

Agenda Item A.
MINUTES
SELMA CITY COUNCIL
SPECIAL MEETING
February 20, 2024

Selma City Council Chambers
1710 Tucker Street
Selma, CA 93662

The special meeting of the Selma City Council was called to order at 5:00 p.m. in the Council Chambers. Council members answering roll call were: Guerra, Mendoza-Navarro (arrived at 5:04 p.m.), Trujillo, Mayor Pro Tem Cho, and Mayor Robertson.

CLOSED SESSION: Mayor Robertson recessed the meeting into Closed Session at 5:02 p.m. to discuss the following:

Conference With Legal Counsel – Anticipated Litigation, Significant exposure to litigation pursuant to Government Code Section 54956.9(b): 1 case

Mayor Robertson reconvened the meeting from closed session at 5:43 p.m., with no reportable action to report.

ADJOURNMENT: There being no further business, the meeting was adjourned at 5:44 p.m.

Respectfully submitted,
Reyna Rivera, City Clerk

Agenda Item A.
MINUTES
SELMA CITY COUNCIL
REGULAR MEETING
February 20, 2024

Selma City Council Chambers
1710 Tucker Street
Selma, CA 93662

The regular meeting of the Selma City Council was called to order at 6:00 p.m. in the Council Chambers.

Council members answering roll call were: Guerra, Mendoza-Navarro, Trujillo, Mayor Pro Tem Cho, and Mayor Robertson.

INVOCATION: Pastor Lisa Satterberg of Take It By Force Global Church led the invocation.

ORAL COMMUNICATIONS: Public comment was received from Mr. Hector Gomez, Mr. Luis Gomez, and Mr. Santiago Ocegüera.

SPECIAL PRESENTATIONS: Public Works Director Honn introduced the newest members of the Public Works Department: Ivan Molina and Eric Alvarez (not present).

CONSENT CALENDAR: Council member Guerra requested to pull agenda item D for separate discussion. Mayor Robertson motioned to approve the remainder of the Consent Calendar as written. The motion was seconded by Council member Guerra and carried unanimously.

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| A. <u>Approved</u> | CONSIDERATION OF MINUTES OF THE JANUARY 16, 2024, COUNCIL MEETING |
| B. <u>Approved</u> | CONSIDERATION AND PLACEMENT OF APPOINTMENT TO PIONEER VILLAGE COMMISSION |
| C. <u>Approved</u> | CONSIDERATION OF LETTER OF SUPPORT FOR THE UCSF HEALTH/ADVENTIST HEALTH/MADERA COUNTY BID TO BUY AND REOPEN THE MADERA COMMUNITY HOSPITAL |
| D. <u>Pulled</u> | CHECK REGISTER DATED FEBRUARY 9, 2024 |

Council member Guerra pulled this item to request additional information on the check issued to Breaking the Chain Consulting. City Manager Santillan clarified that the payment was the second installment funded from the General Fund. He stated that James Yule serves as a leadership trainer and consultant, supporting staff in professional development, including a Leadership Academy for staff. Mayor Robertson inquired on the check issued to Price Paige and Company, Social Vocational Services Inc., Cool Air Specialty. City Manager Santillan, Administrative Services Director Venegas, and Police Chief Alcaraz provided clarification. A motion was then made by Mayor Robertson and seconded by Council member Guerra to approve the CHECK REGISTER AS PRESENTED. The motion passed unanimously.

DISCUSSION AND CONSIDERATION OF POTENTIAL MOBILE HOME RENT STABILIZATION ORDINANCE

Deputy City Manager Keene provided the data researched on mobile home parks and rent increases. He highlighted various rent stabilization methodologies from other jurisdictions that were examined, emphasizing the need to outline key components such as methodology, petition requirements, reviewing body, and a hearing process. City Clerk Rivera read two letters of opposition received from Mr. Joe McKenry and Mr. Jarryd Gonzales. Public comment was received from the following: Ms. Betty Alves, Ms. Elaine Creed, Ms. Sandi Gillcrest, Ms. Yvonne Bibeck, MS. Betty Standridge, Ms. Theresa Salas, Mrs. Rose Robertson, Ms. Kathy Murton, Mr. Jim Avalos, Mrs. Sandi Niswander, Mr. Ross Miller, Mr. Michael Kazarian, Ms. Peggy Bolman, and two anonymous residents. Council thanked the residents for attending and provided feedback. A motion was made by Council member Guerra and seconded by Council member Mendoza-Navarro to DIRECT CITY STAFF TO DRAFT AN ORDINANCE REGARDING RENT STABILIZATION. The motion carried unanimously. City Manager Santillan provided a timeline of approximately three months.

RECESS: At 7:31 p.m. the meeting was recessed for a short break. Mayor Robertson reconvened the meeting at 7:39 p.m.

CONSIDERATION AND REVIEW OF PIONEER VILLAGE CONCEPT MAP

Community Services Director Smart discussed the collaboration with QK and Willdan staff to conduct inspections of Pioneer Village for the development of a Master Plan for Pioneer Village. After tours and consultations, the request from Staff was for conceptual plans to be provided. Conceptual Plan, referenced as Concept D was approved by the Pioneer Village Commission in February 2024 without alterations. The Concept D plan includes provisions for parking expansion, storm drain basin placement, event space allocation, building renovations, and infrastructure improvements. Council expressed support for the plan, which is addressing parking and restroom issues and discussed funding possibilities, phased approaches, collaboration with other entities, and the need for lighting. Public comment was received from Mr. Santiago Ocegüera, Mrs. Rose Robertson, Mr. Ron Jones, Mr. Martin Winter, Mr. Jim Avalos, and Mr. Isaac Garza. Council consensus was given to direct staff to continue moving forward on the preparation of a final conceptional master plan. City Manager Santillan outlined upcoming steps, focusing on funding and incorporating the valuable feedback into the master plan.

CONSIDERATION OF A RESOLUTION APPROVING THE FIRE DEPARTMENT, EMERGENCY MEDICAL SERVICES DIVISION REORGANIZATION PLAN

Fire Chief Jordan Webster presented the proposed Emergency Medical Services (EMS) Division reorganization plan, which adjusts the allocation to twelve Paramedics and six EMTs while maintaining the total staff count at eighteen. He discussed that the restructuring aims to enhance operational flexibility and reduce Paramedic call-backs and decrease overtime expenses. The recommendation includes reclassifying three EMT positions to Paramedics, leveraging advanced skills for patient outcomes and workforce consistency. Public comment was received by Mr. Jim Avalos. After Council comments regarding confirmation of no lay-offs, confirming that there are five ambulances, with a sixth to be budgeted in next fiscal year, a motion was made by Mayor Pro Tem Cho and seconded by Council member Trujillo to approve RESOLUTION NO. 2024-21R

APPROVING THE FIRE DEPARTMENT EMERGENCY MEDICAL SERVICES DIVISION REORGANIZATION PLAN. The motion carried unanimously.

CONSIDERATION OF A RESOLUTION APPROVING JOB DESCRIPTIONS AND SALARY RANGES FOR ANIMAL SERVICES DIRECTOR, ANIMAL SERVICES TECHNICIAN AND EMERGENCY MEDICAL SERVICES SUPERVISOR

Administrative Services Director Venegas discussed the proposed Resolution. She advised that the Animal Services Director and Animal Services Technician positions are required following the re-integration of Animal Services operations by the Selma Police Department. Similarly, the Emergency Medical Services (EMS) Supervisor position is deemed necessary in light of the EMS Division reorganization. Public comment was received by: Ms. Parveen Sandhu, Ms. Theresa Salas, Ms. Nidya Juarez, Mr. Louis Franco, Mr. Santiago Ocegueda, Mrs. Rose Robertson, Ms. Lorena Betancourt, Ms. Kelly Guerra, Ms. Stella Ramirez, and Ms. Yolanda Torres. After discussion from Council regarding the costs, transparency and accountability, recruitment process, and vehicles, a motion was made by Council member Mendoza-Navarro and seconded by Mayor Pro Tem Cho to approve RESOLUTION NO. 2024-22R, APPROVING THE JOB DESCRIPTIONS AND SALARY RANGES FOR ANIMAL SERVICES DIRECTOR, ANIMAL SERVICES TECHNICIAN AND EMERGENCY MEDICAL SERVICES SUPERVISOR. The motion carried with the following vote:

AYES: Mendoza-Navarro, Cho, Trujillo
NOES: Guerra, Robertson
ABSENT: None
ABSTAIN: None

CONSIDERATION OF A RESOLUTION AMENDING FISCAL YEAR 2023-2024 BUDGET AT MID-YEAR ALLOWING FOR THE ADDITIONAL REVENUES AND EXPENDITURES PERTAINING TO THE VARIOUS CITY DEPARTMENTS

City Manager Santillan provided a PowerPoint presentation on the General Fund Mid-Year Revenues and Expenditures, addressing the amendments to the mid-year budget for the year. Each department director, including Police Chief Alcaraz, Administrative Services Director Venegas, Community Services Director Smart, Deputy City Manager Keene, and Public Works Director Honn, discussed their respective department's budget requests requiring budget amendments. Public comments were provided by Rose Robertson and Yolanda Torrez. A motion was made by Council member Mendoza-Navarro and seconded by Mayor Pro Tem Cho to approve RESOLUTION NO. 2024-23R AMENDING THE ADOPTED BUDGET FOR FISCAL YEAR 2023-2024. The motion carried with the following vote:

AYES: Mendoza-Navarro, Cho, Trujillo
NOES: Guerra, Robertson
ABSENT: None
ABSTAIN: None

FUTURE AGENDA ITEMS: Council member Guerra requested updates on the New Fire Station, Street Signs Project, and homelessness issue. City Manager Santillan suggested that the first two items be covered in departmental reports, while the homelessness issue would be

addressed in a coordinated workshop with other agencies. Council member Trujillo requested auditing information for the Second Chance Animal Shelter and requested a report from the

Selma Healthcare Board regarding donated vehicles for the shelter. Council member Trujillo also requested incorporating sponsorships on the next fiscal year budget for the 3rd of July event, Rotary Band Festival event, Chamber of Commerce Raisin Festival, and Selma Cares event. Consensus was reached on the items. Mayor Robertson requested allowing public input on future agenda items. No consensus was provided for the item. Mayor Robertson also requested the need for a geographical crime report from the police department and to consider substations. City Manager Santillan clarified that the request would align with the upcoming Capital Improvement Plan. Police Chief Alcaraz discussed restrictions on disclosing certain information. City Manager Santillan proposed collaborating with Mayor Robertson to refine the request for the agenda, Council consensus was provided on the item.

DEPARTMENTAL REPORTS: Deputy City Manager Keene discussed the mandated updates required by Senate Bill 379, which require implementation of an automated plan for solar permits.

Community Services Director Smart distributed flyers for events over the next two months, acknowledging the Public Works Department and recognizing City Hall staff for their customer service.

Fire Chief Webster announced the upcoming memorial service for Firefighter Chris Nelson.

City Clerk Rivera discussed the current construction projects and their detours and discussed the upcoming primary election voting dates and location.

Public Works Director Honn provided updates on the Salazar Center and Senior Center projects and the downtown lights.

Police Chief Alcaraz announced the upcoming "Coffee with a Cop" event at the Selma Animal Services Center on Thursday, March 7th, and a comedy event by the Selma Police Foundation.

COUNCIL REPORTS: Council member Mendoza-Navarro expressed gratitude to staff.

Council member Trujillo extended thanks to the Finance and Public Works Departments.

Council member Guerra reported on receiving a few concerns about homeless encampments at the freeway entrance and on private property.

Mayor Pro Tem Cho conveyed appreciation for everyone's hard work and mentioned the upcoming Chinese New Year celebrations and discussions about Chinese historical matters.

Mayor Robertson requested Chamber of Commerce and was assured by City Manager Santillan that they would be provided promptly. He also thanked the Public Works department for the quick removal of Christmas decorations.

ADJOURNMENT: There being no further business, Mayor Robertson adjourned the meeting at 10:13 p.m.

Respectfully submitted, Reyna Rivera, City Clerk

CITY MANAGER’S/STAFF’S REPORT
COUNCIL MEETING DATE:

March 18, 2024

ITEM NO: B.

SUBJECT: Consideration of a Resolution Consenting to the Use of Public Facilities Regarding the Proposed Re-Routing of Traffic on Highland Avenue for Participants of the Annual Selma Sikh Parade

BACKGROUND: The Sikh Center of the Pacific Coast (“Sikh Center”) will host the 29th Annual Sikh Parade. The parade route would traverse much of the City, starting at the Sikh Center, reaching the Selma High School, then circling back to the Sikh Center.

DISCUSSION: The parade will redirect traffic on State Highway 43/Highland Avenue between Rose and Nebraska Avenues, from 10:00 a.m. to 2:00 p.m. on April 14, 2024.

The California Department of Transportation is requesting a resolution from the City of Selma in support of the event, given the need to reroute traffic from State Highway 43 to City Streets.

FISCAL IMPACT: The parade is expected to bring attendees from throughout the region that will generate an unknown positive impact financially in the form of sales tax and commerce within the city limits. Other costs for traffic control are the responsibility of the parade organizers.

RECOMMENDATION: Consider approving the resolution in support of the use of public streets for the Annual Selma Sikh Parade.

/s/ 03/07/2024
Amy Smart, Community Services Director Date

/s/ 03/07/2024
Fernando Santillan, City Manager Date

RESOLUTION NO. 2024 – __ R

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SELMA,
CALIFORNIA, CONSENTING TO THE USE OF PUBLIC FACILITIES
AND THE PROPOSED RE-ROUTING OF TRAFFIC FOR THE ANNUAL SELMA
SIKH PARADE**

WHEREAS, on March 18, 2024, the Selma City Council, at a regularly scheduled meeting, considered a request by the Sikh Center of the Pacific Coast Sikh Temple for the re-routing of traffic on State Highway 43 Highland Avenue between Rose Avenue and Nebraska Avenue; and

WHEREAS, the Sikh Center of the Pacific Coast Sikh Temple is required to apply to the State of California Department of Transportation (“Caltrans”) to conduct a special event – Sikh Festival Parade on State property; and

WHEREAS, the annual Sikh parade will require the temporary closure of State Highway Route 43 on April 14, 2024 between 10:00 a.m. and 2:30 p.m.; and

WHEREAS, given that the temporary closure of State Highway 43 may impact City streets, Caltrans requested that the City adopt a resolution consenting to the proposed re-routing of traffic onto and over City streets during the Sikh Festival Parade.

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

SECTION 1. The above recitals are true and correct and are incorporated herein by reference.

SECTION 2. The City Council approves and consents to the proposed re-routing of traffic onto and over City streets and upon terms and conditions deemed appropriate and necessary by the State of California Department of Transportation.

SECTION 3. The provisions of this Resolution are severable and if any provision, clause, sentence, word or part thereof is held illegal, invalid, unconstitutional, or inapplicable to any person or circumstances, such illegality, invalidity, unconstitutionality, or inapplicability shall not affect or impair any of the remaining provisions, clauses, sentences, sections, words or parts thereof of the Resolution or their applicability to other persons or circumstances.

SECTION 4. That the City Clerk shall certify to the adoption of this Resolution and that the same shall be in full force and effect.

(Signatures on following page)

PASSED, APPROVED AND ADOPTED this 18rd day of March, 2024, by the following vote:

AYES: COUNCIL MEMBERS:
NOES: COUNCIL MEMBERS
ABSTAIN: COUNCIL MEMBERS
ABSENT: COUNCIL MEMBERS

Scott Robertson, Mayor

ATTEST:

Reyna Rivera, City Clerk

CITY MANAGER'S/STAFF'S REPORT
COUNCIL MEETING DATE:

March 18, 2024

ITEM NO: C.

SUBJECT: Consideration of a Resolution Adopting a Records Management and Retention Policy Containing Records Retention Schedules and Records Destruction Guidelines

BACKGROUND: In 2023, the City Council approved Resolution No. 2023-3R, adopting the records management policy containing certain records retention schedules and records destruction guidelines. Regular updates allow City staff to keep up with the rapidly progressing technology, current best practices, and changing legislation. Updating policy and schedules will provide greater efficiency in the City's Records Management Program.

DISCUSSION: An updated Records Management and Retention Policy and Schedule is important as it assists the City in implementing the timely disposal of records which have met their retention, the storage of records that must be retained after they are no longer needed for current operations, the relocation of Departmental records to the offsite storage, and the preservation of records which are of historical value. Most importantly, an updated schedule provides the legal basis of the disposition and destruction of departmental records. It also ensures that the City retains information for the period it is needed and prevents keeping records longer than the information is worth in storage and maintenance costs. The update of the current Policy and Schedules is driven by many factors, including:

- Limited physical space at various City facilities
- Many departments are filing and storing copies of the same records
- Technology advancements
- Compliance with changes in legislation

The purpose of the Policy is to apply efficient and economical methods to the creation, utilization, maintenance, retention, preservation, and disposal of all records managed by the City.

The City Clerk's Office revised the Retention Schedule in collaboration with representatives from each Department, which was then approved by the City Attorney. The revised Retention Schedule provides clear, specific records descriptions and retention periods, applies current law, City practices, and technology to the disposition and destruction of the City's records. The City will increase operational efficiency by identifying which department is responsible for maintaining the original record, reducing duplication, and establishing clear retention periods for the series of records.

FISCAL IMPACT: None.

RECOMMENDATION: Approve Resolution Adopting Records Management and Retention Policy Containing Records Retention Schedules.

<u> /s/ </u>	<u>March 6, 2024</u>
Reyna Rivera	Date
City Clerk	

<u> /s/ </u>	<u>March 6, 2024</u>
Fernando Santillan	Date
City Manager	

Attachments:

Resolution Adopting Records Management Policy.

