	X	X		X	
AS	Volunteer hours/Work Release ID & Hours		2	1			X		
AS	Animal Medical Records/Exam Logs		2	5			X		
AS	Awarded Grants	GC34090	5	5			X		Financial records & progress reports.

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TOWN OF APPLE VALLEY RETENTION SCHEDULE 2020

BUILDING AND SAFETY

DATE APPROVED
BY TOWN COUNCIL:

RESOLUTION NO.:

FUNCTION	SERIES NAME	CITATION	RETENTION			FINAL ACTION		VITAL	DESCRIPTION
			ACTIVE	INACTIVE	SCAN	ARCHIVE	DESTROY		
BS	Building Plans – Residential	H&S 19850 & 19851 GC34090	CL+2	0			X		Residential Plans destroyed 2 years after final.
BS	Building Plans – Commercial	H&S 19850 & 19851 GC34090	CL	EP	X		X	X	
BS	Building Permits	GC34090	CL	EP	X		X	X	
BS	Certificates of Occupancy	GC34090	CL	EP	X		X	X	
BS	Response to Damage Assessments	GC34090	CL	EP	X		X	X	Assessment documentation for buildings tagged “damaged” following a natural disaster.

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TOWN OF APPLE VALLEY RETENTION SCHEDULE 2020

CODE ENFORCEMENT

DATE APPROVED
BY TOWN COUNCIL:

RESOLUTION NO.:

FUNCTION	SERIES NAME	CITATION	RETENTION			FINAL ACTION		VITAL	DESCRIPTION
			ACTIVE	INACTIVE	SCAN	ARCHIVE	DESTROY		
CODE	Case Files	GC34090	CL+2	2			X		Closed complaints, code citations, and nuisance abatements. Also, building & housing code violation records including inspections; public nuisance rubbish & weed abatement and citations.
CODE	Parking, PD & Admin Citations	GC34090	CL+2	2			X		Police & Code Enforcement.
CODE	Liens & Releases – Electronic Submission *RECORDED ELECTRONICALLY*	GC34090	CL	EP	X		X	X	Abatement licenses. P – Only if document is recorded
CODE	Collections		CL+2	2			X		Fees (Code Enforcement)
CODE	Awarded Grants	GC34090	CL+2	3			X		Financial Records & Progress Reports

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TOWN OF APPLE VALLEY RETENTION SCHEDULE 2020

ECONOMIC DEVELOPMENT

DATE APPROVED
BY TOWN COUNCIL:

RESOLUTION NO.:

FUNCTION	SERIES NAME	CITATION	RETENTION			FINAL ACTION		VITAL	DESCRIPTION
			ACTIVE	INACTIVE	SCAN	ARCHIVE	DESTROY		
ED	Economic Development Administrative Files	GC34090	CL+2	P		X		X	Reports, state or federally required documentation, demographics or other documents deemed vital.
ED	Project Files	GC34090	CL	4			X		Retail Development Projects VVEDA Files (general or misc), Village Merchant Association
ED	Proposals	GC34090 24 CFR 570.502 24CFR 85.42	5	4			X		Response to industrial development leads

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TOWN OF APPLE VALLEY RETENTION SCHEDULE 2020
EMERGENCY MANAGEMENT (GOVERNMENT SERVICES)

DATE APPROVED
 BY TOWN COUNCIL:

RESOLUTION NO.:

FUNCTION	SERIES NAME	CITATION	RETENTION			FINAL ACTION		VITAL	DESCRIPTION
			ACTIVE	INACTIVE	SCAN	ARCHIVE	DESTROY		
EM	FEMA Disaster Recovery Files	GC34090	3				X	X	Reports, state or federally required documentation, demographics or other documents deemed vital.
EM	Disaster Service Worker/Volunteer Files (Successful)	GC3105	T	3			X		Includes application, oath, fingerprints, training records, & any additional related documentation.
EM	Disaster Service Worker/Volunteer Files (Unsuccessful)	GC3105	CL	2			X		Includes application, oath, fingerprints, training records, & any additional related documentation.
EM	Grants		CL	3			X		Grants EMPG/HSGP Grant Paperwork

