

RESOLUTION NO. 2012-8

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ELK GROVE
ESTABLISHING A POLICY FOR THE RETENTION OF RECORDS MAINTAINED
BY THE BUILDING SAFETY AND INSPECTION DEPARTMENT**

WHEREAS, the Chief Building Official is charged with the custody and safekeeping of case records related to building construction and code enforcement investigations by the City; and

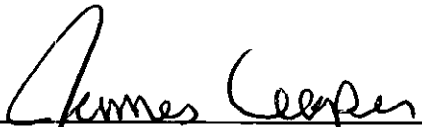
WHEREAS, the responsible maintenance of the City's records includes adoption of a policy for the retention and disposition of records; and

WHEREAS, California Government Code Section 34090 requires the legislative body to approve policy for the disposition of records that are no longer required.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Elk Grove hereby:

- 1) Adopts the records retention schedules for records maintained by the Building Safety and Inspection Department, attached hereto as Exhibits A and B, as consented to by the City Attorney in accordance California Government Code Section 34090 et seq.; and
- 2) Authorizes the Chief Building Official to employ technological methods to provide the storage and recovery of records as provided by statute; and
- 3) Authorizes the Chief Building Official to identify and forward unique records to the care of the City Clerk for determination of extended retention and/or preservation.

PASSED AND ADOPTED by the City Council of the City of Elk Grove this 25th day of January 2012.



JAMES COOPER, MAYOR of the
CITY OF ELK GROVE

ATTEST:



JASON LINDGREN, CITY CLERK

APPROVED AS TO FORM:



JONATHAN HOBBS,
INTERIM CITY ATTORNEY

EXHIBIT A

CITY OF ELK GROVE - RECORDS RETENTION SCHEDULE

DEVELOPMENT SERVICES - BUILDING SAFETY & INSPECTION

Adopted by Resolution No. 2012-

RECORD TITLE/SUBTITLE AND DESCRIPTION	VITAL	TOTAL RETENTION	STATUTORY REFERENCE
Alternate Materials or Methods of Construction and/or Design Request		Finalled + 2 years	GC 34090
Application for Certificate of Occupancy		Finalled + 2 years	GC 34090
Application for Unreasonable Hardship Exception to Disabled Access Requirements		Finalled + 2 years	GC 34090
Application/Permit Extension Request Form		Finalled + 2 years	GC 34090
Authorization of Agent to Act on Property Owner's Behalf		Finalled + 2 years	GC 34090
Building Department Final Review/Approval Letter		Finalled + 2 years	GC 34090
Building Permit Application Form		Finalled + 2 years	GC 34090
Building Permit/Job Card	X	Life of Building	Title 24 C.C.R. Section 1.8.3.3.1
C&D EG Waste Management Plan Application		Finalled + 2 years	GC 34090
Certificate of Occupancy	X	Life of Building	Title 24 C.C.R. Section 1.8.3.3.1
City Courtesy/Expiration Letter(s) sent		Finalled + 2 years	GC 34090
City of Elk Grove Voucher Documentation		Finalled + 2 years	GC 34090
City Owner Notification Letter		Finalled + 2 years	GC 34090
City Payment Receipt(s)		Finalled + 2 years	GC 34090
Closure = The Permit Finalled Date or Certificate of Occupancy Issued Date		Finalled + 2 years	GC 34090
Commercial Fee Quote Worksheet		Finalled + 2 years	GC 34090
Construction Plans (Structural/Architectural/M/EP, etc.)	X	Life of Building	Title 24 C.C.R. Section 1.8.3.3.1
Construction Specifications	X	Life of Building	Title 24 C.C.R. Section 1.8.3.3.1
Construction/Structural Calculations	X	Life of Building	Title 24 C.C.R. Section 1.8.3.3.1
Developer Credit Documentation		Finalled + 2 years	GC 34090
Energy Acknowledgement Forms		Finalled + 2 years	GC 34090
Energy Compliance Reports		Finalled + 2 years	GC 34090
Fee Estimate/Summary Document(s)		Finalled + 2 years	GC 34090
Geotechnical Reports		Finalled + 2 years	GC 34090
Hazardous Materials Survey		Finalled + 2 years	GC 34090
Home Owners Association Approval Documentation		Finalled + 2 years	GC 34090
In-Progress Roofing Agreement		Finalled + 2 years	GC 34090
Manufactured Homes - HCD 433A		Finalled + 2 years	GC 34090
Master Batch Application		Finalled + 2 years	GC 34090
Memorandum of Understanding Concurrent Plan Review Request		Finalled + 2 years	GC 34090