Exhibit A - Records Management Policy and Retention Policy

Exhibit B - Records Retention Schedule

RESOLUTION NO. 2024 – __R

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SELMA,
CALIFORNIA, ADOPTION OF A RECORDS MANAGEMENT AND
RETENTION POLICY AND RECORDS RETENTION SCHEDULE**

WHEREAS, California Government Code Section 34090 et seq. sets forth certain legal requirements relating to the management and retention of certain municipal records; and

WHEREAS, Senate Bill 742 approved by the California State Government on September 7, 1999, required the Secretary of State to establish, publish, update, and maintain on a permanent basis guidelines for local government records retention (Government Code Section 12236); and

WHEREAS, retention guidelines have been provided to the city which have been endorsed by resolution of the General Assembly of the League of California Cities, and by the City Clerks Association of California; and

WHEREAS, said guidelines are reviewed and updated periodically by the Secretary of State; and

WHEREAS, the City's management staff has reviewed and desires to establish a Records Management and Retention Policy that will serve as a guideline for creation, maintenance, disposition, and retrieval of official City records; and

WHEREAS, the policy updates the City's current practices, and brings the City into compliance with modern standards and establishes the overall procedures for records management and retention of records; and

WHEREAS, it has been determined that the Records Management Policy and Retention Policy establish recommended retention periods and destruction guidelines comply with Federal and State statutes and are generally accepted records management practices.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Selma as follows:

SECTION 1. The above recitals are true and correct and are incorporated herein by reference.

SECTION 2. The City Council hereby establishes the Records Management and Retention Policy as set forth in the policy in Exhibit A and the Retention Schedule as set forth in Exhibit B.

SECTION 3. Severability. The provisions of this Resolution are severable and if any provision, clause, sentence, word, or part thereof is held illegal, invalid, unconstitutional, or inapplicable to any person or circumstances, such illegality, invalidity, unconstitutionality, or

inapplicability shall not affect or impair any of the remaining provisions, clauses, sentences, sections, words, or parts thereof of the Resolution or their applicability to other persons or circumstances.

SECTION 5. Effective Date. That the City Clerk shall certify the adoption of this Resolution and shall be in full force and effective as of March 18, 2024.

PASSED, APPROVED AND ADOPTED this 18th day of March, 2024, by the following vote:

AYES: COUNCIL MEMBERS:
NOES: COUNCIL MEMBERS:
ABSTAIN: COUNCIL MEMBERS:
ABSENT: COUNCIL MEMBERS:

Scott Robertson, Mayor

ATTEST:

Reyna Rivera, City Clerk

Records Management and Retention Policy

The City of Selma Records Management and Retention Policy exists to protect the City's information assets and manage them more efficiently by employing systematic methods for creation, maintenance, disposition, and retrieval of official City records. Through application of sound records management practices, the program ensures the availability of records and information when needed by City staff and members of the public. These practices also ensure the elimination of unnecessary, redundant records, the preservation of records of continuing value for historical, legal and administrative research, and the destruction of obsolete records in accordance with established guidelines and laws once they reach their approved disposition date.

By controlling the life cycle of records from creation to final disposition, the City will better manage its information assets, facilitate efficient access to information when needed, provide documentation of compliance to state and federal courts and agencies, and preserve a valuable history of the organization. The City Clerk Department coordinates the Records Management and Retention Policy in cooperation with designated department liaisons. The City Clerk is also responsible for preserving the City's legislative history.

The Retention Schedule establishes retention authority for records common to all departments.

The Records Retention Schedule provides the foundation for the Records Management Program and plays a pivotal role in its implementation. The City Clerk maintains retention schedules for each department of the City and updates these schedules on a periodic basis. These department schedules establish mandatory minimum retention periods for all City records. If a federal or state law, court ruling, or regulation establishes the retention period for a record, a citation to the relevant provision is given; if no citation is present, authority for the retention period is based on departmental, legal, and management recommendations. No department, division, board, or commission may dispose of an official City record prior to the expiration of its approved retention period.

Actual disposal of such records by a City office is subject to the procedures outlined in the records management and retention policy.

This policy:

- Ensures that records will not be destroyed prematurely;
- Allows records that are no longer useful to be destroyed legally;
- Helps reduce space and equipment necessary for filing records;
- Determines when records may be transferred to storage;
- Organizes and groups related documents by records series;
- Provides information helpful in developing a vital records protection plan.

Program Objectives

A. *What are “records”*

Records include, but are not limited to, letters, papers, maps, exhibits, magnetic tapes, compact-disks, microfilm, photographic film and prints, audio and video recordings, and any other information, regardless of its physical form or characteristics, that is received, created or used by a City department or official in the normal course of City business.

California Government Code Section 7920.530 “Records are any writing containing information relating to the conduct of the public’s business prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics.”

B. *Records Retention Schedule*

The Records Retention Schedule provides the foundation for the Records Management and Retention Policy and plays a pivotal role in its implementation. The City Clerk maintains retention schedules for each department of the City and updates these schedules on a periodic basis. These department schedules establish mandatory minimum retention periods for all City records. If a federal or state law, court ruling, or regulation establishes the retention period for a record, a citation to the relevant provision is given; if no citation is present, authority for the retention period is based on departmental, legal, and management recommendations. No department, division, board, or commission may dispose of an official City record prior to the expiration of its approved retention period.

Actual disposal of such records by a City office is subject to the policies and procedures outlined in the Records Management and Retention Policy.

1. General Records Retention Schedule

The general records retention schedule sets mandatory minimum retention periods for those record series that are common to all departments and divisions.

The retention period applies to a record regardless of the medium in which it is maintained. Some records listed in the Retention Schedule are maintained electronically. All documents scanned must be verified as readable. Once documents have been verified, those hard copies can be destroyed, electronic versions may remain indefinitely for any permanent record.

2. Department Retention Schedule

The department retention schedule cover specific records maintained relative to the functions performed by that department. The schedules set the mandatory minimum retention periods for the record copy of these documents. Convenience copies of these records found in other departments have administrative value only, and should not be kept longer than the official record copy maintained by the designated department of record.

3. Disposition Dates

Unless otherwise stated, the retention period for a record is in calendar years from the date of its creation. The retention period applies to the official record as distinct from convenience or working copies created for informational purposes. Where several copies are maintained, the office shown as the department of record shall retain the official record. Duplicate or convenience copies are kept only as long as administratively valuable and should not be kept longer than the official record that is maintained by the designated department of record.

If a record described in a schedule is maintained in a bound volume of a type in which pages are not easily removed, the retention period, unless otherwise stated, is calculated based on the date of last entry.

If two or more records listed in this schedule are maintained together by a department and are not severable, the combined record must be retained for the length of time of the component with the longest retention period.

4. Retention Event Codes

Retention Event Codes are utilized within the Records Retention Schedule to provide clarity on retention periods, particularly when disposition is determined by specific events rather than a fixed period of time. These codes are integral for managing the lifecycle of records effectively. The following codes are established and defined for use within the City of Selma's Records Management and Retention Policy:

AA - After Audit: Records designated with this code are retained until after completion of an audit process.

AC - After Completion: Records marked with this code are retained until a specific task or project is completed.

ACT - While Active: Records assigned to this code are retained for the duration of their active use.

AE - After Expiration: Records bearing this code are retained until after their expiration date.

AFP - After Final Payment: Records with this code are retained until final payment is made.

AP - After Approval: Records designated with this code are retained until after approval is obtained.

AR - Annual Review: Records marked with this code undergo annual review to determine their ongoing relevance and necessity.

AT - After Termination: Records assigned this code are retained until after the termination of a specific event or contract.

C - Confidential: Records marked as confidential are retained according to the sensitivity of their content.

CM - Current Month: Records with this code are retained for the current month only.

CY - Current Year: Records designated with this code are retained for the current calendar year only.

EL - Electronic Media: Records marked with this code are stored in electronic format.

EY - Event Year: Records with this code are retained based on a specific event occurring within the calendar year.

H - Historical: Records marked as historical are retained indefinitely for their historical value.

IND - Indefinite: Records assigned this code are retained indefinitely until further notice.

LOB/LOV/LOS - Life of Board/Life of Vehicle/Life of System: Records with this code are retained for the duration of the board, vehicle, or system's operational lifespan.

MX - Mixed Media: Records marked with this code contain a mixture of physical and electronic media.

P - Permanent: Records designated as permanent are retained indefinitely due to their enduring value.

PA - Paper Media: Records with this code are in paper format.

S - After Supersede: Records marked with this code are retained until after they are superseded by updated versions.

V - Vital: Records designated as vital are critical for the continued operation and integrity of the organization.

C. *Final Disposition*

Disposition is the final phase in the information life cycle and normally involves three possibilities: scanning, destruction, or transfer to a records facility for permanent preservation. On some occasions, disposition may also involve transfer of records to a state or federal agency or a local historical society or university for historical reference. The final disposition of a records series is noted on the Records Retention Schedule.

NOTE: It is the department's responsibility to obtain proper authorization prior to proceeding with disposition, i.e., having an approved Records Retention Schedule.

Records Management staff cannot provide verbal approval for the disposition of records not inventoried and included on the approved Records Retention Schedule.

Disposition of records should occur routinely in accordance with the provisions of the Records Retention Schedule. If the Schedule states that certain records are to be retained for three years and then destroyed, records review and disposal should occur promptly at the conclusion of the three-year retention. This ensures that file space is used efficiently and prevents active records needed for day-to-day operations from becoming interfiled with records that have outlived their administrative usefulness.

Exception for litigation and records subject to audit: If a request for information has been filed encompassing the records under the Public Records Act, the records are involved in current or pending litigation, or are subject to an audit, physical destruction may **NOT** be carried out until all legal action has concluded. The City Attorney's Office will instruct departments to preserve documents as they relate to pending PRA and litigation cases.

When records maintained in-office become eligible for destruction, contact your Department Records Coordinator prior to any destruction to ensure that proper documentation is completed. While the approved Records Retention Schedule indicates when a record is eligible for destruction, a Destruction Authorization Memo must be completed and approved by the Department Director and Records Management Unit in order to ensure no outstanding legal or fiscal issues require maintaining the records for an extended period. A Department Destruction Log and file index including the record series, file names/numbers/titles, dates of records, date destroyed, and who destroyed them should also be created and sent to the Records Management Unit.

See the Records Management and Retention Policy for additional details. Once the destruction is approved, it is appropriate to place the material in the recycling containers unless they require confidential shredding.

D. Off-Site Records Center

Departments have the option to store City records in an off-site records center designed specifically for high-density storage of permanent records. The following procedures must be adhered to:

1. Approval Process

The decision to utilize off-site storage and the selection of approved off-site locations must be authorized jointly by the City Clerk and the Department Director. Departments seeking approval for off-site storage must submit a formal request detailing the need for storage, including the volume of records to be stored and the anticipated duration of storage. Upon receipt of the request, the City Clerk, in consultation with the Department Director, will assess factors such as space availability, security measures, and cost-effectiveness to approve or deny the request.

2. Use of Storage Boxes

When permanent records are designated for off-site storage, they must be packed and labeled legibly in standard duty storage boxes, also known as banker boxes. All boxes must be inventoried on a Department Records Transfer List, which must be reviewed and approved by both the Department Director and the Records Management Unit before the boxes are transported to the approved off-site location.

3. Verification of Scanned Documents

Departments have the option to scan documents and retain electronic versions for any permanent record. Prior to destruction of hard copies, all scanned documents must be verified as readable to ensure their integrity and usability.

4. Approved Off-Site Location

The only approved off-site storage facility for City records is located at the Old Selma Police Department, 1935 E. Front Street, Selma, CA. 93662. It is strictly prohibited to store records in closets, basements, attics, or self-service storage facilities.

E. Vital Records Protection

Vital Records are defined as those essential department records needed to meet operational responsibilities under national or regional emergency or disaster conditions.

Disaster means an unexpected occurrence inflicting *widespread* destruction and distress, having *long-term* adverse effects on operations, e.g., earthquake or fire.

Emergency means a situation or an occurrence of a serious nature, developing suddenly and unexpectedly, and demanding immediate action. This is generally of short duration, for example, an interruption of normal City operations for a week or less due to an electrical transformer failure or minor flooding caused by broken pipes.

Vital records are divided into two categories:

1. Emergency operating records are those vital records essential to the continued functioning or reconstitution of the organization during and after an emergency. Examples include emergency plans and directives, orders of succession, delegations of authority, staffing assignments, selected program records needed to continue the most critical City operations, as well as related policy or procedural records that assist City staff in conducting operations under emergency conditions and for resuming normal operations after an emergency.

2. Legal and financial rights records are those vital records which are essential to the protection of the legal and financial rights of the City and of the individuals directly

affected by its activities. Examples of these records include records containing proof of ownership, financial interest (payroll, retirement, insurance, accounts receivable), legal proceeding decisions, contractual obligations, and similar records.

Policy. All departments will work with Records Management staff to identify and safeguard those emergency operating, legal and financial rights records necessary for their own essential emergency and recovery functions.

F. Archival Preservation

Records identified as **permanent** or historically significant on the Records Retention Schedule, require special handling and preservation techniques to ensure continued accessibility for reference and research. The City Clerk Department regularly evaluates the volume and types of records in this category and makes recommendations for archival storage media, as well as practices and procedures that need to be followed to ensure access to these materials in perpetuity.

Responsibilities

1. Departments

Each department shall:

1. Appoint a Records Coordinator to work with Records Management staff in implementing the Records Management and Retention Policy. This should be someone who is familiar with the nature and purpose of department records, has some authority to ensure adherence to records policies and procedures, and can recommend retention periods based on actual usage and legal requirements.
2. Assist Records Management staff in conducting and maintaining an inventory of all records created and maintained within the department.
3. Review their Retention Schedule bi-annually, submitting to the City Clerk any suggested revisions to retention periods, and additions or deletions of record series as department functions change.
4. At regular intervals but no less often than once per year, review destruction authorizations for records prepared by the Records Management Staff. Records Coordinators and Department Directors should review the list of records eligible for destruction to ensure that none of the records are the subject of an audit or pending litigation.
5. Educate other department staff in proper recordkeeping policies and procedures.

B. City Clerk – Records Management Unit

The City Clerk, as director and administrator of the Records Management and Retention Policy, shall:

1. Direct the preparation of a citywide records inventory of all departments.
2. Prepare and maintain a Records Retention Schedule based on the findings of the records inventory and discussions with City staff.
3. Assist department Records Coordinators in reviewing and updating department Records Retention Schedules on a periodic basis. Revise policy and procedures as necessary to ensure interdepartmental coordination and cooperation in the creation, maintenance, protection, retention, and disposition of all City records.
4. Approve Retention Schedule and policy revisions that affect transfer of records to the off-site records center.
5. Provide off-site records center storage containers and identification procedures for each box submitted for storage.
6. Submit Records Destruction Authorization Memos to each Department Director for approval to destroy records stored in the off-site records center. Carry out such destruction in accordance with established procedures.
7. Maintain accurate logs and databases of all records stored in the off-site records center. Keep records secure, and provide access to information to researchers upon request.
8. Maintain documentation of all records destroyed in accordance with the Records Retention Schedule, including those records destroyed directly by departments.
9. Educate City staff on principles of records management and industry best practices through regular training meetings for department liaisons. Provide guidance, consultation, and advice as needed.

C. City Attorney

The City Attorney shall review the Records Retention Schedule and all proposed amendments to assure compliance with local, state, and federal legal requirements. The City Attorney shall also review all Records Destruction Authorization Memos to ensure that listed records are not the subject of current or pending litigation.

D. City Council

The City Council shall provide final authority for amendments to the Records Retention Schedule.



City of Selma Records Retention Schedule
01 Citywide

DRAFT

Legend: AA - After Audit; AC - After Completion; ACT - While Active; AE - After Expiration; AFP - After Final Payment; AP - After Approval; AR - Annual Review; AT - After Termination; C - Confidential; CM - Current Month; CY - Current Year; EL - Electronic Media; EY - Event Year; H - Historical; IND - Indefinite; LOB/LOV/LOS - Life of Board/Life of Vehicle/Life of System; MX - Mixed Media; P - Permanent; PA - Paper Media; S - After Supersede; V- Vital

Series Code	Series Name	Description	Office of Record	Special Attributes	Media Format	Active Retention	Inactive Retention	Total Required Retention	Citations & Legal Basis
01-01-00	Administrative Materials								
01-01-01	General Information	General information for Administrative Materials.	All Depts		MX	AR		AR	Administrative Review: Review annually for relevance to a project, inclusion in an associated record series, or creation of a new record series. Keep while current.
01-01-02	Correspondences & Reports	Includes correspondences and reports from internal and external sources.	All Depts		MX	CY+2, AR		CY+2, AR	GC 34090: 2 year minimum Administrative Record, State of CA Guidelines
01-01-03	Departmental Goals & Objectives		All Depts		MX	S	5	S+5	GC 34090: 2 year minimum Administrative Record, State of CA Guidelines recommends retaining for 5 years after superseded.
01-01-04	Policies & Procedures	Policies and procedures created and maintained either by departments or citywide.	All Depts	V	MX	S	5	S+5	GC 34090: 2 year minimum Administrative Record, State of CA Guidelines recommends retaining for 5 years after superseded.
01-01-05	Staff & Interdepartmental Meetings	Includes informal meeting agendas, sign-in sheets, and meeting	All Depts		MX	EY+2		EY+2	GC 34090: 2 year minimum Administrative Record, State of CA Guidelines
01-01-06	Calendars & Schedules	May include appointment books, work schedules, planners, and	All Depts		MX	CY+2		CY+2	GC 34090: 2 year minimum Administrative Record, State of CA Guidelines
01-01-07	Surveys & Studies	General City surveys and studies.	All Depts		MX	AC+2		AC+2	GC 34090: 2 year minimum State of CA Guidelines: 2 years after completion
01-01-08	Certificates of Insurance	Certificates provided by contractors and vendors for liability coverage.	All Depts		MX	AE+2		AE+2	GC 34090: 2 year minimum
01-01-09	Grants	Includes applications, copies of grant agreements, and other grant related materials.	All Depts		MX	AFP+5		AFP+5	21 CFR 1403.36(i)(11): 3 years after last payment 21 CFR 1403.42: 3 years after last payment, unless litigation, then 3 years after claim is filed/settled. 24 CFR 570.502(b)(3): Deeds/CDBG activities, 4 years after closure of loan 24 CFR 85.42: Grants & co-operative agreements, 3 years after submission of last expenditure report 29 CFR 97.42: grants must be kept for 3 years. State of CA Guidelines: 5 years after grant closure. * State recommends referring to grant application close-out procedures, if any.
01-01-10	Employee Time Sheets	Time sheets maintained by the department and signed by the employee.	All Depts		PA	CY+2	4	CY+6	GC 34090: 2 year minimum requirement 29 CFR 516.2: Maintain 29 CFR 516.6: 2 years R&T 19530: 3 years after tax return due R&T 19704: 6 year statute of limitations LC 1174: 2 years after pay period 26 CFR 31.6001-1: 4 years after tax return due 29 USC 255(a): 2 to 3 years statute of limitations for minimum wages State of CA Guidelines: 6 years after audit
01-01-11	Complaints	General complaints to City departments. Documents complaints regarding customer service, employees, employee action, employee conduct, or programs/events. This does not include claims filed against the City (see Risk Management).	All Depts	C	MX	AC+2	5	AC+7	42 USC 1983: Settlement of complaint plus 7 years.