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TOWN OF APPLE VALLEY RETENTION SCHEDULE 2020

ENGINEERING

DATE APPROVED
BY TOWN COUNCIL:

RESOLUTION NO.:

FUNCTION	SERIES NAME	CITATION	RETENTION			FINAL ACTION		VITAL	DESCRIPTION
			ACTIVE	INACTIVE	SCAN	ARCHIVE	DESTROY		
ENG	Police/Traffic Accident Report/Switz	PC832.5 EVC1045 PC801	3	1			X		
ENG	Tract/Files/Bonds/Parcel	GC64090	CL	P	X	X		X	Soil Reports, Grading Certificates & Compaction Reports, Site Plans & Maps, Hydrology Reports/Drainage Studies, Percolation Tests & Traffic Studies
ENG	Capital Improvement Project (CIP)	GC94090 CCP 337.15	CL	10	X		X		Supporting documentation including bidders list, specifications, reports, plans, work orders, schedules, etc.
ENG	Projects (Development – Commercial)	GC34090	CL	P	X	X		X	Soil Reports, Grading Certificates & Compaction Reports, Site Plans & Maps, Hydrology Reports/Drainage Studies, Percolation Tests & Traffic Studies
ENG	Mylar, Tract/Parcel Maps	GC34090	CL	P	X	X		X	
ENG	Encroachment Permits *TO BE SCANNED UNDER PUBLIC WORKS*	GC34090	CL	EP	X		X	X	

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TOWN OF APPLE VALLEY RETENTION SCHEDULE 2020

FINANCE

DATE APPROVED
BY TOWN COUNCIL:

RESOLUTION NO.:

FUNCTION	SERIES NAME	CITATION	RETENTION			FINAL ACTION		VITAL	DESCRIPTION
			ACTIVE	INACTIVE	SCAN	ARCHIVE	DESTROY		
FN	Audit Reports and CAFR	GC34090	P	P		X		X	Financial services, internal and/or external reports, and independent and/or analysis. NOTE: Finance Dept to provide copy to Town Clerk's Office.
FN	Budget Adopted	GC34090	P	P		X		X	Annual operating budget approved by Legislative Body. Adjustments, journal entries, account transfers. NOTE: Finance Dept to provide copy to Town Clerk's Office.
FN	State Controller Reports	GC34090	2	3			X		Annual reports.
FN	General Ledger, Year-End (Paper & Electronic)	GC34090	2	4			X		Trial Balance, Revenue Reports & Expense Reports.
FN	Check Register, Year End	GC34090.7	2	2			X		List of checks issued.
FN	Budget Amendment, Journal Entries	GC34090	2	2			X		
FN	Bank Reconciliation	26 CFR 31.0061-1(e)(2)	2	3			X		Statements, summaries for receipts, disbursements, & reconciliation.
FN	Treasurer's Reports	GC34090.7	2	2			X		Monthly Reports & supporting documents
FN	Cash Disbursements	GC34090	2	4			X		Check copies & supporting documents, Cal-Cards, A/P.
FN	Purchase Order & Backups	CCP 337 26CFR 31.6001-1(e)(2)	2	2			X		
FN	CD's of cleared checks	GC34090	2	4			X		Received monthly from bank.
FN	Cash Receipts	CCP 337	2	4			X		Daily postings of cash receipts and all related

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TOWN OF APPLE VALLEY RETENTION SCHEDULE 2020

FINANCE

DATE APPROVED
BY TOWN COUNCIL:

RESOLUTION NO.:

FUNCTION	SERIES NAME	CITATION	RETENTION			FINAL ACTION		VITAL	DESCRIPTION
			ACTIVE	INACTIVE	SCAN	ARCHIVE	DESTROY		
FN	Payment Stubs & Batch Reports	CCP 337 26CFR 31.6001-1(e)(2)	2	4			X		Daily cash batch.
FN	Employee Records	GC34090	T+1	4			X		Deduction authorization, beneficiary designations, unemployment claims, garnishments, & terminated employee files.
FN	Payroll Register	29 CFR 516.5(a) LC1174(d)	2	1 + EP		X		X	Employee timesheets, registers, related reports, & supporting documents.
FN	Payroll Tax Records (Quarterly & Annual)	29 USC 436 26 CFR 31.6001-4 R&TC19530 R&TC19704 IRC6001 IRS Reg. 301.650(a)-1 26 CFR 31.6001-1(e) 29 CFR 516	2	4			X		941, 1099, W2's, W3's, etc...
FN	Business Licenses	GC34090	CL+1	2				X	
FN	Liens *RECORDED ELECTRONICALLY*	GC34090	T	EP		X		X	Agenda reports & supporting documents & data to Assessor.
FN	Awarded Grants	GC34090 24CFR 570.502 24 CFR85.42	5	5			X		Financial Records & Progress Reports

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TOWN OF APPLE VALLEY RETENTION SCHEDULE 2020

HOUSING

DATE APPROVED
BY TOWN COUNCIL:

RESOLUTION NO.:

FUNCTION	SERIES NAME	CITATION	RETENTION			FINAL ACTION		VITAL	DESCRIPTION
			ACTIVE	INACTIVE	SCAN	ARCHIVE	DESTROY		
HS	Awarded Grants	GC34090 24 CFR 570.502 24 CFR 85.42	CL	4			X		Financial Records & Progress Reports.
HS	General Subject Files	GC34090(d)	10	0			X		Internal Working Files, News Articles, Bus. Asst. Program Event Attendance
HS	Contracts & Agreements	CCP 337	CL	P		X		X	Original agreements and backup material
HS	Affordable Housing Projects		CL	4			X		Rental Housing Projects, Additional Affordable Housing projects that do not fall into the HOME, CDBG, NSP, or other category.
HS	Redevelopment Project Areas		5	P		X		X	PA#2, VVEDA Plans, amendments, bonds or other legal documents
HS	CDBG, HOME, RRLP & DAP, NSP Project Files – Administrative	GC34090 24 CFR 570.502 24 CFR 85.42	5	5+EP	X		X	X	Apple Valley & Victorville (Admin) project files funded through the HOME & CDBG Program (Electronic Version Permanent)
HS	CDBG, HOME Proposal Applicants Sub-recipients (Unfunded/Ineligible)	GC34090 24 CFR 570.502 24 CFR 85.42	2	5			X		Applications.
HS	CDBG, HOME Applications – Funded	24 CFR 570.502 24 CFR 85.42	30	5			X		Applications.
HS	DAP, NSP & RRLP Loan Application Funded Files		30	5			X		Applications.
HS	DAP, NSP, & RRLP Loan Applications Unfunded	GC34090	2	5			X		Applications.

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TOWN OF APPLE VALLEY RETENTION SCHEDULE 2020

HOUSING

DATE APPROVED
BY TOWN COUNCIL:

RESOLUTION NO.:

FUNCTION	SERIES NAME	CITATION	RETENTION			FINAL ACTION		VITAL	DESCRIPTION
			ACTIVE	INACTIVE	SCAN	ARCHIVE	DESTROY		
HS	Loan Payoff Files	24 CFR 570.502 24 CFR 85.42	CL	5			X		Entire file, including ariel photos, application, ect.
HS	Recorded Documents	24 CFR 570.502 24 CFR 85.42	5	EP	X			X	Deed, Promotional Note, Recorded Document from Closing

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TOWN OF APPLE VALLEY RETENTION SCHEDULE 2020
INNOVATION & TECHNOLOGY

