

**RESOLUTION NO. 2013-172**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ELK GROVE  
ESTABLISHING A POLICY FOR THE RETENTION OF RECORDS MAINTAINED  
BY THE PUBLIC WORKS DEPARTMENT**

**WHEREAS**, the Public Works Director is charged with the custody and safekeeping of case records related to the construction, operations, capital improvements, and maintenance of the City's road network, infrastructure, drainage systems, transportation systems, and solid waste; and

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

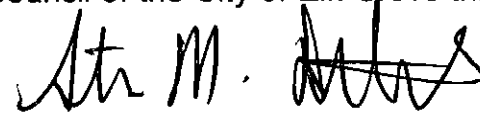
**WHEREAS**, the Public Works Director retains the discretion to store public records longer than indicated on the retention schedule if deemed appropriate and with written explanation; and

**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** by the City Council of the City of Elk Grove that it hereby:

- 1) Adopts the Records Retention Schedule for records maintained by the Public Works Department (attached as Exhibit A), as consented to by the City Attorney in accordance with California Government Code Section 34090 et seq; and
- 2) Authorizes the Public Works Director to employ technological methods and electronic improvements to provide the storage and recovery of records as provided by statute; and
- 3) Authorizes the Public Works Director 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 11<sup>th</sup> day of September 2013.




STEVEN M. DETRICK, VICE MAYOR  
of the CITY OF ELK GROVE

ATTEST:



JASON LINDGREN, CITY CLERK

APPROVED AS TO FORM:



JONATHAN P. HOBBS,  
CITY ATTORNEY

**EXHIBIT A**

**PUBLIC WORKS  
RECORD RETENTION SCHEDULE**

| <b>Record Series</b>               | <b>Retention</b> | <b>Citation</b>   | <b>Description</b>  |
|------------------------------------|------------------|---|---|
| Benchmark Data                     | CU + 2           | GC34090d  | Horizontal, vertical & control  |
| Bids & Proposals<br>(Unsuccessful) | CL + 2           | GC34090d  |   |
| Subdivision Security               | CL + 2           | GC34090   | Documentation created and or received in connection with the performance of work/services for the city, or for parcel maps and subdivision work   |
| Contractor                         | CU + 2           | GC34090d  | Current listing   |
| Correspondence                     | CU + 2           | GC34090d  | Working documentation   |
| Development Standards              | P                | GC34090a  | Improvement Standards, Construction Specifications, Landscape Standards for corridors & medians, parkway landscape development, public works construction   |
| Drawings, Project Plan             | CU + 2           | GC34090d  | Does not include those usually filed with case or project   |
| Franchises                         | P                | GC65864, 65869.5, 34090*  | Including subdivision agreements, public improvement agreements, maintenance agreements, contracts for sale or purchase of property, cable, grant of easements and/or involving construction of improvements<br>*CCP 337.2, 343; AC16023            |
| General Subject Files              | CU + 2           | GC34090d  | Internal working files including correspondence   |
| Grant Documents                    | CL + 4           | 24CFR 570.502(b) (3); 241CFR 85.42 & OMB Cir. A-110, Attach. C; * | Project files, contracts, proposals, statements, reports, sub-recipient dockets, Environmental review, grant documents, applications, inventory, consolidated plan, etc. Includes Section 108 loan guarantee *OMB Cir. A-102 & 128, HUD regulations |
| Historic Preservation Inventory    | 2                | GC34090d  | Historic structures & landmarks   |
| Incident Files                     | 2                | GC34090d  | Emergency Call Outs   |
| Land Uses, nonconforming           | P                | GC34090a  | Building or site usage which does not conform to current standards  |
| Logs                               | CU + 5           |   | Logs, registers or similar records listing permits, certificates of occupancy issued; may include inspection, building activity, daily, plan check, utility   |
| Maps & Plats                       | P                | GC34090a  | Engineering & field notes and profiles; cross-section of roads, streets, right-of-way, bridges; may include annexations, parks, tracts, block, storm drains, water easements, bench marks, trees, grading, landfill, fire hydrants, base maps, etc. |
| Permits, Other                     | CL + 2           | GC34090d  | Alterations, encroachment, excavations, road, street sidewalks & curb alterations, transportation, swimming pool drainage, temporary uses, etc.   |
| Photographs                        | S + 2            | GC34090d  | Aerial photographs  |
| Projects, Not Completed or Denied  | CL + 2           | GC34090d  | Building, engineering, planning   |
| Reports                            | CU + 2           | GC34090   | Activity, periodic  |