City of Selma Records Retention Schedule
01 Citywide

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Series Code	Series Name	Description	Office of Record	Special Attributes	Media Format	Active Retention	Inactive Retention	Total Required Retention	Citations & Legal Basis
01-01-12	Chemical and Hazardous Material Inventories	Documents chemicals and hazardous materials owned, used, in possession in the course of City business. Includes, but is not limited to material safety data sheets, disposal, use and storage records.	All Depts		MX	ACT	30	ACT+30	8 CCR 3204: 30 year minimum
01-01-13	Contracts, Leases, and Agreements - Department Level	Memorandums of Understanding (MOU), leases, rental agreements, contracts (department level only). *See 03-04-00 for non-department level agreements.	All Depts		MX	AT+5		AT+5	CCP 337.2: Statutes of limitations CCP 343: Statutes of limitations 48 CFR 4.601: 5 years for procurements exceeding \$25,000
01-01-14	Employee Records - Department Level	Includes full and part time employees. Employees history at department level. May include, but is not limited to safety and training records, correspondences, time off requests, documented counseling, commendations, citations, and other employee related info where originals are not retained in Human Resources.	All Depts	C	MX	AT+2	4	AT+6	29 CFR 1627.3 - 4: 3 years after termination 29 CFR 1602.30 - 32: 2 - 3 years after termination 29 CFR 516.5 - 6: 3 years after action 29 USC 1113: 6 years after date of last action GC 12946: 2 years after termination or action State of CA Guidelines: 3 years after termination for non-safety
01-01-15	Employee Recruiting Records - Department Level	Employment recruitment not submitted to Human Resources. May include rating sheets, reference checks, and interview questions.	All Depts	C	MX	AC	2	AC+2	GC 34090: 2 year minimum
01-01-16	Equipment Ownership and Maintenance Records	Documents legal ownership and maintenance of all City-owned equipment. May include legal titles, warranties, and maintenance logs.	All Depts		MX	LOE	2	LOE+2	GC 34090: 2 year minimum
01-01-17	Capital Improvement Projects - Construction	CIP Construction Records including planning, design, construction, conversion or modification of local government- owned facilities, structures & systems; environmental / CEQA reports and documents (ie. streets, curbs, gutters, sidewalks, storm drains, etc.	All Depts		MX	AC+4	P	P	GC 34090(a): Real property records, maintain GC 4003, 4004, Maintain H&S 19850: Life of Building, with exceptions, CC 1351: Definitions, community property CCP 337.15: 10 years State of CA Guidelines: Permanent
01-01-18	Capital Improvement Projects - Engineering	CIP Engineering Project Records. Supporting documents including appraisal reports, bidders lists, non-environmental reports, work orders, schedules, exhibits, construction staking documentation and correspondence.	All Depts		MX	AC+4	6	AC+10	CCP 337.15: 10 years State of CA Guidelines: 10 years after project completion
01-01-19	Non-CIP Construction Projects	Includes miscellaneous projects not budgeted under the CIP.	All Depts		MX	AC+4	6	AC+10	CCP 337.15: 10 years State of CA Guidelines: 10 years after project completion
01-01-20	Maintenance Projects		All Depts		MX	AC+2		AC+2	GC 34090: 2 year minimum State of CA Guidelines: Current year plus 2 for maintenance projects.
01-01-21	Organizational Charts	Departmental and citywide.	All Depts		EL	S	2	S+2	GC 34090: 2 year minimum
01-02-00	Reference Materials								
01-02-01	General Information	General information for Reference Materials.	All Depts		MX	AR		AR	Administrative Review: Review annually for relevance to a project, inclusion in an associated record series, or creation of a new record series. Keep while current.
01-02-02	Professional Associations/Organizations		All Depts		MX	CY+2		CY+2	GC 34090: 2 year minimum Administrative Record, State of CA Guidelines
01-02-03	Community Organizations/Foundations		All Depts		MX	CY+2		CY+2	GC 34090: 2 year minimum Administrative Record, State of CA Guidelines



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01 Citywide

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Series Code	Series Name	Description	Office of Record	Special Attributes	Media Format	Active Retention	Inactive Retention	Total Required Retention	Citations & Legal Basis
01-02-04	Mailing Lists		All Depts		MX	S		S	GC 34090.7: Duplicates may be destroyed within the 2 year minimum.
01-02-05	Community Information/Events	Review annually to determine if records should be classified as Historical which would be retained permanently (see 01-02-08 Historical Information/Events).	All Depts		MX	CY+2, AR		CY+2, AR	GC 34090: 2 year minimum Administrative Record, State of CA Guidelines Administrative Decision: Review prior to destruction for potential historical content and reclassification to Historical Information/Events as a permanent record.
01-02-06	Historical Information/Events		All Depts	H	MX	CY+2	P	P	GC 34090: 2 year minimum Administrative Record, State of CA Guidelines Administrative Decision: Retain permanently for historical value.
01-02-07	Public Relations	May include handouts, speeches, and biographies. Review annually to determine if records should be classified as Historical which would be retained permanently (see 01-02-08 Historical Information/Events).	All Depts		MX	EY+2, AR	5	EY+2, AR	GC 34090: 2 year minimum State of CA Guidelines: Current year plus 7 Administrative Decision: Review prior to destruction for potential historical content and reclassification to Historical Information/Events as a permanent record.
01-02-08	Technical References	Includes manuals and reference materials.	All Depts		MX	S		S	GC 34090.7: Duplicates may be destroyed within the 2 year minimum.
01-02-09	City Sponsored Events	Planning and history of events sponsored by the City.	All Depts		MX	CY+5, AR		CY+5, AR	GC 34090: 2 year minimum Review prior to destruction for potential historical content and reclassification to Historical Information/Events
01-03-00	Records & Information Management								
01-03-01	General Information	General information on Records & Information Management.	All Depts		MX	AR		AR	Administrative Review: Review annually for relevance to a project, inclusion in an associated record series, or creation of a new record series. Keep while current.
01-03-02	Record Series Index	Index of all the record series.	CC		EL	S		S	Administrative Decision: Retain current version only. Destroy printed versions older than 30 days due to potential updates.
01-03-03	Inactive Records and Archives	Includes an index of records that are inactive/archived. These are records that are not accessed regularly, but are required to be retained for a certain period of time.	All Depts		MX	S+2		S+2	GC 34090: 2 year minimum State of CA Guidelines: 2 years after superseded
01-03-04	Active Filing System	Includes and index of records that are active. These are records that are accessed regularly.	All Depts		MX	S+2		S+2	GC 34090: 2 year minimum State of CA Guidelines: 2 years after superseded
01-03-05	Records Retention Schedule		CC		EL	S+4		P	CCP 343: 4 years to commence action State of CA Guidelines: 4 years after superseded Administrative Decision: Maintain permanently
01-03-06	Certificates of Destruction	Documents records that have been destroyed according to the RIM policy.	CC		EL	P		P	GC 34090: 2 year minimum Administrative Policy: Permanent for destruction tracking purposes.
01-03-07	Business Continuation Plan & Vital Records Program	Includes procedures for assigning and storing vital records.	All Depts	V	MX	S	5	S+5	GC 34090: 2 year minimum Administrative Record, State of CA Guidelines recommends retaining for 5 years after superseded.



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01 Citywide

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Series Code	Series Name	Description	Office of Record	Special Attributes	Media Format	Active Retention	Inactive Retention	Total Required Retention	Citations & Legal Basis
01-04-00	Forms, Labels & Graphics								
01-04-01	General Information	General information on Forms, Labels & Graphics.	All Depts		MX	AR		AR	Administrative Review: Review annually for relevance to a project, inclusion in an associated record series, or creation of a new record series. Keep while current.
01-04-02	Blank Forms		All Depts		MX	S		S	Administrative Record, State of CA Guidelines
01-04-03	Form Letters		All Depts		MX	S		S	Administrative Record, State of CA Guidelines
01-04-04	Form Master/Originals		All Depts		MX	S		S	Administrative Record, State of CA Guidelines
02-01-00	City Council								
02-01-01	General Information	General information for City Council	All Depts		MX	AR		AR	Administrative Review: Review annually for relevance to a project, inclusion in an associated record series, or creation of a new record series. Keep while current.
02-01-02	Agenda Packets	Includes agendas, staff reports, and all supporting documentation for Council meetings.	CC		EL	S+2		S+2	GC 34090: 2 year minimum requirement
02-01-03	Minutes	Minutes of the City Council meetings	CC	V, H	MX	P		P	GC 34090e: Minutes of governing bodies , Permanent GC 36814: Maintain record of proceedings GC 40801: Maintain record of proceedings State of CA Guidelines: Permanent
02-01-04	Recordings of Meetings	Electronic recordings of meetings stored on network drive. Supports the agenda packet and minutes.	CC		EL	CY+5		CY+5	GC 54953.5: 30 days after recording GC 34090.7: Video recordings may be destroyed after 90 days. State of CA Guidelines: Current month plus 3 months. Administrative Decision: Maintain meeting audio recordings for the current year plus 5 years to support Minutes.
02-01-05	Council Policy	Includes the Council Handbook.	CC		EL	S+2		S+2	GC 34090: 2 year minimum requirement State of CA Guidelines: 2 years after superseded for policies and directives rendered by Council not assigned a resolution or ordinance number.
02-01-06	Ceremonial Items	Includes resolutions of commendation, certificates of recognition, proclamations, and other ceremonial items presented by Council.	CC		EL	EY+2, AR		EY+2, AR	GC 34090: 2 year minimum requirement Administrative Decision: Maintain ceremonial items for the Event Year plus 2 years; Review prior to destruction for potential historical content and reclassification to Historical Information/Events as a permanent record.
02-01-08	Proposition 218 Ballots	Ballots received regarding Prop 218 hearings. *Retain the nondeliverable/returned mail for 2 years after the hearing date.	CC		PA	P		P	State of CA Guidelines: Permanent for Prop 218 ballots.
02-02-00	Boards, Commissions & Committees								
02-02-01	General Information	General information for Boards, Commissions & Committees.	All Depts		MX	AR		AR	Administrative Review: Review annually for relevance to a project, inclusion in an associated record series, or creation of a new record series. Keep while current.
02-02-02	Membership File	Appointed member applications, oaths of office, and notices of resignation for all boards, commissions, and committees.	CC		MX	T	5	T+5	GC 34090: 2 year minimum Administrative Decision: retain materials 5 years after member is no longer on board, commission, or committee.



City of Selma Records Retention Schedule
02 City Management

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Series Code	Series Name	Description	Office of Record	Special Attributes	Media Format	Active Retention	Inactive Retention	Total Required Retention	Citations & Legal Basis
02-02-03	Applications - Not Appointed	Applications remain on file for two years or until appointment. If appointed, the application is included in the Membership File.	CC		EL	CY+2		CY+2	GC 34090: 2 year minimum
02-02-04	Recruitment File	Includes correspondences, Maddy Act notices, miscellaneous ads, and other recruitment related records	CC		EL	CY+2		CY+2	GC 34090: 2 year minimum
02-02-05	Rosters	Includes member listings for all board, commissions, and committees.	CC		EL	S	5	S+5	GC 34090: 2 year minimum
02-02-06	Bylaws	Includes bylaws for all boards, commissions, and committees.	CC		EL	P		P	GC 34090: 2 year minimum
02-02-07	Handbook	Includes the handbook for all boards, commissions, and committees.	CC		EL	S	2	S+2	GC 34090: 2 year minimum requirement State of CA Guidelines: 2 years after superseded for policies and directives rendered by Council not assigned a resolution or ordinance number.
02-03-00	General City Management Materials								
02-03-01	General Information	General information on General City Management Materials.	All Depts		MX	AR		AR	Administrative Review: Review annually for relevance to a project, inclusion in an associated record series, or creation of a new record. Keep while current.
02-03-02	Emergency Operations Plan	Documents the City's plan in emergencies.	CM		PA	S+2		S+2	GC 34090: 2 year minimum State of CA Guidelines: 2 years after superseded
02-03-03	City Manager Reports to Council	Maintained in electronic form.	CM		EL	CY+2		CY+2	GC 34090: 2 year minimum State of CA Guidelines: maintain for current year plus 2
02-04-00	Elections Materials								
02-04-01	General Information	General information on Elections Materials.	All Depts		MX	AR		AR	Administrative Review: Review annually for relevance to a project, inclusion in an associated record series, or creation of a new record series. Keep while current.



City of Selma Records Retention Schedule
02 City Management

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Series Code	Series Name	Description	Office of Record	Special Attributes	Media Format	Active Retention	Inactive Retention	Total Required Retention	Citations & Legal Basis
02-04-02	Municipal Elections	General and Special Elections. May include ballot material copies, certification of votes, council appointment oaths, and correspondences. Original canvass information including records used to compile final election results, tally sheets, voting machine tabulation, detailed breakdown of results, and special election results are kept at the County Registrar of Voters Office.	CC		MX	AC+2	3	AC+5	EC 17000-1: Affidavits and indexes are 5 years EC 17300: 5 years after election for election rosters EC 17302-6: 6 months after election, if no contest, for election records GC 81009: Campaign reports, not including candidate's campaign statements GC 34090.7: Duplicate copies may be destroyed at any time if the City Council has prescribed a procedure for destruction of duplicates per GC 34090.7. Non-records may be destroyed at any time. For all election documents where the State's requirement is permanent, but for which the County maintains the original documents.
02-04-03	Oaths of Office	Elected, deputized, and designated City staff.	CC		EL	AT+3	3	AT+6	GC 34090: 2 year minimum Administrative Decision: Maintain for 6 years after termination to keep in line with Employee Personnel
03-01-00	Legislative Information								
03-01-01	General Information	General information for Legislative Information.	All Depts		MX	AR		AR	Administrative Review: Review annually for relevance to a project, inclusion in an associated record series, or creation of a new record series. Keep while current.
03-01-02	Ordinances		CC	V	MX	P	P	P	GC 34090e: Permanent for decisions of the City GC 40806: Maintain State of CA Guidelines: Permanent
03-01-03	Resolutions	Resolutions adopted by legislative bodies.	CC	V	MX	P	P	P	GC 34090e: Permanent for decisions of the City GC 40806: Maintain State of CA Guidelines: Permanent
03-01-04	Municipal Code	Maintained electronically on the City website.	CC	V	EL	S	P	P	GC 34090e: Permanent for decisions of the City State of CA Guidelines: Permanent
03-01-06	Lobbyist Reports	Lobbyist contracted with the City. Includes quarterly reports required by the Secretary of State.	CC		EL	CY+2	5	CY+7	GC 81009e: 7 years for other reports and statements
03-01-07	State & Federal Legislation	Includes letters to the State or Federal government supporting or opposing legislation.	CC		EL	CY+2	5	CY+7	GC 81009e: 7 years for other reports and statements
03-02-00	City Attorney Records								
03-02-01	General Information	General information for City Attorney Records.	All Depts		EL	AR		AR	Administrative Review: Review annually for relevance to a project, inclusion in an associated record series, or creation of a new record series. Keep while current.
03-02-02	Legal Opinions		CC	C	EL	S		S	GC 34090: 2 year minimum requirement Administrative Decision: Maintain legal opinions until superseded.
03-02-03	Litigation	General Cases High Profile Cases Duplicates of originals on file with the County.	CA		EL	AC+2 AC+2	5 P	AC+7 P	GC 34090: 2 year minimum State of CA Guideline: 7 years after closure for case records; maintain high profile cases permanently.
03-03-00	General Legal Matters								
03-03-01	General Information	General information for General Legal Matters.	All Depts		MX	AR		AR	Administrative Review: Review annually for relevance to a project, inclusion in an associated record series, or creation of a new record series. Keep while current.
03-03-02	Affidavit of Publication	Provided by the newspaper; proof of publication. Includes notices of public hearings.	CC		EL	CY+2	2	CY+4	GC 34090: 2 year minimum CCP 343: 4 years
03-03-03	Request for Special Notice	Includes annual requests from the public or industry to notify them of potential changes to specific City policies and fees.	CC		EL	CY+2		CY+2	GC 34090: 2 year minimum
03-03-04	Temporary Street Closure Permits		CC		EL	CY+2		CY+2	GC 34090: 2 year minimum State of CA Guidelines: current year plus 2 for temporary use permits



City of Selma Records Retention Schedule
03 Legal & Legislative

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Series Code	Series Name	Description	Office of Record	Special Attributes	Media Format	Active Retention	Inactive Retention	Total Required Retention	Citations & Legal Basis
03-03-05	Parade/Event Permits		CC		EL	CY+2		CY+2	GC 34090: 2 year minimum State of CA Guidelines: current year plus 2 for temporary use permits
03-03-06	Taxicab/Motor Vehicle for Hire Permits		CC		MX	AT+2	2	AT+4	GC 34090: 2 year minimum State of CA Guidelines: 4 years after termination of permit for Ground Transportation Permits
03-03-07	Alcoholic Beverage Commission License - Temporary use only. Events		CC		MX	CY+2		CY+2	GC 34090: 2 year minimum State of CA Guidelines: current year plus 2 for temporary use permits
03-03-08	Alcoholic Beverage Commission Licenses - Establishments		CC		MX	AT+2		AT+2	GC 34090: 2 year minimum State of CA Guidelines: Life of business or event plus 2 years
03-04-00 Agreements/Recordations									
03-04-01	General Information	General information for Agreements/Recordations.	All Depts		MX	AR		AR	Administrative Review: Review annually for relevance to a project, inclusion in an associated record series, or creation of a new record series. Keep while current.
03-04-02	General City Agreements	Includes product acquisitions, services, professional services and consultants, and all other general City agreements.	CC		MX	AT+5		AT+5	CCP 337.2: Statutes of limitations CCP 343: Statutes of limitations 48 CFR 4.601: 5 years for procurements exceeding \$25,000
03-04-03	Development Agreements	Includes Disposition and Development agreements, owner participation agreements, Short and Long-Term Deferred Improvement Agreements, Oversized Construction Reimbursement agreements, Benefit District Refunding agreements, and other development agreements.	CC		MX	AC+2	P	P	GC 34090(a): Real property records, maintain CCP337, 337.1(a), 337.15: Statutes of limitations 48 CFR 4.703: 3 years after final payment 48 CFR 4.705-1: 4 years after completion for accounting, payroll, purchasing records, et. al. H&S 19850: Life of Building, with exceptions.
03-04-04	Franchise Agreements		CC		MX	AE+2	P	P	CCP 337.2: Statutes of limitations CCP 343: Statutes of limitations 48 CFR 4: 5 years for procurements exceeding \$25,000
03-04-05	Subdivision Improvement Agreements	Includes the original agreements and notice of completion.	CC		MX	AC+4	P	P	GC 34090(a): Real property records, maintain CCP337, 337.1(a), 337.15: Statutes of limitations 48 CFR 4.703: 3 years after final payment 48 CFR 4.705-1: 4 years after completion for accounting, payroll, purchasing records, et. al. H&S 19850: Life of Building, with exceptions.