DATE APPROVED
 BY TOWN COUNCIL:

RESOLUTION NO.:

FUNCTION	SERIES NAME	CITATION	RETENTION			FINAL ACTION		VITAL	DESCRIPTION
			ACTIVE	INACTIVE	SCAN	ARCHIVE	DESTROY		
IT	Technical Documentation	GC34090	S	0			X	Documentation, procedures, policies, network diagrams and other related reference materials needed to maintain and support all enterprise systems and/or resume necessary business activities in response to a disaster.	
IT	Security and Systems Activity Documentation	GC34090	AC	0			X	Security configurations, log files, user account information and other information related to security administration and system monitoring	
IT	Warranties, Purchase Orders	GC34090 CCP337	T	2			X	T= Expired	
IT	Backups	GC34090	CY+2	0			X	Production data from all on-premise operational systems required for business continuity in the event of accidental data loss, equipment failure, or disaster. User files from network drives such as spreadsheets and documents. System logs and operating system settings.	

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TOWN OF APPLE VALLEY RETENTION SCHEDULE 2020

PARKS AND RECREATION

DATE APPROVED
BY TOWN COUNCIL:

RESOLUTION NO.:

FUNCTION	SERIES NAME	CITATION	RETENTION			FINAL ACTION		VITAL	DESCRIPTION
			ACTIVE	INACTIVE	SCAN	ARCHIVE	DESTROY		
PR	Landscape – Drawings and project plans	GC34090	CY	2			X		Does not include those usually filed with case or project.
PR	Landscape – Development Standards	GC34090	CY	P		X		X	Landscape mediums, parkway landscape development, and public works construction.
PR	Maintenance Operations	GC34090	CY	2			X		Includes work orders, inspection, repairs, cleaning, reports, and complaints.
PR	Maps	GC34090	3	P	X	X		X	
PR	Proposed Plans	GC34090	CY	3			X		Future plans, new sites, and expansions.
PR	Accident Reports/Incident Reports	GC34090 CCP 337.15	CL	10			X		Patrons only. For Employee Accident Reports, see Risk Management.
PR	Report Studies	GC34090	CY	3			X		Future sites, expansions.
PR	Schedules, Class & Events	GC34090	CY	4			X		Enrollment, evaluations, attendance lists, flyers.
PR	Liability Releases	GC34090	CY	4			X		Human services recreation programs.
PR	Park & Recreation Agendas	GC34090 GC34090.5	2	EP	X	X			Paper file can be destroyed.
PR	Park & Recreation Minutes	GC34090e	CL	P	X	X		X	Documents are to be imaged immediately. Paper records are to be maintained permanently by The Town.
PR	Liability Waivers	GC34090	CY	2			X		Clean up days, misc. events.
PR	Event Reports	GC34090	CY+2	0			X		Vendor Lists evaluations, flyers, budgets, misc.

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TOWN OF APPLE VALLEY RETENTION SCHEDULE 2020
PLANNING

DATE APPROVED
BY TOWN COUNCIL:

RESOLUTION NO.:

FUNCTION	SERIES NAME	CITATION	RETENTION			FINAL ACTION		VITAL	DESCRIPTION
			ACTIVE	INACTIVE	SCAN	ARCHIVE	DESTROY		
PL	Annexation Case Files	GC34090	CL+5	P		X		X	
PL	Appeal File		CL+5	P		X		X	
PL	Consistency Check	GC34090	3	7			X		
PL	Awarded Grants	GC34090 24CFR 570.502 24CFR 85.42	5	CL+5			X		Financial Records & Progress Reports
PL	Certificate of Compliance	GC34090	CL+5	EP	X		X	X	Affecting title to real property or liens on real property.
PL	Conditional Use Permit	GC34090	CL+5	EP	X		X	X	
PL	Condo Conversion	GC34090	CL+5	EP	X		X	X	Contains records regarding plans, design, construction, conversion, or modification of local government-owned facilities, structures, and systems.
PL	Development Code Documents – Title 9	GC34090	CL+5	P	X	X		X	
PL	General Plan Documents	GC34090	CL+5	P	X	X		X	Image on completion.
PL	General Plan Map	GC34090	CR	P	X	X		X	
PL	Development Advisory Board Notes	GC34090	CR+5	5			X		
PL	Development Agreements	CCP 337, 337.1, 337.15, GC 34090, 48CFR 4.703	T+5	P	X	X		X	
PL	Development Permit	GC34090	CL+5	EP	X		X		For signs, grading, encroachment, including blueprints and specifications.