|   |         |          |   |
|---|---------|----------|---|
| Street Names and House Numbers                                  | P       | GC34090a | Street dedications, closings, address assignment/changes  |
| Studies, Special Projects & Areas                               | CL + 2  | GC34090d | Engineering, joint powers, noise, transportation  |
| Surveys   | P       | GC34090a | Recording data and maps   |
| <b>ENGINEERING</b>  |         |          |   |
| As-Built drawings, project specifications, geotechnical reports | P       | GC34090  | For all Municipal Facilities, including capital improvement projects, development projects, and maintenance projects.   |
| Design Exceptions   | P       | GC34090  | For all transportation facilities, including capital improvement projects, development projects, and maintenance projects.  |
| Capital Improvement Projects (Design Professionals' Work)       | CL + 10 | CC337.15 | Supporting documents for design professionals' work, including reports, plans, work orders, schedules, construction records, inspection records, correspondence, etc. |
| Capital Improvement Projects (Non-Design Professional Work)     | CL + 4  | GC34090  | Documents not related to design professionals employed in the work, including rejected firms proposals, rejected bids, DBE records, public outreach, etc.             |
| Development Construction Inspection Reports                     | CL+10   | CC337.15 | Assesses value of real property   |
| Drawings, Traffic Control Plan                                  | CL+2    | GC34090a | Signs, signing & striping, road construction not part of a project (i.e. an event)  |
| Special Districts   | P       | GC34090a | Supporting documents re: improvement, lighting, underground utility; bonds, taxes & construction  |
| Street/Alley (Abandonment/Vacation)                             | CL + 2  | GC34090d | Relinquishment of rights and fee title  |
| Traffic Data  | CL + 2  | GC34090d | Counts, collisions, accidents   |
| Traffic Signals   | CL + 2  | GC34090d | Counts, collisions, accidents   |
| <b>MUNICIPAL FACILITY</b>                                       |         |          |   |
| Encroachment Dailies  | CU+7    |          | Hard copy documentation included with encroachment file. (hard copy filed)  |
| Facility Rentals/Use  | CU + 2  | GC34090  | Permits, contracts, diagrams, schedules, insurance binders  |
| Maintenance & Operations  | CU + 2  | GC34090d | Service requests, invoices, supporting documentation  |
| Work Orders or Job Cards  | CU+7    | GC34090d | Documentation of completed work, usually containing signatures, diagrams, plans, etc. (hard copy filed)   |

## LEGEND

|    |                     |
|----|---------------------|
| CL | = Closed/Completion |
| CU | = Current Year      |
| P  | = Permanent         |
| S  | = Supersede         |

**CERTIFICATION  
ELK GROVE CITY COUNCIL RESOLUTION NO. 2013-172**

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

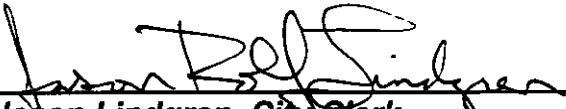
*I, Jason Lindgren, City Clerk of the City of Elk Grove, California, do hereby certify that the foregoing resolution was duly introduced, approved, and adopted by the City Council of the City of Elk Grove at a regular meeting of said Council held on September 11, 2013 by the following vote:*

**AYES :**       **COUNCILMEMBERS:**     *Detrick, Hume, Trigg*

**NOES:**       **COUNCILMEMBERS:**     *None*

**ABSTAIN :**   **COUNCILMEMBERS:**     *None*

**ABSENT:**    **COUNCILMEMBERS:**     *Davis, Cooper*

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