**City of Selma Records Retention Schedule
Legislative**

03 Legal &

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Series Code	Series Name	Description	Office of Record	Special Attributes	Media Format	Active Retention	Inactive Retention	Total Required Retention	Citations & Legal Basis
03-04-06	Capital Improvement Project Agreements	Agreements that are associated with Capital Improvement Projects.	CC		MX	AC+4	P	P	GC 34090(a): Real property records, maintain H&S 19850: Life of Building, with exceptions CCP 337.15: 10 years State of CA Guidelines: Permanent
03-04-07	Non-CIP Construction Project Agreements	Construction agreements that are not associated with Capital Improvement Projects.	CC		MX	AC+2	8	AC+10	CCP 337.15: 10 years State of CA Guidelines: 10 years after project completion
03-04-08	Bond Agreements		Finance		MX	AC+4	P	P	GC 34090: 2 year minimum requirement GC 43900-43903: Destruction guidelines for bonds CCP 337.5: Statutes of limitations, 6 years after expiration FC 3368: Maintain FC 30210: Maintain State of CA Guidelines: 10 years after closure/expiration
03-04-09	City/County Maintenance Agreements	Includes roads and facilities on County property where the City agrees to maintain the structure after building. Ultimately, the land/facility will be annexed into the City.	CC		MX	AC+4	P	P	GC 34090(a): Real property records, maintain CCP337, 337.1(a), 337.15: Statutes of limitations H&S 19850: Life of Building, with exceptions.
03-04-10	Emergency Medical Systems EMS Related Agreements	Includes agreements regarding funding, servicing areas, reimbursements.	CC		MX	AT+5		P	CCP 337.2: Statutes of limitations CCP 343: Statutes of limitations 48 CFR 4.601: 5 years for procurements exceeding \$25,000 Administrative Decision: Maintain permanently.
03-04-11	Lease Agreements	Includes agreements for property/facilities leased from the City and leased to the City.	CC		MX	P	P	P	CCP 337.2: Statutes of limitations CCP 343: Statutes of limitations 48 CFR 4: 5 years for procurements exceeding \$25,000
03-04-12	Property Owners Business Improvement District		CC		MX	ACT+2	P	P	GC 34090: 2 year minimum
03-04-13	Parcel Map Improvement Agreements	Includes the original agreements and notice of completion.	CC		MX	AC+4	P	P	GC 34090(a): Real property records, maintain CCP337, 337.1(a), 337.15: Statutes of limitations 48 CFR 4.703: 3 years after final payment 48 CFR 4.705-1: 4 years after completion for accounting, payroll, purchasing records, et. al. H&S 19850: Life of Building, with exceptions.
03-05-00	Property Related Records								
03-05-01	General Information	General information for Property Related Records.	All Depts		MX	AR		AR	Administrative Review: Review annually for relevance to a project, inclusion in an associated record series, or creation of a new record series. Keep while current.
03-05-02	Right-of-Way		CC		MX	P	P	P	GC 34090(a): Permanent for land and property related documents 24 CFR 1710: Permanent
03-05-03	Street and Alley Vacations/Abandonments		CC		MX	AC+2	P	P	GC 34090(a): Permanent for land and property related documents State of CA Guidelines: Permanent
03-05-04	Easements, Deeds & Quitclaim Deeds		CC		MX	P	P	P	GC 34090(a): Permanent for land and property related documents 24 CFR 1710: Permanent
03-06-00	Fair Political Practices Commission								
03-06-01	General Information	General information for Fair Political Practices Commission.	All Depts		MX	AR		AR	Administrative Review: Review annually for relevance to a project, inclusion in an associated record series, or creation of a new record series. Keep while current.



City of Selma Records Retention Schedule
03 Legal & Legislative

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Series Code	Series Name	Description	Office of Record	Special Attributes	Media Format	Active Retention	Inactive Retention	Total Required Retention	Citations & Legal Basis
03-06-02	Statement of Economic Interests (Form 700) Mandatory Filers	Includes Form 700s for the mayor, city council members, planning commissioners, city manager, and city attorney. *Copies only; originals are sent to the FPPC	CC		MX	AC+2	5	AC+7	GC 81009f: 4 year requirement for copies Administrative Decision: maintain all forms for 7 years per GC 81009e for consistency.
03-06-03	Statement of Economic Interests (Form 700) Designated Filers	Includes Form 700s for designated positions.	CC		MX	AC+2	5	AC+7	GC 81009e: 7 year requirement for originals GC 81009f: 4 year requirement for copies
03-06-04	Campaign Statements - Elected Officials	Elected officials and committees that support elected officials. Includes original campaign statements and oaths of office.	CC		MX	P	P	P	GC 81009b: maintain elected indefinitely
03-06-05	Campaign Statements - Unsuccessful	Unsuccessful candidates for office and committees that support unsuccessful candidates for office.	CC		MX	AC+2	3	AC+5	GC 81009b: 5 years for unsuccessful candidates
03-06-06	Campaign Statements - Committees	Original campaign statements for ballot measure committees.	CC		MX	AC+2	5	AC+7	GC 81009e: 7 years
03-06-07	Ethics Training Certificates		CC		MX	AC+5		AC+5	GC 53235b: 5 years
03-06-08	Agency Forms		CC		MX	AC+2	5	AC+7	FPPC Regulations 18944



City of Selma Records Retention Schedule
04 Finance

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Series Code	Series Name	Description	Office of Record	Special Attributes	Media Format	Active Retention	Inactive Retention	Total Required Retention	Citations & Legal Basis
04-01-00	General Accounting								
04-01-01	General Information	General information for General Accounting.	All Depts		MX	AR		AR	Administrative Review: Review annually for relevance to a project, inclusion in an associated record series, or creation of a new record series. Keep while current.
04-01-02	Financial Systems		Finance		EL	IND		IND	Transitory Record: maintain indefinitely or until data is transferred to a new system.
04-01-03	Journal Entries		Finance		MX	AA+2	3	AA+5	GC 34090: 2 year minimum State of CA Guideline: 2 years after audit Administrative Decision: maintain for 5 years after the annual audit to follow the Grant retention periods.
04-02-00	Accounts Payable								
04-02-01	General Information	General information for Accounts Payable.	All Depts		MX	AR		AR	Administrative Review: Review annually for relevance to a project, inclusion in an associated record series, or creation of a new record series. Keep while current.
04-02-02	Accounts Payable Claim for Payments	Includes invoices and vendor information petty cash, and credit card statements.	Finance		MX	AA+2	2	AA+4	GC 34090: 2 year minimum CCP 337: 4 year statute of limitations CCP 338: Statute of limitations, 3 years for action State of CA Guidelines: 4 years after audit for accounts payable, 3 years for tax payments. Administrative Decision: maintain all payments for 4 years after the annual audit for consistency in destruction.
04-02-03	Accounts Payable Posting Reports	Includes invoice posting, check posting, void posting, and positive pay reports.	Finance		EL	ACT		ACT	GC 34090.7: Duplicate information may be destroyed within the 2 year minimum retention.
04-02-04	W-9 / 1099 Reporting	Also includes 1096 summary forms which are submitted electronically.	Finance		MX	AA+5		AA+5	GC 34090: 2 year minimum 29 USC 436: 5 years 26 CFR 31.6001: 4 years after tax return is filed R&T 19530: 3 years after tax return is filed 29 CFR 516.2-6: maintain at least 3 years State of CA Guidelines: 4 years after audit
04-02-05	Levy Inquiries/Requests	Includes inquiries by outside agencies for garnishments or other levies.	Finance		EL	AA+2	2	AA+4	GC 34090: 2 year minimum State of CA Guidelines: 2 years after audit Administrative Decision: maintain levies for 4 years after the annual audit for consistency in destruction.



City of Selma Records Retention Schedule
04 Finance

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Series Code	Series Name	Description	Office of Record	Special Attributes	Media Format	Active Retention	Inactive Retention	Total Required Retention	Citations & Legal Basis
04-03-00	Purchasing & Material Acquisition								
04-03-01	General Information	General information for Purchasing & Material Acquisition.	All Depts		MX	AR		AR	Administrative Review: Review annually for relevance to a project, inclusion in an associated record series, or creation of a new record series. Keep while current.
04-03-02	RFP and RFQ	Requests for Proposals, Information, and Qualifications. Includes competitive bid quotes, exemption documents, notices, spreadsheets, comparison summaries, advertising, and other related documents.	All Depts		EL	AC	5	AC+5	GC 34090: 2 year minimum CCP 337: Statute of limitations State of CA Guidelines: 5 years after audit for successful bids. Administrative Decision: 5 years after completion of project associated with the bid.
04-03-03	Bids - Successful	Includes the successful bidders documentation, competitive bid quotes, exemption documents, notices, spreadsheets, comparison summaries, advertising, and other related documents.	All Depts		MX	AA+2	3	AA+5	GC 34090: 2 year minimum State of CA Guidelines: 5 years after audit for successful bids
04-03-04	Unsuccessful Bids, RFPs, and RFQs	Includes documentation of unsuccessful submissions.	All Depts		MX	CY+2		CY+2	GC 34090: 2 year minimum State of CA Guidelines: current year plus 2 for unsuccessful bids.
04-03-05	Purchase Order Files		Finance		MX	AA+2	2	AA+4	GC 34090: 2 year minimum CCP 337: Statute If limitations State of CA Guidelines: 4 years after audit
04-03-06	Office Equipment Leasing Workpapers	Documents regarding leased office equipment. Original lease agreements are maintained in the Clerk's Office.	Finance		EL	AT+5		AT+5	CCP 337: Statute of limitations of 4 years after termination CCP 343: Statute of limitations of 4 years 48 CFR 4: 5 years for procurements exceeding \$25,000 State of CA Guidelines: 5 years after termination of the lease
04-04-00	Budget Records								
04-04-01	General Information	General information for Budget.	All Depts		MX	AR		AR	Administrative Review: Review annually for relevance to a project, inclusion in an associated record series, or creation of a new record series. Keep while current.
04-04-02	Annual Budget	Approved Budget. Records documenting the final annual financial plan approved by the City Council. Includes the budget message, budget in brief, fiscal model, and final operations budget.	Finance		MX	CY+1	P	P	GC 34090: 2 year minimum GC 40802: Maintain GC 53901: Budgets copy must be filed with the County State of CA Guidelines: Permanent Permanent refers to one final copy of the approved budget. Working copies can be destroyed after use.
04-04-03	Budget Preparation Records	Budget Working Papers; Budget Requests. Documents used in the preparation of the annual budget. Includes correspondences, budget requests, proposals and instructions, computer reports, notes, and other related documents.	All Depts		EL	AA+2		AA+2	GC 34090: 2 year minimum State of CA Guidelines: 2 years after audit



City of Selma Records Retention Schedule
04 Finance

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Series Code	Series Name	Description	Office of Record	Special Attributes	Media Format	Active Retention	Inactive Retention	Total Required Retention	Citations & Legal Basis
04-04-04	Budget Adjustments	Includes documentation on sales tax and Measure receipts.	Finance		EL	AA+5		AA+5	GC 34090: 2 year minimum State of CA Guidelines: 2 years after audit Administrative Decision: maintain for 5 years after the annual audit to follow the Grant retention periods.
04-05-00	Accounts Receivable								
04-05-01	General Information	General information for Accounts Receivable.	All Depts		MX	AR		AR	Administrative Review: Review annually for relevance to a project, inclusion in an associated record series, or creation of a new record series. Keep while current.
04-05-02	Accounts Receivable Billing	Includes invoices and requests.	Finance		EL	AA+2	4	AA+5	GC 34090: 2 year minimum CCP 337: Statute of limitations of 4 years State of CA Guidelines: 4 years after audit Administrative Decision: maintain for 5 years after the annual audit.
04-05-03	Collections		Finance		EL	AA+2	4	AA+6	GC 34090: 2 year minimum CCP 337: Statute of limitations of 4 years State of CA Guidelines: 4 years after audit Administrative Decision: maintain for 5 years after the annual audit.
04-05-04	Adjustments		Finance		EL	AA+2	4	AA+6	GC 34090: 2 year minimum CCP 337: Statute of limitations of 4 years State of CA Guidelines: 4 years after audit Administrative Decision: maintain for 5 years after the annual audit
04-05-05	Cash Receipts		Finance		MX	AA+2	4	AA+6	GC 34090: 2 year minimum CCP 337: Statute of limitations of 4 years State of CA Guidelines: 4 years after audit Administrative Decision: maintain for 5 years after the annual audit.
04-06-00	Revenue								
04-06-01	General Information	General information for Revenue.	All Depts		MX	AR		AR	Administrative Review: Review annually for relevance to a project, inclusion in an associated record series, or creation of a new record series. Keep while current.
04-06-02	County Tax Reports	Includes printouts from the County.	Finance		MX	AA+2	3	AA+5	GC 34090.7: Duplicate information may be destroyed within the 2 year minimum retention. Administrative Decision: maintain for 5 years after the annual audit to follow journal entries and for simplicity of destruction.



City of Selma Records Retention Schedule
04 Finance

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Series Code	Series Name	Description	Office of Record	Special Attributes	Media Format	Active Retention	Inactive Retention	Total Required Retention	Citations & Legal Basis
04-06-03	Tax Revenue Reports	Includes annual and quarterly statements from franchises, transient occupancy, sales, utility users and other taxes.	Finance		MX	AA+2	3	AA+5	GC 34090: 2 year minimum CCP 338: Statute of limitations, 3 years for action State of CA Guidelines: 3 years after audit Administrative Decision: maintain for 5 years after the annual audit to follow journal entries and for simplicity of destruction.
04-06-04	Liability Debt Reports		Finance		MX	AFP+2	3	AFP+5	GC 34090: 2 year minimum CCP 338: Statute of limitations, 3 years for action State of CA Guidelines: 3 years after audit Administrative Decision: maintain for 5 years after the annual audit to follow journal entries and for simplicity of destruction.
04-07-00	Debt Financing								
04-07-01	General Information	General information for Debt Financing.	All Depts		MX	AR		AR	Administrative Review: Review annually for relevance to a project, inclusion in an associated record series, or creation of a new record series. Keep while current.
04-07-02	Bond Records	Records documenting activity of bonds or financing. Includes statements, arbitrage, bond disclosure, bond payoffs, bond covenants, and cash/surety bonds. Bond Issues	Finance		MX	AC+1 P	9 P	AC+10 P	GC 34090: 2 year requirement GC 43900-43903: Destruction guidelines for bonds CCP 337.5: Statutes of limitations, 10 years after expiration FC 3368: Maintain FC 30210: Maintain State of CA Guidelines 10 years after closure/expiration and Permanent for bond issues
04-07-03	Capital Lease Payable	For equipment leases.	Finance		MX	AE+1	4	AE+5	CCP 337: Statute of limitations of 4 years after termination CCP 343: Statute of limitations of 4 years 48 CFR 4: 5 years for procurements exceeding \$25,000 State of CA Guidelines: 5 years after termination of the lease
04-08-00	Audits								
04-08-01	General Information	General information for Audits.	All Depts		MX	AR		AR	Administrative Review: Review annually for relevance to a project, inclusion in an associated record series, or creation of a new record series. Keep while current.
04-08-02	CAFR Annual Financial Statement	Includes GFOA applications and awards if the City applies for the Award.	Finance		MX	AA+1	P	P	GC 34090: 2 year minimum State of CA Guidelines: Permanent
04-08-03	Audit Reports	Records documenting audits conducted by local, state, federal, and/or non-governmental auditing agencies in accordance with applicable statutory requirements. Includes accountant's summary, combined financial statements, schedules, balance sheet details, comments, recommendations, and related data.	Finance		MX	AA+1	P	P	GC 34090: 2 year minimum State of CA Guidelines: Permanent
04-08-04	Management Representation Letters	Certification of disclosure by management.	Finance		MX	AA+1	P	P	GC 34090: 2 year minimum Administrative Decision: maintain permanently to support the associated audit.