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TOWN OF APPLE VALLEY RETENTION SCHEDULE 2020

PLANNING

DATE APPROVED
BY TOWN COUNCIL:

RESOLUTION NO.:

FUNCTION	SERIES NAME	CITATION	RETENTION			FINAL ACTION		VITAL	DESCRIPTION
			ACTIVE	INACTIVE	SCAN	ARCHIVE	DESTROY		
PL	Deviation Permit File	GC34090	CL+5	2			X		
PL	Environmental Review	GC34090	CL+5	2			X		Correspondence, consultants, issues, and conservation. *Not associated with another entailment.
PL	Filming Permit	GC34090	CL+5	0			X		
PL	General Plan Amendment & Update files	GC34090	CL+5	P	X	X		X	
PL	Home Occupation Permit	GC34090	CL+5	EP			X	X	
PL	Interpretation file	GC34090	CL+5	0			X		
PL	Large Family Daycare	GC34090	CL+5	0			X		
PL	Lot Line Adjustments/Mergers/Splits/Reversion to Acreage files	GC34090	CL+5	P		X		X	
PL	Native Plant Permit with supporting documentation	GC34090	CR+5	2			X		
PL	Outdoor Display/Sale Permit File	GC34090	T+5	2			X		
PL	Pigeon Permit	GC34090	CL+5	2			X		
PL	Planning Commission Agenda	GC35090	2	EP	X			X	
PL	Planning Commission Minutes	GC34090(e)	CL+5	EP	X	X		X	Documents are to be imaged immediately. Paper records are to be maintained permanently by the Town Clerk's Office.
PL	Planning Commission Resolutions	GC34090	CR+5	P	X	X		X	Vital records – originals must never be destroyed. Image immediately.
PL	Pre-Application File	GC34090	CL+5	0			X		
PL	Second Dwelling Units	GC34090	CL+5	0			X		
PL	Sign Permits	GC34090	CL+5	EP		X		X	
PL	Sign Program Files	GC34090	CL+5	EP		X		X	

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TOWN OF APPLE VALLEY RETENTION SCHEDULE 2020

PLANNING

DATE APPROVED
BY TOWN COUNCIL:

RESOLUTION NO.:

FUNCTION	SERIES NAME	CITATION	RETENTION			FINAL ACTION		VITAL	DESCRIPTION
			ACTIVE	INACTIVE	SCAN	ARCHIVE	DESTROY		
PL	Revised Site Plan Review	GC34090	CL+5	EP			X		
PL	Site Plan Review File	GC34090	CL+5	EP			X		
PL	Special Event Permits	GC34090	T+5	2			X		
PL	Special Use Permits	GC34090	CL+5	EP			X		
PL	Specific Plan Files	GC34090	CL+5	P		X		X	
PL	Surface Mining & Land Reclamation Permit File	GC34090	CL+5	2			X		
PL	Temporary Sign Permits	GC34090	T+5	2			X		
PL	Temporary Use Permits	GC34090	CL+5	2			X		
PL	Tentative Parcel Map Images	GC34090	CL+5	EP	X		X	X	
PL	Tentative Parcel Map Files	GC34090	CL+5	P	X	X		X	TTM supporting documents.
PL	Tentative Tract Map Images	GC34090	CL+5	EP	X		X	X	
PL	Trash Enclosure Files	GC34090	T+5	0			X		
PL	Variance Files	GC34090	CL+5	2			X		
PL	Zone Change Files	GC34090	CL+5	P	X	X		X	
PL	Zoning Map	GC34090	CR	P		X		X	