Non-Occupied Utility Request			Finalized + 2 years	GC 34090
Notice to Applicants Tenant Improvement Projects - Signed Document			Finalized + 2 years	GC 34090
Notice to Property Owner Form			Finalized + 2 years	GC 34090
Outside Agency Fee Quotes			Finalized + 2 years	GC 34090
Outside Agency Receipts			Finalized + 2 years	GC 34090
Outside Agency Release Documentation			Finalized + 2 years	GC 34090
Permit Release Requirements Document-Applicant signed			Finalized + 2 years	GC 34090
Permit Release Requirements Document-Staff signed			Finalized + 2 years	GC 34090
Request for Medium Pressure Gas Service			Finalized + 2 years	GC 34090
Request to Cancel Permit/Refund of Permit Fee			Finalized + 2 years	GC 34090
Revision/Deferral Form			Finalized + 2 years	GC 34090
Signed Approved Plan Reviewer Router from all Depts.			Finalized + 2 years	GC 34090
Smoke Alarm & Carbon Monoxide Certification Form			Finalized + 2 years	GC 34090
Special Inspection and Testing Agreement			Finalized + 2 years	GC 34090
Specific Letters of Intent/Compliance from Applicant			Finalized + 2 years	GC 34090
Truss Calculations		X	Life of Building	Title 24 C.C.R. Section 1.8.3.3.1
Truss Review Letter Signed by the engineer of record			Finalized + 2 years	GC 34090
Records for Information (RFI) binders - Internal Log			Finalized + 2 years	GC 34090

EXHIBIT B

CITY OF ELK GROVE - RECORDS RETENTION SCHEDULE

DEVELOPMENT SERVICES - CODE ENFORCEMENT

RECORD SERIES TITLE/SUBTITLE AND DESCRIPTION	VITAL	TOTAL RETENTION	STATUTORY REFERENCE
Notice and Orders		Closure + 3 years	GC 34090
Administrative Citations		Closure + 3 years	GC 34090
Notice to Abate Forms		Closure + 3 years	GC 34090
Case Notes - investigatory notes		Closure + 3 years	GC 34090
Case cover sheets		Closure + 3 years	GC 34090
Administrative Warrants		Closure + 3 years	GC 34090
Warrant Posting Notices		Closure + 3 years	GC 34090
Correspondence		Closure + 3 years	GC 34090
Certificates of Nuisance Copies		Closure + 3 years	GC 34090
Certificates of Abatement Copies		Closure + 3 years	GC 34090
Courtesy Notices		Closure + 3 years	GC 34090
Rental Property Registration forms		Closure + 3 years	GC 34090
Rental Property De-Registration forms		Closure + 3 years	GC 34090
Vacant Property Registration forms		Closure + 3 years	GC 34090
Vacant Property De-Registration forms		Closure + 3 years	GC 34090
Code Enforcement Action Check-List		Closure + 3 years	GC 34090
Parcel Information/Map		Closure + 3 years	GC 34090
Certified Mail Receipt		Closure + 3 years	GC 34090
Vehicle Abatement Final Notices		Closure + 3 years	GC 34090

Adopted by Resolution No. 2012-

Closure = The closure date of the code enforcement case

**CERTIFICATION
ELK GROVE CITY COUNCIL RESOLUTION NO. 2012-8**

STATE OF CALIFORNIA)
COUNTY OF SACRAMENTO) **ss**
CITY OF ELK GROVE)

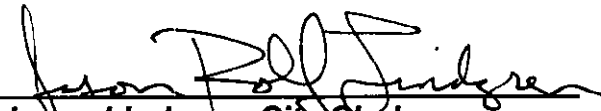
I, Jason Lindgren, City Clerk of the City of Elk Grove, California, do hereby certify that the foregoing resolution was duly introduced, approved, and adopted by the City Council of the City of Elk Grove at a regular meeting of said Council held on January 25, 2012 by the following vote:

AYES : COUNCILMEMBERS: Cooper, Hume, Detrick

NOES: COUNCILMEMBERS: None

ABSTAIN : COUNCILMEMBERS: None

ABSENT: COUNCILMEMBERS: Davis, Scherman


**Jason Lindgren, City Clerk
City of Elk Grove, California**