City of Selma Records Retention Schedule
04 Finance

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Series Code	Series Name	Description	Office of Record	Special Attributes	Media Format	Active Retention	Inactive Retention	Total Required Retention	Citations & Legal Basis
04-08-05	Auditor Management Letters	Includes findings and concerns by auditor to be addressed by the City.	Finance		MX	AA+1	P	P	GC 34090: 2 year minimum Administrative Decision: maintain permanently to support the associated audit.
04-08-06	Redevelopment Agency Financials	Includes RDA basic financial audits under CAFR.	Finance		MX	AA+1	P	P	GC 34090: 2 year minimum State of CA Guidelines: Permanent
04-10-00	Payroll								
04-10-01	General Information	General information for Payroll.	All Depts		MX	AR		AR	Administrative Review: Review annually for relevance to a project, inclusion in an associated record series, or creation of a new record series. Keep while current.
04-10-02	Bi-Weekly Time Sheets	Includes a spreadsheet that compiles employee time bi-weekly. Includes final check report.	Finance	C	MX	AA+2	4	AA+6	GC 34090: 2 year minimum 29 CFR 516.2: Maintain 29 CFR 516.6: 2 years R&T 19530: 3 years after tax return due R&T 19704: 6 year statute of limitations LC 1174: 2 years after pay period 26 CFR 31.6001-1: 4 years after tax return due 29 USC 255(a): 2 to 3 years statute of limitations for minimum wages State of CA Guidelines: 6 years after audit
04-10-03	Employee Payroll Files	Documents deductions and changes to payroll for individual employees. Includes W-4/DE-4 Forms, Withholding Orders, deductions, and other changes, to payroll for individual employees.	Finance	C	MX	AT+1	9	AT+10	29 CFR 1627.3 - 4: 3 years after termination 29 CFR 1602.30 - 32: 2 - 3 years after termination 29 CFR 1650.202: 10 years from date of action for tax payments 29 CFR 516.5 - 6: 3 years after action 29 USC 436: 5 years 26 CFR 31.6001: 4 years after tax return is filed R&T 19530: 3 years after tax return is filed 29 USC 1113: 6 years after date of last action GC 12946: 2 years after termination or action
04-10-04	Retirement Reports	Documents pension and deferred compensation contributions. Includes member and employer contribution reports.	Finance		MX	AA+4	P	P	GC 34090: 2 year minimum requirement GC 12946: 2 years after termination 29 CFR 516.5: 3 years 29 USC 1027: 6 years State of CA Guidelines: Permanent
04-10-05	Quarterly Returns	Includes Form 941, DE9, BCJPIA Wages Paid Report and other quarterly returns.	Finance	C	MX	AA+4	2	AA+6	GC 34090: 2 year minimum 29 USC 436: 5 years 26 CFR 31.6001: 4 years after tax return is filed R&T 19530: 3 years after tax return is filed R&T 19704: 6 year statute of limitations 29 CFR 516.2-6: Maintain at least 3 years State of CA Guidelines: 4 years after audit



City of Selma Records Retention Schedule
04 Finance

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Series Code	Series Name	Description	Office of Record	Special Attributes	Media Format	Active Retention	Inactive Retention	Total Required Retention	Citations & Legal Basis
04-10-06	W-2 / W-2 Reporting		Finance	C	MX	AA+4	2	AA+6	GC 34090: 2 year minimum 29 USC 436: 5 years 26 CFR 31.6001: 4 years after tax return is filed R&T 19530: 3 years after tax return is filed R&T 19704: 6 year statute of limitations 29 CFR 516.2-6: Maintain at least 3 years State of CA Guidelines: 4 years after audit
04-10-07	Deduction Reports		Finance	C	EL	AA+1	3	AA+4	GC 34090: 2 year minimum LC 1174: 3 years for payroll records LC 1197.5(d): 2 years for payroll records 22 CCR 1085.2(c): 4 years for unemployment contributions 29 CFR 516.2(a)(10): Maintain 29 CFR 516.6: 2 years LC 1174: 2 years after pay period 29 USC 255(a): 2 to 3 years statute of limitations for minimum and unpaid wages State of CA Guidelines: 4 years after termination
04-11-00	Banking & Investing								
04-11-01	General Information	General information for Banking & Investing.	All Depts		MX	AR		AR	Administrative Review: Review annually for relevance to a project, inclusion in an associated record series, or creation of a new record series. Keep while current.
04-11-02	Bank Statements & Reconciliations	LAIF statements (maintained by LAIF).	Finance		MX	AA+1	4	AA+5	GC 34090: 2 year minimum GC 12946: Personnel information, 2 year minimum 26 CFR 1.6001: Permanent for information showing payments, receipts and/or disbursements of taxes. FC 30210: Maintain, no specific retention GC 43900-43903: Bond records, notification to public of destruction State of CA Guidelines: 5 years after audit
04-11-03	Investments	Broker notices, transaction confirmations.	Finance		MX	P	P	P	GC 34090: 2 year minimum CCP 337: Statute of limitations, 4 years after action GC 53607: Maintain State of CA Guidelines: Permanent
04-12-00	Financial Reporting								
04-12-01	General Information	General information for Financial Reporting.	All Depts		MX	AR		AR	Administrative Review: Review annually for relevance to a project, inclusion in an associated record series, or creation of a new record series. Keep while current.
04-12-02	State Controllers Reports	Includes RDA/Successor Agency.	Finance		MX	CY+1	P	P	State of CA Guidelines: Permanent
04-12-05	Development Impact Reports	General Code 6600. Reviewed by the City Council.	Finance		MX	AA+7		AA+7	GC 34090: 2 year minimum State of CA Guidelines: 7 years after audit for annual financial reports, stating GC 34090.7
04-12-06	Department of Conservation (ap)	SMIP (Strong Motion Instrumentation Plan) fees.	Finance		MX	CY+1	P	P	State of CA Guidelines: Permanent
04-12-07	Use Tax Reports (AP)	Reported to the BOE electronically and printed for reference. Includes sales, use and fuel tax reporting.	Finance		MX	CY+1	P	P	State of CA Guidelines: Permanent
04-12-08	Annual Street Reports	Includes the Maintenance of Effort for Public Safety	Finance		MX	CY+1	P	P	State of CA Guidelines: Permanent
04-12-10	Transit & Paratransit Reports	Includes reports on fuel and depreciation for fleet vehicles. Goes to the State Controller, MPC and the federal government	Finance		MX	CY+1	P	P	State of CA Guidelines: Permanent
04-13-00	Business Licensing Records								
04-13-01	General Information	General information for Business Licensing Records.	All Depts		EL	AR		AR	Administrative Review: Review annually for relevance to a project, inclusion in an associated record series, or creation of a new record series. Keep while current.
04-13-02	Business License Files	Includes the applications, renewals, customer correspondence, and the license.	Finance		EL	ACT+1	3	ACT+4	GC 34090: 2 year minimum CCP 337: Statute of limitations State of CA Guidelines: 4 years after termination



City of Selma Records Retention Schedule
04 Finance

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Series Code	Series Name	Description	Office of Record	Special Attributes	Media Format	Active Retention	Inactive Retention	Total Required Retention	Citations & Legal Basis
04-14-00	Fixed Assets Records								
04-14-01	General Information	General information for Fixed Assets Records.	All Depts		MX	AR		AR	Administrative Review: Review annually for relevance to a project, inclusion in an associated record series, or creation of a new record series. Keep while current.
04-14-02	Asset Keeper Database	Database tracking all city asset additions, dispositions, and surplus property.	Finance		EL	IND		IND	Transitory Record: maintain indefinitely or until data is transferred to a new system.
04-14-03	Depreciation Schedules		Finance		EL	AA+4		AA+4	GC 34090: 2 year minimum State of CA Guidelines: 4 years after audit for fixed asset inventories, no specific retention for depreciation schedules. Administrative Decision: Maintain depreciation schedules to coincide with asset inventories maintained in the database.
04-14-04	Asset Work Papers	Includes the depreciation expense report, schedules and other supporting documents. Excel spreadsheet maintained in both paper and electronic forms.	Finance		EL	AA+2	3	AA+5	GC 34090: 2 year minimum requirement State of CA Guidelines: 2 years after audit Administrative Decision: Maintain for 5 years after the annual audit to follow the journal entry retention periods.
04-14-05	Fixed Assets		Finance		EL	CY+1	P	P	GC 34090: 2 year minimum State of CA Guidelines: Permanent



City of Selma Records Retention Schedule
05 Human Resources

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Series Code	Series Name	Description	Office of Record	Special Attributes	Media Format	Active Retention	Inactive Retention	Total Required Retention	Citations & Legal Basis
05-01-00	Employee Personnel Records								
05-01-01	General Information	General information for Employee Personnel Records.	All Depts		MX	AR		AR	Administrative Review: Review annually for relevance to a project, inclusion in an associated record series, or creation of a new record series. Keep while current
05-01-02	Full & Part Time Employees	Benefit paperwork, Personnel Action Forms, Application, training certificates, educational incentive programs & tuition reimbursement, performance evaluations, employment contracts/agreements (not including union negotiations and resulting contracts/agreements), insurance information, I-9, fingerprints, approved reclassification records, and miscellaneous communications. Separate files contain medical information and disciplinary actions. Workers compensation is kept separately. Terminated employee files are pulled and filed separately by the year terminated.	HR	C	MX	AT+3	3	AT+6	29 CFR 1627.3 - 4: 3 years after termination 29 CFR 1602.30 - 32: 2 - 3 years after termination 29 CFR 516.5 - 6: 3 years after action 29 USC 1113: 6 years after date of last action GC 12946: 2 years after termination or action State of CA Guidelines: 3 years after termination for non-safety employees; 5 years after termination for safety employees.
05-01-03	Seasonal Employees	Non-benefited, hourly employees. Filed alphabetically by employee in one file. Terminated employee files are pulled and filed separately by the year terminated.	HR	C	MX	AT+3	3	AT+6	29 CFR 1627.3 - 4: 3 years after termination 29 CFR 1602.30 - 32: 2 - 3 years after termination 29 CFR 516.5 - 6: 3 years after action 29 USC 1113: 6 years after date of last action GC 12946: 2 years after termination or action State of CA Guidelines: 3 years after termination for non-safety employees; 5 years after termination for safety employees.
05-01-04	Temporary Employees	Non-benefited, hourly City employees. Filed alphabetically by employee in one file. Terminated employee files are pulled and filed separately by the year terminated.	HR	C	MX	AT+3	3	AT+6	29 CFR 1627.3 - 4: 3 years after termination 29 CFR 1602.30 - 32: 2 - 3 years after termination 29 CFR 516.5 - 6: 3 years after action 29 USC 1113: 6 years after date of last action GC 12946: 2 years after termination or action State of CA Guidelines: 3 years after termination for non-safety employees; 5 years after termination for safety employees.
05-01-05	Councilmembers	Includes benefits and minimal pay structure. Terminated councilmember files are pulled and filed separately by the year terminated.	HR	C	MX	AT+3	3	AT+6	29 CFR 1627.3 - 4: 3 years after termination 29 CFR 1602.30 - 32: 2 - 3 years after termination 29 CFR 516.5 - 6: 3 years after action 29 USC 1113: 6 years after date of last action GC 12946: 2 years after termination or action State of CA Guidelines: 3 years after termination for non-safety employees; 5 years after termination for safety employees.



City of Selma Records Retention Schedule
05 Human Resources

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Series Code	Series Name	Description	Office of Record	Special Attributes	Media Format	Active Retention	Inactive Retention	Total Required Retention	Citations & Legal Basis
05-02-00	Personnel Management Records								
05-02-01	General Information	General information for Personnel Management Records.	All Depts		MX	AR		AR	Administrative Review: Review annually for relevance to a project, inclusion in an associated record series, or creation of a new record series. Keep while current.
05-02-02	Rules & Regulations		HR	C	MX	P	P	P	GC 34090: 2 year minimum State Recommendation: 2 years after superseded Administrative Decision: Maintain rules, regulations & policies permanently for historical purposes.
05-02-03	Administrative Policies		HR	V	MX	S	5	S+5	GC 34090: 2 year minimum CCP 343: 4 years to commence action Administrative Record, State of CA Guidelines: Retain for 5 years after superseded.
05-02-04	Employee Handbook		HR		MX	S+2		S+2	GC 34090: 2 year minimum State Recommendation: 2 years after superseded
05-02-05	Position Information/Specifications/Job Descriptions	Includes quarterly organizational changes and surveys.	HR	C	MX	S+2		S+2	GC 34090: 2 year minimum State Recommendation: 2 years after superseded
05-02-06	Wage Reference Records	Salary Range Structure. Reports and investigation of salary and wages. May include, but is not limited to: salary schedules and surveys.	HR		MX	CY+4	P	P	GC 34090: 2 year minimum GC 12946: 2 years after completion/position filled 29 CFR 516.6(2): 2 years for wage rate tables, etc. 2 CCR 570.5; 5 years for pay schedules and special compensation records 29 CFR 1602.14; 1 year after action/change State of California Guidelines; Retain records for the current year they are drafted, plus two additional years.
05-02-07	Unapproved Reclassifications	Unapproved reclassifications are maintained with the quarterly organizational changes. May include salary survey information. *Approved reclassifications are maintained in the employee file.	HR	C	MX	AC+2		AC+2	GC 34090: 2 year minimum GC 12946: 2 years after completion/position filled 29 CFR 516.6(2): 2 years for wage rate tables, etc. 29 CFR 1602.14: 1 year after action/change State of CA Guidelines: Retain records for the current year they are drafted, plus two additional years.
05-02-08	EEOC Claims	Hired employees, non-sworn: Hired employees, sworn: Applicants who filed a complaint:	HR		MX	AT+2 AT+2 AC+2	3	AT+2 AT+5 AC+2	GC 34090: 2 year minimum GC 12946: Until complaint and appeals are resolved 29 CFR 1602.14: Until final disposition, approx. 18 months 29 USC 211c: Maintain records per regulations State of CA Guidelines: 2 years after termination for general employees, 5 years after termination for safety employees



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05 Human Resources

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Series Code	Series Name	Description	Office of Record	Special Attributes	Media Format	Active Retention	Inactive Retention	Total Required Retention	Citations & Legal Basis
05-02-09	EDD Claim Forms	Maintained in a binder chronologically.	HR		MX	AT+3		AT+3	GC 12946: 2 years after completion 29 CFR 516.2: Maintain, indefinite 29 CFR 1602.14: 1 year after action/change 29 USC 211c: Maintain, indefinite 29 USC 203m: Definitions 29 USC 207g: Definitions State of CA Guidelines: 3 years after termination/separation for unemployment records
05-02-10	FMLA Certifications	Medical certifications and correspondence for Family Medical Leave.	HR		MX	AT+2	28	AT+30	8 CCR 15400: Maintain reports LC 110 - 139.6: 5 years for auditing LC 6410: OSHA, maintain 29 CFR 1627.3(b)(1): 1 year from action 29 CFR 1910.1020: 30 years after employee termination State of CA Guidelines: 30 after completion/closure
05-02-11	Grievances	General Employees Safety Employees	HR		MX	AT+2		AT+2	GC 12946: 2 years after completion 29 CFR 1602.14: 1 year after action/change 29 USC 211c: Maintain, indefinite 29 USC 203m: Definitions 29 USC 207g: Definitions State of CA Guidelines: 2 years after termination for general employees, 5 years after termination for safety employees
05-03-00 Personnel Recruitment Records									
05-03-01	General Information	General information for Personnel Recruitment Records.	All Depts		MX	AR		AR	Administrative Review: Review annually for relevance to a project, inclusion in an associated record series, or creation of a new record series. Keep while current.
05-03-02	Recruitment File	Includes job flyers and announcements, practical test and assessment centers, oral board, eligibility lists, applications, recruitment response letters and general correspondence relating to the recruitment.	HR		MX	AC+3		AC+3	GC 12946: 2 years after completion/position filled 29 CFR 1602.14: 1 year after position filled 29 CFR 1627.3: 1 year after position filled State of CA Guidelines: 3 years after completion/position filled
05-03-03	Supplemental Information	Includes age, ethnicity, gender and information on how applicant found the position. Information entered into a spread sheet for EEOC tracking.	HR	C	MX	CY+2		CY+2	GC 34090: 2 year minimum State of CA Guidelines: Current year plus 2 years for employee statistics reports.
05-03-04	Rejections	Non-selected applicants	HR		EL	AC+3		AC+3	GC 12946: 2 years after completion/position filled 29 CFR 1602.14: 1 year after position filled 29 CFR 1627.3: 1 year after position filled State of CA Guidelines: 3 years after completion/position filled
05-03-05	Background Check Information	Includes DOJ fingerprinting and other background checks for hired and non-hired candidates. Provided by an outside service and returned electronically for maintenance. DOJ information is maintained in paper form in the employee file. Hired general and non-sworn employees Not hired applicants	HR	C	EL	AT+3 AC+2		AT+3 AC+2	GC 34090: 2 year minimum PC 832.5: 5 years for officer complaints State of CA Guidelines: 3 years after termination/separation for hired general employees, Permanent for hired Safety Personnel; 2 years after position closes for Safety Personnel not hired.