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TOWN OF APPLE VALLEY RETENTION SCHEDULE 2020

PUBLIC INFORMATION

DATE APPROVED
BY TOWN COUNCIL:

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FUNCTION	SERIES NAME	CITATION	RETENTION			FINAL ACTION		VITAL	DESCRIPTION
			ACTIVE	INACTIVE	SCAN	ARCHIVE	DESTROY		
PIO	Historic photos & memorabilia	GC34090	2	P	X	X		X	AV Ranchos marketing material; old photos; newspaper clippings; postcards; maps, etc.
PIO	Town Newsletter	GC34090	2	P		X			Includes Town (Citizen) Newsletter & Apple Core Newsletter
PIO	Bids – Successful	GC34090 CCP 337, 337.1	2	2			X		
PIO	Bids – Unsuccessful	GC34090	2	0			X		
PIO	Surveys & Studies	GC34090	2	0			X		e.g. Citizen satisfactory surveys
PIO	Awarded Grants	GC34090	5	5			X		Financial records & progress reports.

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TOWN OF APPLE VALLEY RETENTION SCHEDULE 2020
PUBLIC WORKS

DATE APPROVED
 BY TOWN COUNCIL:

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FUNCTION	SERIES NAME	CITATION	RETENTION			FINAL ACTION		VITAL	DESCRIPTION
			ACTIVE	INACTIVE	SCAN	ARCHIVE	DESTROY		
PW	Bids (Successful)	GC34090 CCP337, 337.1	2	2			X		
PW	Bids (Unsuccessful)	GC34090	2	0			X		
PW	Project Files/Maps/Conditions	GC34090	CL+3	2			X		
PW	Assessment District Formation Files	GC34090	2	P	X	X		X	
PW	Pump Station Log Sheets	GC34090	2	0			X		Includes lift stations
PW	Employee Log Sheets	GC34090	4	0			X		Daily work logs
PW	Equipment Maintenance Records	GC34090	5	0			X		
PW	Outside Sewer Area Verification w/ DIF	GC34090	2	0			X		
PW	Outside Sewer Area Verifications – No DIF	GC34090	2	0			X		
PW	Sewer Permits	GC34090	2	EP	X		X	X	
PW	Odor Complaints	GC34090	2	0			X		
PW	Street Light Repair Requests	GC34090	2	0			X		
PW	Victor Valley Waste Reclamation Authority (VWRA)	GC34090	2	1			X		Flow studies/monitoring, fee increases, misc. memos
PW	Payment Routing Sheets	GC34090	2	0			X		
PW	Month-end Reports to Burrtec	GC34090	2	0			X		
PW	Awarded Grants	GC34090	5	5			X		Financial Records & Progress Reports

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TOWN OF APPLE VALLEY RETENTION SCHEDULE 2020
RISK MANAGEMENT (GOVERNMENT SERVICES)

DATE APPROVED
 BY TOWN COUNCIL:

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FUNCTION	SERIES NAME	CITATION	RETENTION			FINAL ACTION		VITAL	DESCRIPTION
			ACTIVE	INACTIVE	SCAN	ARCHIVE	DESTROY		
RM	Claims against the Town	GC34090	CL	5			X		Paid/Denied
RM	Reports	GC34090	CL	P	X	X		X	CJPIA Reports older than two years- Underwriting Reports, Workers Compensation Retrospective Deposit Reports.
RM	Risk Management Reports	GC34090 29CFR 1904.44	CL	5-FED 2-STATE			X		Reports/Studies
RM	Workers Compensation	8 CCR 10102 8 CCR 1540.2	CL	5-FED 2-STATE			X		Work-related injury claims including denied claims; claim files, reports, etc.
RM	Insurance Documentation	8 CCR 10102 8 CCR 1540.2	S	2			X		Personnel related.
RM	Insurance – Joint Powers Agreement	GC34090	P	P	X	X		X	Accreditation, MOU, Agreements and Agendas.
RM	Insurance Certificates, Town	GC34090	CY	EP			X	X	Liability, performance bonds, employee bonds, property; Insurance Certificates filed separately from contracts, includes insurance filed by licenses.
RM	Insurance, Liability/Property	GC34090	S	2			X		May include liability, property, Certificates of Participation, deferred, and use of facilities.
RM	Insurance, Risk Management Reports	GC34090 29CFR 1904.44	CL	5-FED 2-STATE			X		Federal OSHA Forms; Loss Analysis Report; Safety Reports; Safety Inspections; Actuarial Studies.
RM	Loss Run Reports	GC34090	T	EP	X		X		Carl Warren & Associates.
RM	Accidents/Damage to Town Property	GC34090 CCP 337.15	CY+1	2			X		Risk Management Administration.

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TOWN OF APPLE VALLEY RETENTION SCHEDULE 2020
RISK MANAGEMENT (GOVERNMENT SERVICES)

DATE APPROVED
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FUNCTION	SERIES NAME	CITATION	RETENTION			FINAL ACTION		VITAL	DESCRIPTION
			ACTIVE	INACTIVE	SCAN	ARCHIVE	DESTROY		
RM	Accident/Illness Reports (Employee) *NOT A PUBLIC RECORD*	GC6254(c) 8 CCR 3204(d)(1)(A) (B)	T	30			X		For Employee Medical Records & Employee Exposure Records regarding exposure to toxic substances or harmful physical agents, including Material Safety Data Sheets (MSDS). Does not include: health insurance claims; first aid records of one-time treatments for minor injuries; records of employees who worked less than one year if records are given to employee upon termination.
RM	Subpoenas	GC34090	CL	2			X		
RM	Insurance – Alliant Records	GC34090	CY	2			X		Special Events, Nomination, & Instructor. Also, AED, Fire Extinguishers, First Aid, Vehicle & Facilities.

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TOWN OF APPLE VALLEY RETENTION SCHEDULE 2020
TOWN CLERK (GOVERNMENT SERVICES)

DATE APPROVED
 BY TOWN COUNCIL:

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FUNCTION	SERIES NAME	CITATION	RETENTION			FINAL ACTION		VITAL	DESCRIPTION
			ACTIVE	INACTIVE	SCAN	ARCHIVE	DESTROY		
TC	Agenda Packets	GC34090 GC34090.5	2	EP	X		X	X	
TC	Agreements/Contracts	GC34090 CCP 337	T	5	X		X		Original contracts and agreements and back-up material.
TC	Energy Contracts	GC34090	T	5	X		X		
TC	Boards/Committees/Commissions Applications (Unsuccessful)	GC34090	2	0			X		
TC	Boards/Committees/Commissions Applications (Successful)	GC64090	T	5			X		
TC	Minutes	GC34090(e)	T	P	X	X		X	
TC	Resolutions	GC34090(e)	T	P	X	X		X	
TC	Ordinances	GC34090(e)	T	P	X	X		X	
TC	Audio Recordings of Council/Commission Meetings	GC54953.5	90DAYS	0			X		
TC	Insurance Certificates	GC34090	CY+1	10			X		Liability, performance bonds, employee bonds, property; Insurance certificates filed separately from contracts, includes insurance filed by licenses.
TC	Records Requests	GC34090	CL	2			X		
TC	Legal Notices	GC34090	2	0			X		
TC	Legal Notices – Ordinances	GC34090	3	P	X	X		X	
TC	Protest Forms	GC50115	1	1			X		
TC	Historical Documents	GC34090	2	P	X	X		X	LAFCO Annexation Resolutions, Corrected Certificate of Completion for Incorporation of Town, etc.
TC	Recorded Documents *RECORDED ELECTRONICALLY*	GC34090	CY	EP	X			X	Including Road Dedications, Notices of Completion and Deeds.