City of Selma Records Retention Schedule
05 Human Resources

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05-03-06	DOJ Fingerprinting - Seasonal		HR	C	MX	AT+3		AT+3	GC 34090: 2 year minimum State of CA Guidelines: 3 years after termination/separation for hired general employees
05-04-00	Safety & Training Records								
05-04-01	General Information	General information for Safety & Training Records.	All Depts		MX	AR		AR	Administrative Review: Review annually for relevance to a project, inclusion in an associated record series, or creation of a new record series. Keep while current.
05-04-02	Injury & Illness Prevention Plan		HR		MX	S+2	3	S+5	GC 34090: 2 year minimum, 8 CCR 3204: 1 year for IIPP training records State of CA Guideline: 5 years after superseded or expired
05-04-03	ERMA Training		HR		EL	CY+2	P	P	8 CCR 15400: Maintain reports LC 110 - 139.6: 5 years for auditing LC 6410: OSHA, maintain 29 CFR 1910.1020: 30 years after employee termination State of CA Guidelines: Permanent
05-04-04	Training Records	Training Materials; Training Program Records. All records associated with or documenting the job-related instruction of employees. May include, but is not limited to: training materials, sign-in sheets, and other program information for general employee training.	HR		MX	CY+7		CY+7	GC 34090: 2 year minimum 29 CFR 1627.3(b): 1 year for training records GC 12946: 2 years after termination GC 6250: PRA, confidential record status State of CA Guidelines: Current year plus 7 years for non-safety training records. Current year plus 2 years for certificates and designations training.
05-04-05	Safety Inspections	Performed by the safety consultant and required by OSHA.	HR		MX	AC+2	3	AC+5	GC 34090: 2 year minimum 29 CFR 1904.33: maintain OSHA reports for 5 years from the end of the calendar year they relate to. 8 CCR 14300.33: current year plus 5 years for OSHA 300 reports 8 CCR 10102, whichever is longer of the following: 5 years from date of injury; 1 year from date compensation was last provided; upon payment of all compensation due; when audit findings are final. State of CA Guideline: 5 years after completed Administrative Decision: Maintain safety inspections for 5 years after completion to support OSHA reports.
05-04-06	Drug & Alcohol Program	DOT program maintained in separate DMV file.	HR	C	MX	CY+5		CY+5	GC 34090: 2 year minimum GC 12946: 2 years after completion/position filled 49 CFR 40.333: 1 to 5 years depending upon document type. All documents must be maintain in a secured area. State of CA Guidelines: Maintain for 2 years after completion of the program



City of Selma Records Retention Schedule
05 Human Resources

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Series Code	Series Name	Description	Office of Record	Special Attributes	Media Format	Active Retention	Inactive Retention	Total Required Retention	Citations & Legal Basis
05-04-07	Random Drug Pulls	Records of inspection, maintenance, and calibration of EBTs Records of negative and cancelled drug test results and alcohol test results with a concentration of less than 0.02 Records of alcohol test results indicating an alcohol concentration of 0.02 or greater; records of verified positive drug test results; documentation of refusals to take required alcohol and/or drug tests (including substituted or adulterated drug test results); SAP reports; and all follow-up tests and schedules for follow-up tests.	HR	C	MX	CY+2 CY+1 CY+2	3	CY+2 CY+1 CY+5	49 CFR 40.333; 1 to 5 years depending upon document type. All documents must be maintain in a secured area.
05-04-08	DMV Pull Notice Program		HR	C	MX	S		S	VC 1808.1: must pull record at least every 12 months GC 34090: 2 year minimum
05-05-00	Workers' Compensation Records								
05-05-01	General Information	General information for Workers' Compensation Records.	All Depts		MX	AR		AR	Administrative Review: Review annually for relevance to a project, inclusion in an associated record series, or creation of a new record series. Keep while current.
05-05-02	Workers' Compensation Claims	Documents worker's compensation claims against the City. May include, but is not limited to: claims, claim correspondence, doctor notes and other information on the claim.	HR	C	MX	AT+2	P	P	8 CCR 15400: Maintain reports 8 CCR 15400.2: 5 years 8 CCR 10102: 5 years LC 129(a): 5 years for auditing State of CA Guidelines: Permanent for workers compensation working files (claim files, reports, incidents). Originals filed with third party administrator.
05-05-03	Cal-OSHA Records	Log 300; reports of regulatory inspection reports or investigations. May include, but is not limited to: citations and Log 300.	HR		MX	CY+5		CY+5	GC 34090: 2 year minimum 29 CFR 1904.33: 5 years for OSHA reports 8 CCR 14300.33: 5 years for OSHA 300 reports 8 CCR 10102: 5 years from date of injury State of CA Guidelines: 5 years after completed
05-05-04	Workers' Compensation Reports	Monthly reports received from claims administrator.	HR		MX	CY+5		CY+5	8 CCR 15400: Maintain reports 8 CCR 15400.2: 5 years 8 CCR 10102: 5 years LC 129(a): 5 years for auditing State of CA Guidelines: State recommends Permanent retention, but no relevant statutes; Risk Management Reports (including Loss Analysis Reports) are 5 years after completion/closure.
05-06-00	Recruitment Records								
05-06-01	General Information	General information for Recruitment Records.	All Depts		MX	AR		AR	Administrative Review: Review annually for relevance to a project, inclusion in an associated record series, or creation of a new record series. Keep while current.



City of Selma Records Retention Schedule
05 Human Resources

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Series Code	Series Name	Description	Office of Record	Special Attributes	Media Format	Active Retention	Inactive Retention	Total Required Retention	Citations & Legal Basis
05-06-02	Recruitment Benefit Records	Documents the City's retirement benefits. May include, but is not limited to: plan contracts and amendments, rate changes, and valuation reports.	HR		MX	P	P	P	GC 34090: 2 year minimum GC 12946: 2 years after submission or creation 29 CFR 1627.3(b)(2): EEOC/ADEA requires 1 year after benefit plan termination State of CA Guidelines: Permanent
05-06-03	Circular Letters & Correspondence		HR		MX	ACT		ACT	GC 34090.7: Duplicates may be destroyed within the 2 year minimum period.
05-07-00	Employee Benefit Records								
05-07-01	General Information	General information for Employee Benefit Records.	All Depts		MX	AR		AR	Administrative Review: Review annually for relevance to a project, inclusion in an associated record series, or creation of a new record series. Keep while current.
05-07-02	Benefit Records	Medical, Dental, and Vision Benefit Information. Includes retiree medical tracking information on rates and plan benefits.	HR		MX	S+2		S+2	GC 34090: 2 year minimum GC 12946: 2 years after submission or creation 29 CFR 1627.3(b)(2): EEOC/ADEA requires 1 year after benefit plan termination State of CA Guidelines: 2 years after action
05-07-03	Flexible Benefits		HR		MX	S+2		S+2	GC 34090: 2 year minimum GC 12946: 2 years after submission or creation 29 CFR 1627.3(b)(2): EEOC/ADEA requires 1 year after benefit plan termination State of CA Guidelines: 2 years after action
05-07-04	Short & Long Term Disability		HR		MX	S+2		S+2	GC 34090: 2 year minimum GC 12946: 2 years after submission or creation 29 CFR 1627.3(b)(2): EEOC/ADEA requires 1 year after benefit plan termination State of CA Guidelines: 2 years after action
05-07-05	Life Insurance		HR		MX	S+2		S+2	GC 34090: 2 year minimum GC 12946: 2 years after submission or creation 29 CFR 1627.3(b)(2): EEOC/ADEA requires 1 year after benefit plan termination State of CA Guidelines: 2 years after action
05-07-06	COBRA Notice Report	Notices sent to former employees that they are eligible for COBRA.	HR		MX	CY+2		CY+2	GC 34090: 2 year minimum
05-07-07	Employee Assistance Program		HR		MX	S+2		S+2	GC 34090: 2 year minimum GC 12946: 2 years after submission or creation 29 CFR 1627.3(b)(2): EEOC/ADEA requires 1 year after benefit plan termination State of CA Guidelines: 2 years after action
05-07-08	Other Employee Services	Includes minor benefits such as credit unions, discount programs.	HR		MX	S+2		S+2	GC 34090: 2 year minimum GC 12946: 2 years after submission or creation 29 CFR 1627.3(b)(2): EEOC/ADEA requires 1 year after benefit plan termination State of CA Guidelines: 2 years after action



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05 Human Resources

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Series Code	Series Name	Description	Office of Record	Special Attributes	Media Format	Active Retention	Inactive Retention	Total Required Retention	Citations & Legal Basis
05-07-09	Deferred Compensation	Plan information. Does not include individual contributions.	HR		MX	S+2		S+2	GC 34090: 2 year minimum GC 12946: 2 years after submission or creation 29 CFR 1627.3(b)(2): EEOC/ADEA requires 1 year after benefit plan termination State of CA Guidelines: 2 years after action
05-07-10	Health Benefits Reporting	In accordance with the ACA, includes copies of IRS reporting forms 1094-C and 1095-C.	HR		MX	CY+3		CY+3	Department Preference: Instructions state "Generally, keep copies of information returns you filed with the IRS or have the ability to reconstruct the data for at least 3 years from the due date of the returns."
05-08-00 Labor Relations Records									
05-08-01	General Information	General information for Labor Relations Records.	All Depts		MX	AR		AR	Administrative Review: Review annually for relevance to a project, inclusion in an associated record series, or creation of a new record series. Keep while current.
05-08-03	Memorandums of Understanding		HR		MX	P	P	P	29 USC 211c: Maintain, indefinite 29 CFR 516.5(b): 3 years State of CA Guidelines: Recommend Permanent retention without relevant statutes or regulations cited.
05-08-04	Negotiations		HR		MX	CY+4	P	P	29 USC 211c: Maintain, indefinite 29 USC 203m: Definitions 29 USC 207g: Definitions State of CA Guidelines: Permanent
05-09-00 Risk Management Records									
05-09-01	General Information	General information for Risk Management Records.	All Depts		MX	AR		AR	Administrative Review: Review annually for relevance to a project, inclusion in an associated record series, or creation of a new record series. Keep while current.
05-09-02	SJVRMA Information	San Joaquin Valley Risk Management Association. General information and correspondence with the JPA.	HR	C	MX	CY+2, AR		CY+2, AR	GC 34090: 2 year minimum State of CA Guidelines: Administrative Record
05-09-04	Liability Claims	Documents various types of claims filed against the City. May include, but is not limited to: claims, investigation reports.	HR		MX	AC+2	4	AC+6	GC 34090: 2 year minimum 29 USC 1113: 6 years after date of last action, or 3 years after plaintiff had knowledge of breach or violation, whichever comes first. State of CA Guideline: 5 years after settlement or closure



City of Selma Records Retention Schedule
06 Information Technology

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Series Code	Series Name	Description	Office of Record	Special Attributes	Media Format	Active Retention	Inactive Retention	Total Required Retention	Citations & Legal Basis
05-09-05	Recovery Claims	May include, but is not limited to: claims and records related to cost recovery against the person or entities responsible for damage to City property.	HR		MX	AC+2	4	AC+6	GC 34090: 2 year minimum 29 USC 1113: 6 years after date of last action, or 3 years after plaintiff had knowledge of breach or violation, whichever comes first. State of CA Guideline: 5 years after settlement or closure
05-09-06	Accident, Incident and Injury Reports	Documents accidents and injuries. May include, but is not limited to: vehicle accident reports and incident/loss reports; supervisor report of injury/incident.	HR		MX	AC+2	5	AC+7	GC 34090: 2 year minimum 42 USC 1983: Definitions 29 CFR 1904.2-7: OSHA recordkeeping GC 25105.5: 5 years after closure/completion 29 USC 1113: 6 years after date of last action, or 3 years after plaintiff had knowledge of breach or violation, whichever comes first. GC 910 - 913: 6 months to 1 year after event occurs. State of CA Guideline: 7 years after settlement or closure
05-09-07	General Risk Management Reports	Reports provided to the RMA and other agencies. May include, but is not limited to: property insurance reports on vehicles, building square footage, employee training, and other general reports.	HR		MX	CY+2	3	CY+5	GC 34090: 2 year minimum 29 CFR 1904.33: maintain OSHA reports for 5 years from the end of the calendar year they relate to. 8 CCR 10102, whichever is longer of the following: 5 years from date of injury; 1 year from date compensation was last provided; upon payment of all compensation due; when audit findings are final. State of CA Guideline: 5 years after completed
05-09-08	General City Insurance Policies	Includes facilities, auto and other general insurance policies.	HR		MX	CY+2	P	P	GC 34090: 2 year minimum State of CA Guidelines: Permanent for liability and property insurance
05-09-09	Proof of Insurance	Proof of auto insurance for employees that drive to events.	HR		MX	AE+2		AE+2	GC 34090: 2 year minimum
05-09-10	Accident, Incident and Injury Reports That Do Not Result in a Claim	Documents accidents and injuries. May include, but is not limited to: vehicle accident reports and incident/loss reports; supervisor report of injury/incident.	HR		MX	CY+2		CY+2	GC 34090: 2 year minimum
06-01-00	General Information Technology Records								
06-01-01	General Information	Includes general informational letters, memos and communications unrelated to specific records series listed in this group.	All Depts		MX	AR		AR	Administrative Review: Review annually for relevance to a project, inclusion in an associated record series, or creation of a new record series. Keep while current.
06-01-02	Helpdesk System	System used to track helpdesk tickets.	IT		EL	AC+2		AC+2	GC 34090: 2 year minimum Maintain tickets for 2 years after completion. Tracking system maintained while active.
06-01-03	Active Directory Database	Tracks hardware locations and users.	IT		EL	IND		IND	Transitory Record: Maintain indefinitely or until data is transferred to a new tracking system.



City of Selma Records Retention Schedule
06 Information Technology

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Series Code	Series Name	Description	Office of Record	Special Attributes	Media Format	Active Retention	Inactive Retention	Total Required Retention	Citations & Legal Basis
06-01-04	Technical Network Diagrams	Documents related to network configuration.	IT	C	EL	ACT		ACT	GC 34090: 2 year minimum CCP 343: SOL of 4 years State of CA Guidelines: Current year plus 4 years for network configuration and diagrams Administrative Decision: Maintain all technical network diagrams and configuration documents while they are active, due to the transitory nature of the materials.
06-02-00 Projects & Licensing Records									
06-02-01	General Information	General information for Projects & Licensing Records.	All Depts		MX	AR		AR	Administrative Review: Review annually for relevance to a project, inclusion in an associated record series, or creation of a new record series. Keep while current.
06-02-02	IT Projects	Includes all project related documents.	IT		MX	AC+2		AC+2	GC 34090: 2 year minimum requirement State of CA Guidelines: Current year plus 2 years for maintenance and operations
06-02-03	Process Documentation	Includes in-house documentation on how to run a process or protocol for systems.	IT		EL	ACT		ACT	GC 34090.7: Duplicates may be destroyed within the 2 year minimum period. Administrative Record, State of CA Guidelines
06-02-04	How-to Guides	Handouts on how to use equipment or software.	IT		MX	ACT		ACT	GC 34090.7: Duplicates may be destroyed within the 2 year minimum period.
06-02-05	Annual Maintenance Information	Includes a spreadsheet of current maintenance vendors and pricing/payments to vendors.	IT		EL	CY+2		CY+2	GC 34090: 2 year minimum State of CA Guidelines: Current year plus 2 years for maintenance and operations
06-03-00 Backup and Recovery Plans									
06-03-01	General Information	General information for Backup and Recovery Plans.	All Depts		MX	AR		AR	Administrative Review: Review annually for relevance to a project, inclusion in an associated record series, or creation of a new record series. Keep while current.
06-03-02	Disk to Disk Backup	Nightly incremental and weekly total backups. Duplicated to disks in another building. Disks rotated after 60 days.	IT	V, C	EL	CM+1M		CM+1M	GC 34090.7: Duplicate records may be destroyed within the 2 year minimum period State of CA Guidelines: Current month plus 2 months for daily backups
06-03-03	Quarterly Tape Backup		IT	V, C	EL	CM+5M		CM+5M	GC 34090.7: Duplicate records may be destroyed within the 2 year minimum period State of CA Guidelines: Current month plus 2 months for daily backups Administrative Decision: Maintain quarterly backup tapes for the current month plus 5 months.
06-03-04	Backup Configurations	Includes router and switch configurations.	IT		EL	CY+2		CY+2	GC 34090: 2 year minimum State of CA Guidelines: Current year plus 2 years for maintenance and operations



City of Selma Records Retention Schedule
07 Planning & Building

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Series Code	Series Name	Description	Office of Record	Special Attributes	Media Format	Active Retention	Inactive Retention	Total Required Retention	Citations & Legal Basis
07-01-00	Planning Administration								
07-01-01	General Information	General information for Planning Administration.	All Depts		MX	AR		AR	Administrative Review: Review annually for relevance to a project, inclusion in an associated record series, or creation of a new record series. Keep while current.
07-01-02	Administrative Approvals	Includes residential and commercial.	Planning		MX	AC+4	P	P	GC 34090(a): Real property records, maintain permanently GC 4003, 4004: Maintain costs, records and plans H&S 19850: Building plans - Life of Building with exceptions State of CA Guidelines: Permanent
07-01-03	Annexation Index	By project and includes reorganizations (detachments from the irrigation district).	Planning		MX	AC+4	P	P	GC 34090(a): Real property records, maintain permanently GC 4003, 4004: Maintain costs, records and plans H&S 19850: Building plans - Life of Building, with exceptions State of CA Guidelines: Permanent
07-01-04	Agri-Preserve Application	Williamson Act contracts. Puts the property in reserves for tax issues. Maintained until non-renewal is filed.	Planning		MX	AT+1	2	AT+3	GC 34090: 2 year minimum requirement CCP 338: Statute of limitations, 3 years for action State of CA Guidelines: 3 years after audit Administrative Decision: Maintain Agri-preserve applications for 3 years after termination to follow property tax retention requirements.
07-01-05	Certificates of Compliance Index		Planning		MX	AC+4	P	P	GC 34090(a): Real property records, maintain permanently State of CA Guidelines; Permanent
07-01-06	Conditional Use Permit Index		Planning		MX	AC+4	P	P	GC 34090(a): Real property records, maintain permanently GC 4003, 4004: Maintain costs, records and plans H&S 19850: Building plans - Life of Building, with exceptions State of CA Guidelines: Permanent
07-01-07	Design Review Index		Planning		MX	AC+4	P	P	GC 34090(a): Real property records, maintain permanently GC 4003, 4004: Maintain costs, records and plans H&S 19850: Building plans - Life of Building, with exceptions State of CA Guidelines: Permanent
07-01-08	Detachment Index		Planning		MX	AC+4	P	P	GC 34090(a): Real property records, maintain permanently GC 4003, 4004: Maintain costs, records and plans H&S 19850: Building plans - Life of Building, with exceptions State of CA Guidelines: Permanent



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Series Code	Series Name	Description	Office of Record	Special Attributes	Media Format	Active Retention	Inactive Retention	Total Required Retention	Citations & Legal Basis
07-01-09	Development Agreement Index		Planning		MX	AC+4	P	P	GC 34090(a): Real property records, maintain permanently GC 4003, 4004: Maintain costs, records and plans H&S 19850: Building plans - Life of Building, with exceptions State of CA Guidelines: Permanent
07-01-10	Environmental Impact Reports		Planning		MX	AC+5	P	P	GC 34090(a): Permanent for property related documents. State of CA Guidelines: Permanent for CEQA documents and reports.
07-01-11	General Plan & Specific Plan Index	Includes general plan amendments and specific plans.	Planning		MX	AP+5	P	P	GC 34090(a): Real property records, maintain State of CA Guidelines: Permanent
07-01-12	Home Occupation Permit Index		Planning		MX	AT+1	P	P	GC 34090: 2 year minimum CCP 337: Statute of limitations State of CA Guidelines: 4 years after termination for business licenses Administrative Decision: Maintain home occupation permits permanently.
07-01-13	Landscaping & Lighting District Index		Planning		MX	ACT	P	P	GC 34090(a): Permanent for land and property records State of CA Guidelines: Permanent
07-01-14	Lot Line Adjustment Index		Planning		MX	AC+4	P	P	GC 34090(a): Real property records, maintain permanently GC 4003, 4004: Maintain costs, records and plans H&S 19850: Building plans - Life of Building, with exceptions State of CA Guidelines: Permanent
07-01-15	Lot Merger Index		Planning		MX	AC+4	P	P	GC 34090(a): Real property records, maintain permanently GC 4003, 4004: Maintain costs, records and plans H&S 19850: Building plans - Life of Building, with exceptions State of CA Guidelines: Permanent
07-01-16	Medical Marijuana Dispensaries		Planning		MX	AT+1	P	P	GC 34090: 2 year minimum CCP 337: Statute of limitations State of CA Guidelines: 4 years after termination for business licenses Administrative Decision: Maintain medical marijuana dispensary permits permanently.
07-01-17	Second Unit Ordinance Index		Planning		MX	AC+4	P	P	GC 34090(a): Real property records, maintain permanently GC 4003, 4004: Maintain costs, records and plans H&S 19850: Building plans - Life of Building, with exceptions State of CA Guidelines: Permanent



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Series Code	Series Name	Description	Office of Record	Special Attributes	Media Format	Active Retention	Inactive Retention	Total Required Retention	Citations & Legal Basis
07-01-18	Signs Index		Planning		MX	AC+4	P	P	GC 34090(a): Real property records, maintain permanently GC 4003, 4004: Maintain costs, records and plans H&S 19850: Building plans - Life of Building, with exceptions State of CA Guidelines: Permanent
07-01-19	Subdivision Index	Includes entitlements, CEQA documents and approval of map revisions.	Planning		MX	AC+4	P	P	GC 34090(a): Real property records, maintain permanently GC 4003, 4004: Maintain costs, records and plans H&S 19850: Building plans - Life of Building, with exceptions State of CA Guidelines: Permanent
07-01-20	Temporary Use Index	Includes outdoor dining and sidewalk sales, vendor stand permit, temporary buildings, temporary signs, temporary recycling centers, and temporary conditional use permits.	Planning		MX	AE+2	P	P	GC 34090: 2 year minimum State of CA Guidelines: Current year plus 2 years for Temporary Use Permits Administrative Decision: Retain permanently
07-01-21	Tentative Parcel Map Index	Minor subdivisions.	Planning		MX	AP+4	P	P	GC 34090(a): Permanent for land related documents State of CA Guidelines: Permanent for maps and plans.
07-01-22	Variance Index		Planning		MX	CY+5	P	P	GC 34090(a): Real property records, maintain permanently CC 1351: definitions, community property State of CA Guidelines: Permanent Administrative Decision: Maintained in paper format for the Current Year plus 5 years, then scanned to Laserfiche for permanency.
07-01-23	Zoning Ordinance & Maps	Includes amendments.	Planning		MX	AP+5	P	P	GC 34090(a): Real property records, maintain permanently CC 1351: definitions, community property State of CA Guidelines: Permanent Administrative Decision: Maintained in paper format for the Current Year plus 5 years, then scanned to Laserfiche for permanency.
07-01-24	Determinations	Determination that the planned event is in compliance with the General Plan.	Planning		MX	AC+5	P	P	GC 34090(a): Permanent for property related documents. State of CA Guidelines: Permanent for general plan based documents and reports.
07-05-25	Notice of Exemptions	Not associated with a specific planning entitlement.	Planning		MX	AC+5	P	P	GC 34090(a): Permanent for property related documents. State of CA Guidelines: Permanent for CEQA documents and reports.
07-01-26	National Environmental Policy Act - NEPA	Includes general correspondence and information from NEPA.	Planning		MX	AC+5	P	P	GC 34090(a): Permanent for property related documents. State of CA Guidelines: Permanent for CEQA documents and reports.
07-01-27	Categorical Exclusions	Not associated with a specific planning entitlement. Federal equivalent of a notice of exemption.	Planning		MX	AC+5	P	P	GC 34090(a): Permanent for property related documents. State of CA Guidelines: Permanent for CEQA documents and reports.



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07-01-28	Finding of No Significant Impact - FONSI	Not associated with a specific planning entitlement.	Planning		MX	AC+5	P	P	GC 34090(a): Permanent for property related documents. State of CA Guidelines: Permanent for CEQA documents and reports.
07-01-29	Environmental Impact Statements	NEPA documents.	Planning		MX	AC+5	P	P	GC 34090(a): Permanent for property related documents. State of CA Guidelines: Permanent for CEQA documents and reports.
07-01-30	Conditional Use Permit		Planning		MX	AC+4	P	P	GC 34090(a): Real property records, maintain Permanently GC 4003, 4004: Maintain H&S 19850: Life of Building, with exceptions CC 1351: definitions, community property State of CA Guidelines: Permanent
07-01-31	Site Plan Review	Previously called Design Review. Includes the application and a site plan provided by the applicant.	Planning		MX	AC+4	P	P	H&S 19850: Building plans - Life of Building, with exceptions CC 1351: definitions, community property State of CA Guidelines: Permanent
07-02-00	General Plan								
07-02-01	General Information	General information for General Plan.	All Depts		MX	AR		AR	Administrative Review: Review annually for relevance to a project, inclusion in an associated record series, or creation of a new record series. Keep while current.
07-02-02	General Plan Text Document	Includes elements, goals and policies report, EIR and other general plan documents.	Planning	V	MX	AP+10	P	P	GC 34090(a): Real property records, maintain State of CA Guidelines: Permanent
07-03-00	County & Neighboring City Referrals								
07-03-01	General Information	General information for County & Neighboring City Referrals.	All Depts		MX	AR		AR	Administrative Review: Review annually for relevance to a project, inclusion in an associated record series, or creation of a new record series. Keep while current.
07-03-02	County Specific Projects		Planning		MX	AC+4	P	P	GC 34090(a): Real property records, maintain Permanently GC 4003, 4004: Maintain costs, records and plans H&S 19850: Building plans - Life of Building, with exceptions State of CA Guidelines: Permanent
07-03-03	County General Plan		Planning	V	MX	AP+10	P	P	GC 34090(a): Real property records, maintain State of California Guidelines; Permanent
07-03-04	County Environmental Documents		Planning		MX	AC+5	P	P	GC 34090(a): Permanent for property related documents. State of California Guidelines; Permanent for environmental documents and reports.



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Series Code	Series Name	Description	Office of Record	Special Attributes	Media Format	Active Retention	Inactive Retention	Total Required Retention	Citations & Legal Basis
07-04-00	Building Division								
07-04-01	General Information	General information for Building Division.	All Depts		MX	AR		AR	Administrative Review: Review annually for relevance to a project, inclusion in an associated record series, or creation of a new record series. Keep while current.
07-04-02	Building Permits	Includes Site Plan, Floor Plan, Structural Plans, Structural Calculations, Soils Reports, Title 24 Energy Report, Land Surveys, Pad Elevations, Special Inspection Reports, Plan Check Comments / Responses, Request for Waiver for Accessibility Requirements, Inspection Reports and Cards with wet signatures, Certificates of Occupancy, and other documents for building projects.	Building		MX	AC+4	P	P	GC 34090(a): Real property records, maintain permanently GC 4003, 4004: Maintain H&S 19850: Life of Building, with exceptions CC 1351: definitions, community property
07-04-03	Daily Inspection Schedules	Log of inspections.	Building		MX	CY+5		CY+5	GC 34090: 2 year minimum State of CA Guidelines: 2 years after completion Administrative Decision: Maintain for the current year plus 5 years for historical reference purposes.
07-04-04	Utility Release Log	Log of communications with utilities.	Building		MX	CY+5		CY+5	GC 34090: 2 year minimum Administrative Decision: Maintain for the current year plus 5 years for historical reference purposes.
07-04-05	Monthly Reports - Federal	Includes the number of new single-family and commercial permits issued with the value. US Census Bureau and F W Dodge.	Building		MX	P	P	P	GC 34090: 2 year minimum State of CA Guidelines: Current year plus 5 years for building activity logs Administrative Decision: Maintain monthly reports permanently for historical tracking and reference purposes.
07-04-06	Monthly Reports - Internal	Report distributed to the City Manager and the director of monthly activity.	Building		MX	P	P	P	GC 34090: 2 year minimum State of CA Guidelines: Current year plus 5 years for building activity logs Administrative Decision: Maintain monthly reports permanently for historical tracking and reference purposes.
07-04-07	Manufactured Homes	Includes annual permits to operate, emergency preparedness plans, certificates of compliance, new manufactured homes installation acceptance forms and manufactured home permits.	Building		MX	LOB		LOB	GC 34090(a): Real property records, maintain State of CA Guidelines: Life of building
07-04-08	Disabled Access Complaints		Building		MX	CY+2		CY+2	GC 34090: 2 year minimum State of CA Guidelines: Current year plus 2 years for complaint logs
07-04-09	Commercial Plans		Building		MX	P	P	P	GC 34090(a): Real property records, maintain permanently GC 4003, 4004: Maintain H&S 19850: Life of Building, with exceptions CC 1351: definitions, community property



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Series Code	Series Name	Description	Office of Record	Special Attributes	Media Format	Active Retention	Inactive Retention	Total Required Retention	Citations & Legal Basis
07-05-00	Code Enforcement Records								
07-05-01	General Information	General information for Code Enforcement.	All Depts		MX	AR		AR	Administrative Review: Review annually for relevance to a project, inclusion in an associated record series, or creation of a new record series. Keep while current.
07-05-02	Code Enforcement	Building and Planning. Includes warning letters, notice of correction, liens and other code enforcement information.	Building		MX	AC+2		AC+2	GC 34090: 2 year minimum State of CA Guidelines: 2 years after correction/completion.
07-06-00	Planning Commission Records								
07-06-01	General Information	General information for Planning Commission.	All Depts		MX	AR		AR	Administrative Review: Review annually for relevance to a project, inclusion in an associated record series, or creation of a new record series. Keep while current.
07-06-02	Agendas	Agendas for the Planning Commission meetings.	Planning		MX	CY+1	P	P	GC 34090: 2 year minimum State of CA Guidelines: Maintain for the Current Year plus 2 years Administrative Decision: Maintain permanently for reference purposes.
07-06-03	Agenda Packets	Staff reports and related documents for Planning Commission meetings.	Planning		MX	CY+2		CY+2	GC 34090: 2 year minimum State of CA Guidelines: Maintain for the Current Year plus 2 years
07-06-04	Minutes	Minutes for Planning Commission meetings.	Planning	V	MX	P		P	GC 34090e: Minutes of governing bodies, Permanent State of CA Guidelines: Permanent
07-06-05	Resolutions	Resolutions adopted by the Planning Commission.	Planning	V	MX	P		P	GC 34090e: Permanent for decisions of the City GC 40806: Maintain State of CA Guidelines: Permanent
07-06-06	Meeting Recordings		Planning		EL	CM+3		CM+3	GC 54953.5: 30 days after recording GC 34090.7: Video recordings may be destroyed after 90 days. State of CA Guidelines: Current month plus 3 months.
07-07-00	Parcel Map Committee Records								
07-07-01	General Information	General information for Parcel Map Committee Records.	All Depts		MX	AR		AR	Administrative Review: Review annually for relevance to a project, inclusion in an associated record series, or creation of a new record series. Keep while current.
07-07-02	Agendas	Agendas for the Parcel Map Committee meetings.	Planning		MX	CY+1	P	P	GC 34090: 2 year minimum State of CA Guidelines: Maintain for the Current Year plus 2 years Administrative Decision: Maintain permanently for reference purposes.
07-07-03	Agenda Packets	Staff reports and related documents for Parcel Map Committee meetings.	Planning		MX	CY+2		CY+2	GC 34090: 2 year minimum State of CA Guidelines: Maintain for the Current Year plus 2 years
07-07-04	Minutes	Minutes for Parcel Map Committee meetings.	Planning	V	MX	CY+10	P	P	GC 34090e: Minutes of governing bodies, Permanent State of CA Guidelines: Permanent



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07-07-05	Resolutions	Resolutions adopted by the Parcel Map Committee.	Planning	V	MX	P	P	P	GC 34090e: Permanent for decisions of the City GC 40806: Maintain State of CA Guidelines: Permanent
07-08-00	Environmental Site Assessments								
07-08-01	General Information	General information for Environmental Site Assessments.	All Depts		MX	AR		AR	Administrative Review: Review annually for relevance to a project, inclusion in an associated record series, or creation of a new record series. Keep while current.
07-08-02	Specific Sites	Brownfields, etc.	Planning		MX	AC+5	P	P	GC 34090(a): Permanent for property related documents. State of CA Guidelines: Permanent for CEQA documents and reports.



City of Selma Records Retention Schedule
08 Engineering

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08-01-00	General Engineering Records								
08-01-01	General Information	General information for General Engineering.	All Depts		MX	AR		AR	Administrative Review: Review annually for relevance to a project, inclusion in an associated record series, or creation of a new record series. Keep while current.
08-01-02	Standards & Specifications	Design Standard. Technical Specifications. Includes development guides.	Engineering		EL	S	P	P	GC 34090: 2 year minimum CCP 337: Statute of limitations State of CA Guidelines: Permanent for development standards
08-01-03	Geotechnical & Soils Reports		Engineering		MX	P	P	P	GC 34090(a): Real property records, maintain GC 4003, 4004: Maintain H&S 19850: Life of Building, with exceptions CC 1351: definitions, community property State of CA Guidelines: Permanent for soil reports (environmental)
08-01-04	Surveys & Studies - General		Engineering		MX	CY+2, AR		CY+2, AR	GC 34090: 2 year minimum State of CA Guidelines: 2 years plus the current year for general studies and reports. Administrative Decision: Current year plus 2 years, review annually for relevance to projects.
08-01-05	Contributed Capital Reports	Background information for preparing the report for Finance.	Engineering		EL	CY+2		CY+2	GC 34090: 2 year minimum State of CA Guidelines: 2 years for management reports
08-01-06	Oversize Credit Reports	Background information for preparing the report for Finance on usage of development impact fees.	Engineering		EL	CY+2		CY+2	GC 34090: 2 year minimum State of CA Guidelines: 2 years for management reports
08-01-07	Maintained Mileage Reports	Required report to CalTrans. Used to determine transportation monies allotted to the City, and to record miles of streets maintained in the City.	Engineering		EL	AC+2		AC+2	GC 34090: 2 year minimum State of CA Guidelines: Completion plus 2 years for street related reports and studies.
08-01-08	GIS/Mapping	Includes truck routes, all master plans, circulation maps. Hosted on GIS web server.	Engineering		EL	IND		IND	Transitory Record: Maintain indefinitely or until data is transferred to a new tracking system.
08-03-00	Land Development Records								
08-03-01	General Information	General information for Land Development.	All Depts		MX	AR		AR	Administrative Review: Review annually for relevance to a project, inclusion in an associated record series, or creation of a new record series. Keep while current.
08-03-02	Commercial & Industrial Developments	Includes grading permits for projects.	Engineering		MX	AC+4	P	P	GC 34090(a): Real property records, maintain CCP337, 337.1(a), 337.15: Statutes of limitations GC 4003, 400: Maintain H&S 19850: Life of Building, with exceptions. State of CA Guidelines: Permanent
08-03-03	Final Maps		Engineering		MX	AP+4	P	P	GC 34090(a): Permanent for land related documents State of CA Guidelines: Permanent for maps and plans.



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08 Engineering**

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08-03-04	Parcel Maps		Engineering		MX	AP+4	P	P	GC 34090(a): Permanent for land related documents State of CA Guidelines: Permanent for maps and plans.
08-03-05	Records of Survey	Received from the County. Engineering provides a rudimentary plan check service. Final record of survey sent after approval by the County.	Engineering		MX	S+2		S+2	GC 34090(a): Permanent for land related documents State of CA Guidelines: Permanent for maps and plans.
08-04-00	Plan Records								
08-04-01	General Information	General information for Plan Records.	All Depts		MX	AR		AR	Administrative Review: Review annually for relevance to a project, inclusion in an associated record series, or creation of a new record series. Keep while current.
08-04-02	Plans	Plans for Water, Sewer, Stormdrain, Streets, Traffic Signals & Lighting, Striping & Signage, Parks, Parking Lots, Facilities, State Highways, and other miscellaneous plans. Includes Improvement Plans.	Engineering		EL	AP+4	P	P	GC 34090(a): Permanent for land related documents State of CA Guidelines: Permanent for maps and plans.
08-05-00	Traffic & Traffic Maintenance								
08-05-01	General Information	General information for Traffic & Traffic Maintenance.	All Depts		MX	AR		AR	Administrative Review: Review annually for relevance to a project, inclusion in an associated record series, or creation of a new record series. Keep while current.
08-05-02	Traffic Counts		Engineering		EL	AC+2		AC+2	GC 34090: 2 year minimum State of CA Guidelines: Completion of survey plus 2 years
08-05-03	Traffic Warrant Studies	Includes signal warrant studies.	Engineering		EL	AC+2		AC+2	GC 34090: 2 year minimum State of CA Guidelines: Completion of survey plus 2 years
08-05-04	Traffic Impact Studies	Required by the City from developers.	Engineering		MX	AC+2		AC+2	GC 34090: 2 year minimum State of CA Guidelines: Completion of survey plus 2 years
08-05-05	Citizen Requests		Engineering		EL	AC+2		AC+2	GC 34090: 2 year minimum State of CA Guidelines: Current Year plus 2 years for maintenance projects.
08-05-06	Traffic Signal Timing Plans		Engineering		EL	S+2		S+2	GC 34090: 2 year minimum State of CA Guidelines: 2 years after superseded
08-05-07	Speed Zones		Engineering		EL	S+2		S+2	GC 34090: 2 year minimum State of CA Guidelines: 2 years after superseded
08-05-08	Public Works Work Orders	Used for requests for changes to traffic systems.	Engineering		EL	CY+2		CY+2	GC 34090: 2 year minimum State of CA Guidelines: 2 years plus the current year for service requests for maintenance.
08-06-00	Street Records								
08-06-01	General Information	General information for Street Records.	All Depts		MX	AR		AR	Administrative Review: Review annually for relevance to a project, inclusion in an associated record series, or creation of a new record series. Keep while current.