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TOWN CLERK (GOVERNMENT SERVICES)

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FUNCTION	SERIES NAME	CITATION	RETENTION			FINAL ACTION		VITAL	DESCRIPTION
			ACTIVE	INACTIVE	SCAN	ARCHIVE	DESTROY		
TC	Case Records – (High Profile)	GC34090	CO	P		X		X	Significant cases which have importance/or set legal precedence. Includes logs, complaints, police reports, court orders, motions, notes, briefs
TC	Case Records	GC34090	CL	7			X		Includes logs, complaints, police reports, court orders, motions notes, briefs, closing statements
TC	Bids (Successful)	GC34090, CCP 337, 337.1	2	2			X		
TC	Bids (Unsuccessful)	GC34090	2	0			X		
TC	Record Transfer Sheets		L	T			X		
TC	Record Destruction Authorization		CY	4			X		
TC	Certificates of Destruction		CY	P		X		X	

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TOWN OF APPLE VALLEY RETENTION SCHEDULE 2020
TOWN CLERK (GOVERNMENT SERVICES) - ELECTION MATERIALS

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FUNCTION	SERIES NAME	CITATION	RETENTION			FINAL ACTION		VITAL	DESCRIPTION
			ACTIVE	INACTIVE	SCAN	ARCHIVE	DESTROY		
TC-EM	Rosters and Indices	EC17300	S	5			X		After subsequent election.
TC-EM	Initiative/Referendum/Recall *NOT A PUBLIC RECORD*	EC17200 & 17400 GC6253.5 GC34458-60	8 MONS.	0			X		Includes documents resulting in an election, retention is from election certification.
TC-EM	Nomination Papers (Successful)	EC17100	T	4			X		All nomination documents and signatures in lieu of filing petitions.
TC-EM	Nomination Papers (Unsuccessful)	GC81009(b)	CY	5			X		From office that they were seeking.
TC-EM	Elections managed by the Town	EC17300	2	5			X		Tally sheets, Assisted Voting Lists, Index, Challenge List, and Absentee Envelopes.
TC-EM	Ballots from Elections managed by the Town	EC17302 EC17306	6 MONS.	0			X		With NO Contest or question.

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TOWN OF APPLE VALLEY RETENTION SCHEDULE 2020
TOWN CLERK (GOVERNMENT SERVICES) - ELECTION MATERIALS

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FUNCTION	SERIES NAME	CITATION	RETENTION			FINAL ACTION		VITAL	DESCRIPTION
			ACTIVE	INACTIVE	SCAN	ARCHIVE	DESTROY		
TC-FPPC	Statements of Economic Interest – Office Holder – Form 700s	GC81009(e)	T	4	X		X		Copies of original statements of elected officials forwarded to Fair Political Practices Commission. NOTE: Can be scanned after 2 years.
TC-FPPC	Statements of Economic Interest – Designated Employee – Form 700s	GC81009(e), (g)	T	7	X		X		Original statements of designated employees. NOTE: Can be scanned after 2 years
TC-FPPC	Campaign Statements (Successful) Forms 460	GC81009(b), (g)	T	P	X	X		X	Original statements of elected candidates and committees supporting elected candidates for Mayor, Town Council. NOTE: Can be scanned after 2 years.
TC-FPPC	Campaign Statements (Unsuccessful) Forms 460	GC81009(b), (g)	CL	5	X		X		Original statements of candidates and supporting committees for candidates not elected for Mayor, Town Council. NOTE: Can be scanned after 2 years

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