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08 Engineering

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08-06-02	Encroachment Permits	Construction based permits on existing streets.	Engineering		EL	P	P	P	GC 34090(a): Real property records, maintain permanently GC 4003, 4004: Maintain H&S 19850: Life of Building, with exceptions State of CA Guidelines: Permanent for construction based encroachment permits.
08-06-03	Vacations & Abandonments	Background information for recorded documents.	Engineering		MX	AC+2	P	P	GC 34090(a): Real property records, maintain permanently CC 1351: definitions, community property State of CA Guidelines: Permanent
08-06-04	Right-of-Way	Background information for recorded documents.	Engineering		MX	AC+2	P	P	GC 34090(a): Real property records, maintain permanently CC 1351: definitions, community property State of CA Guidelines: Permanent
08-06-05	Easements	Background information for recorded documents.	Engineering		MX	AC+2	P	P	GC 34090(a): Real property records, maintain permanently CC 1351: definitions, community property State of CA Guidelines: Permanent
08-06-06	Irrevocable Offers of Dedication	Offers of dedication for future right of way.	Engineering		MX	AC+2	P	P	GC 34090(a): Real property records, maintain permanently CC 1351: definitions, community property State of CA Guidelines: Permanent
08-06-07	Licenses	Includes grants for permission to encroach on City properties.	Engineering		MX	AE+2		AE+2	GC 34090: 2 year minimum State of CA Guidelines: Current year plus 2 years for Temporary Use Permits
08-06-08	Variances	Includes variances within the right of way and driveway approaches. Not maintained by Planning.	Engineering		MX	AC+2	P	P	GC 34090(a): Real property records, maintain permanently CC 1351: definitions, community property State of CA Guidelines: Permanent
08-06-09	Underground Utilities	Cooperation with utility franchises for relocating services underground.	Engineering		MX	AC+2	P	P	GC 34090(a): Real property records, maintain permanently State of CA Guidelines: Permanent for supporting documents regarding underground utilities
08-06-10	Surveyors Reports	Internal survey party notes and daily logs.	Engineering		MX	AC+2	P	P	GC 34090(a): Real property records, maintain permanently State of CA Guidelines: Maintain surveyor field notes that include recording data or are preparatory to maps permanently.
08-06-11	Inspection Reports	Internal survey party notes and daily logs.	Engineering		MX	CY+2*		CY+2*	GC 34090: 2 year minimum State of CA Guidelines: Current year plus 2 years for inspection reports. *Bridges and overpass inspections must be retained for the life of the structure.
08-06-12	Pavement Management System	Electronic database for pavement maintenance and management.	Engineering		EL	IND		IND	Transitory Record: Maintain indefinitely or until data is transferred to a new tracking system.
08-06-13	Oversized Load Permits		Engineering		EL	AE+2		AE+2	GC 34090: 2 year minimum State of CA Guidelines: Current year plus 2 years for Temporary Use Permits



City of Selma Records Retention Schedule
08 Engineering

Legend: AA - After Audit; AC - After Completion; ACT - While Active; AE - After Expiration; AFP - After Final Payment; AP - After Approval; AR - Annual Review; AT - After Termination; C - Confidential; CM - Current Month; CY - Current Year; EL - Electronic Media; EY - Event Year; H - Historical; IND - Indefinite; LOB/LOV/LOS - Life of Board/Life of Vehicle/Life of System; MX - Mixed Media; P - Permanent; PA - Paper Media; S - After Supersede; V- Vital

Series Code	Series Name	Description	Office of Record	Special Attributes	Media Format	Active Retention	Inactive Retention	Total Required Retention	Citations & Legal Basis
08-07-00	Storm Drain Records								
08-07-01	General Information	General information for Storm Drain Records.	All Depts		MX	AR		AR	Administrative Review: Review annually for relevance to a project, inclusion in an associated record series, or creation of a new record series. Keep while current.
08-07-02	Storm Drain Master Plan	Special or long range program plan for municipalities, coordination of services, and strategic planning.	Engineering		MX	S+2		S+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after master plan is superseded.
08-07-03	Storms & Floods	Records related to abnormal storm events and flooding issues.	Engineering		MX	CY+2		CY+2	GC 34090: 2 year minimum
08-07-04	Ponding Basins	Includes an inventory of the ponding basins, capacity, usage, areas serviced and other general information on the basins.	Engineering		MX	ACT	P	P	GC 34090: 2 year minimum State of CA Recommendations: Permanent for location records, such as mains, valves, hydrants, basins and wells.
08-07-05	Storm Drain Lift Stations	Includes design calculations and information on equipment used at the stations. Specifications and manuals are maintained by Public Works.	Engineering		MX	P	P	P	GC 34090: 2 year minimum State of CA Recommendations: Permanent for location records, such as mains, valves, hydrants and wells
08-08-00	Sewer Records								
08-08-01	General Information	General information for Sewer Records.	All Depts		MX	AR		AR	Files maintained by Selma Kingsburg Fowler County Sanitation District.
08-09-00	Water Records								
08-09-01	General Information	General information for Water Records.	All Depts		MX	AR		AR	Files maintained by California Water Service Company.



City of Selma Records Retention Schedule
08 Engineering

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Series Code	Series Name	Description	Office of Record	Special Attributes	Media Format	Active Retention	Inactive Retention	Total Required Retention	Citations & Legal Basis
08-10-00	Air Quality Records								
08-10-01	General Information	General information for Air Quality.	All Depts		MX	AR		AR	Administrative Review: Review annually for relevance to a project, inclusion in an associated record series, or creation of a new record series. Keep while current.
08-10-02	Air Quality Reports	Reports required by San Joaquin Valley Air Pollution Control District (SJVAPCD). Includes Best Available Control Measures reports (BACM), Reasonably Available Control Measures reports (RACM), and the biannual report required for mileage of unpaved roadways.	Engineering		MX	CY+2	5	CY+7	GC 34090: 2 year minimum CCP 388(k): 3 year statute of limitations for action State of CA Guidelines: Current year plus 7 years for air quality management district reports.
08-11-00	Assessment District Records								
08-11-01	General Information	General information for Assessments Districts.	All Depts		MX	AR		AR	Administrative Review: Review annually for relevance to a project, inclusion in an associated record series, or creation of a new record series. Keep while current.
08-11-02	Landscape & Lighting Maintenance Districts	Includes engineers report for formation of the district and the annual reports.	Engineering		MX	CY+2	P	P	GC 34090(a): Permanent for land and property records CCP 338: 3 year statute of limitations State of CA Guidelines: Permanent
08-11-03	Underground Utility Districts	Includes engineers report for formation of the district and the annual reports.	Engineering		MX	CY+2	P	P	GC 34090(a): Permanent for land and property records CCP 338: 3 year statute of limitations State of CA Guidelines: Permanent



City of Selma Records Retention Schedule
09 Public Works

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Series Code	Series Name	Description	Office of Record	Special Attributes	Media Format	Active Retention	Inactive Retention	Total Required Retention	Citations & Legal Basis
09-01-00	Public Works Administration								
09-01-01	General Information	General information for Public Works Administration.	All Depts		MX	AR		AR	Administrative Review: Review annually for relevance to a project, inclusion in an associated record series, or creation of a new record series. Keep while current.
09-02-00	Streets Records								
09-02-01	General Information	General information for Streets.	All Depts		MX	AR		AR	Administrative Review: Review annually for relevance to a project, inclusion in an associated record series, or creation of a new record series. Keep while current.
09-02-02	Employee Daily Activity Logs	Used to determine project time and used for budgeting purposes.	PW		MX	CY+2		CY+2	GC 34090: 2 year minimum
09-02-03	Signage (Engineering)	Inventory lists, records of traffic signs.	PW		MX	LOS	3	LOS+3	GC 34090: 2 year minimum CCP 337: 3 year statute of limitations State of CA Guidelines: Life of system plus 2 years.
09-02-04	Striping & Stenciling	Does not include engineering drawings of traffic control plans. Striping provide by an outside service. Stenciling completed in-house.	PW		MX	AC+2		AC+2	GC 34090: 2 year minimum State of CA Guidelines: Current Year plus 2 years for maintenance projects.
09-02-05	Graffiti Removal	Work orders for maintenance. Format may be oral, phone call, e- mail or paper requests. May be from a citizen or internally noticed and requested. Abatement personnel related to a grant for graffiti removal.	PW		MX	CY+2		CY+2	GC 34090: 2 year minimum State of CA Guidelines: Current year plus 2 years for graffiti abatement on municipal buildings.
09-02-06	CalTrans Communications	Correspondence and communications with CalTrans. Includes requests for maintenance and repairs.	PW		MX	CY+2, AR		CY+2, AR	GC 34090: 2 year minimum State of CA Guidelines: Administrative Record
09-02-07	Fresno County Communications	Correspondence and communications with the County. Includes requests for maintenance and repairs.	PW		MX	CY+2, AR		CY+2, AR	GC 34090: 2 year minimum State of CA Guidelines: Administrative Record
09-02-08	Traffic Signals & Street Light Equipment	Includes files on equipment, maintenance and systems, and traffic control device inventory and maintenance logs.	PW		MX	LOS	3	LOS+3	GC 34090: 2 year minimum CCP 337: 3 year statute of limitations State of CA Guidelines: Life of system plus 2 years.



City of Selma Records Retention Schedule
09 Public Works

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Series Code	Series Name	Description	Office of Record	Special Attributes	Media Format	Active Retention	Inactive Retention	Total Required Retention	Citations & Legal Basis
9/2/209	Pavement Maintenance Projects	Includes repairs and overlay projects.	PW		MX	AC+2		AC+2	GC 34090: 2 year minimum State of CA Guidelines: Current Year plus 2 years for maintenance projects.
09-02-10	Concrete Infrastructure Maintenance	Includes curbs, gutters, sidewalks and other concrete systems.	PW		MX	AC+2		AC+2	GC 34090: 2 year minimum State of CA Guidelines: Current Year plus 2 years for maintenance projects.
09-02-14	Pesticide Usage Reports		PW		MX	CY+3		CY+3	GC 34090: 2 year minimum F&AC 14011.5 - 12: Maintain and submit Pesticide Use Reports F&AC 14007: Restricted Materials Permits issued for 1 to 3 years.



City of Selma Records Retention Schedule
10 Property Management

Legend: AA - After Audit; AC - After Completion; ACT - While Active; AE - After Expiration; AFP - After Final Payment; AP - After Approval; AR - Annual Review; AT - After Termination; C - Confidential; CM - Current Month; CY - Current Year; EL - Electronic Media; EY - Event Year; H - Historical; IND - Indefinite; LOB/LOV/LOS - Life of Board/Life of Vehicle/Life of System; MX - Mixed Media; P - Permanent; PA - Paper Media; S - After Supersede; V - Vital

Series Code	Series Name	Description	Office of Record	Special Attributes	Media Format	Active Retention	Inactive Retention	Total Required Retention	Citations & Legal Basis
10-01-00	Property Management								
10-01-01	General Information	General information for Property Management.	All Depts		MX	AR		AR	Administrative Review: Review annually for relevance to a project, inclusion in an associated record series, or creation of a new record series. Keep while current.
10-01-02	Leases	Includes background and supporting information for the leases. Original agreements are maintained in the City Clerk's Office.	GS		PA	AT+2	3	AT+5	CCP 337.2: Statutes of limitations, leases 4 years CCP 343: Statutes of limitations, general 4 years 48 CFR 4.601: 5 years for procurements exceeding \$25,000 Administrative Decision: Maintain for 5 years after termination to coincide with other general city agreements.
10-01-03	City Owned Property	Includes supporting documentation for acquisition and disposition of City-owned property. Original agreements are maintained in the City Clerk's Office.	GS		PA	AC+2	P	P	GC 34090(a): Permanent for land and property records State of CA Guidelines: 10 years after completion for property acquisition and disposition supporting documents.
10-01-04	Appraisals		GS		PA	AC+2		AC+2	GC 34090: 2 year minimum requirement GC 6254(h): PRA, confidential record designation until acquisition complete.
10-02-00	Property Maintenance								
10-02-01	General Information	General information for Property Maintenance.	All Depts		MX	AR		AR	Administrative Review: Review annually for relevance to a project, inclusion in an associated record series, or creation of a new record series. Keep while current.
10-02-02	Property Maintenance	Includes work orders, inspection, repairs, cleaning, reports and complaints.	GS		MX	CY+2		CY+2	GC 34090: 2 year minimum requirement State of CA Guidelines: 2 years plus the current year for maintenance and operations records.
10-02-03	Contract Services	Includes janitorial and other contract services. Includes original contracts and agreements for smaller services.	GS		MX	AC+2	3	AC+5	CCP 337.2: Statutes of limitations CCP 343: Statutes of limitations 48 CFR 4: 5 years for procurements exceeding \$25,000 State of CA Guidelines: 2 years plus the current year for maintenance and operations records. Administrative Decision: Follow retention life of the associated contract for the maintenance services to meet
10-02-04	Permits	Includes elevator, vehicle, underground storage tank and other permits required for operation of City property.	GS		EL	AE+2		AE+2	GC 34090: 2 year minimum requirement State of CA Guidelines: Current year plus 2 years for municipal facility rental / use permits
10-02-05	Pesticide & Chemical Use & Training	Includes Safety Training	CS		PA	CY+2	5	CY+7	GC 34090: 2 year minimum
10-02-06	Pesticide Usage Reports		CS		PA	P	P	P	F&AC 14011.5 - 12: maintain and submit Pesticide Use Reports
10-02-07	Park Standards	Maintenance information for irrigation, landscaping, and	CS		PA	AC+2		AC+2	GC 34090: 2 year minimum
10-02-08	Playground Equipment Inspections		CS		PA	AC+3		AC+3	GC 34090: 2 year minimum CCP 338: 3 years for action State of CA Guidelines: Completion plus 2 years for inspection records in Parks, and 2 years after audit for equipment inventories
10-02-09	Landscape Maintenance Assessment Districts: PW	Includes correspondence, inspections, agreements, and certified payroll.	CS		PA	P	P	P	GC 34090: 2 year minimum Administrative Decision: maintain permanently
10-03-00	Fleet Maintenance								
10-03-01	General Information	General information for Fleet Maintenance.	All Depts		MX	AR		AR	Administrative Review: Review annually for relevance to a project, inclusion in an associated record series, or creation of a new record series. Keep while current.



City of Selma Records Retention Schedule
10 Property Management

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Series Code	Series Name	Description	Office of Record	Special Attributes	Media Format	Active Retention	Inactive Retention	Total Required Retention	Citations & Legal Basis
10-03-02	Vehicle & Equipment Tracking System	Tracks the inventory and service history of vehicles owned by the City. *Vehicles including history of maintenance can be	GS		EL	LOV	4	LOV+4	GC 34090: 2 year minimum requirement CCP 343: 4 years for action State of CA Guidelines: Life of the vehicle plus 2 years for
10-03-03	Maintenance Records	Paper history of equipment and vehicles. Includes maintenance, registration, smog tests and other specific	GS		MX	LOV	4	LOV+4	GC 34090: 2 year minimum requirement CCP 343: 4 years for action
10-03-04	CARB Vehicle Inspections	California Air Resources Board. Maintained for 2 years, superseded every year. Maintained with the vehicle.	GS		MX	AC+2		AC+2	GC 34090: 2 year minimum requirement. State of CA Guidelines: 2 years plus the current year for permits; may depend upon the agency. Administrative Decision: Maintain inspection records for 2 years after completion to follow State retention for the CARB
10-03-05	Fuel System Reports	Backup reports for the fuel management system utilized by the City. Duplicate of what Finance and IT produce.	GS		EL	ACT		ACT	GC 34090.7: Duplicates may be destroyed within the 2 year minimum period. Administrative Record, State of CA Guidelines
10-03-06	BIT Vehicle Inspections	Biennial Inspection of Terminals (BIT). Inspection of vehicles by the Department of Transportation	GS		MX	CY+2		CY+2	GC 34090: 2 year minimum requirement VC 3450.12: maintain inspection reports for at least 2 years
10-03-07	BIT Audits	Annual CHP audit of BIT records. Review drivers licenses, drug pull records, driver training and medical records for	GS		MX	AA+2		AA+2	GC 34090: 2 year minimum requirement VC 34501.12: maintain inspection reports for at least 2
10-03-09	Weekly Fuel Island Inspections	Includes inspections of gas and diesel fuel tanks.	GS		MX	CY	LOS+2	LOS+2	GC 34090: 2 year minimum requirement
10-03-10	Underground Storage Tank Reports	Includes underground storage tank reports and other fuel tax reports. Storage tank location, installation, removal, remediation and other compliance documents. Maintenance and operations records	GS		MX	CY+2 CY+2	P CY+2	P CY+2	GC 34090: 2 year minimum requirement State of CA Guidelines: Current year plus 2 years for underground storage tank maintenance and operations; Permanent for storage location, installation, removal, remediation and other compliance documents.



City of Selma Records Retention Schedule
11 Economic Development

Legend: AA - After Audit; AC - After Completion; ACT - While Active; AE - After Expiration; AFP - After Final Payment; AP - After Approval; AR - Annual Review; AT - After Termination; C - Confidential; CM - Current Month; CY - Current Year; EL - Electronic Media; EY - Event Year; H - Historical; IND - Indefinite; LOB/LOV/LOS - Life of Board/Life of Vehicle/Life of System; MX - Mixed Media; P - Permanent; PA - Paper Media; S - After Supersede; V - Vital

Series Code	Series Name	Description	Office of Record	Special Attributes	Media Format	Active Retention	Inactive Retention	Total Required Retention	Citations & Legal Basis
11-01-00	Economic Development Records								
11-01-01	General Information	General information for Economic Development.	All Depts		MX	AR		AR	Administrative Review: Review annually for relevance to a project, inclusion in an associated record series, or creation of a new record series. Keep while current.
11-01-02	Requests for Information	From the County or a direct request from a consultant or broker. Includes requests for information about available sites for new business.	CED		MX	AC+2		AC+2	GC 34090: 2 year minimum requirement State of CA Guidelines: 2 years after completion
11-01-03	Project Files - Completed	Includes e-mail and memo correspondence, fee estimates	CED	C	MX	AC+2	3	AC+5	CCP 337.2: Statutes of limitations CCP 343: Statutes of
11-01-04	Project Files - Proposed/Not Completed	May include e-mail and memo correspondence, fee estimates generate by city staff, site plans/maps, proposed incentives, EIRs copies, council staff reports, resolution copies, proposals, permit reports, status reports and	CED	C	MX	AT+2		AT+2	GC 34090: 2 year minimum requirement Administrative Decision: Maintain proposed and not completed projects for 2 years after termination of the project
11-01-05	Development & Disposition Agreement Supersede Documents	Original agreement maintained by the City Clerk.	CED		MX	AC+2	P	P	GC 34090(a): Real property records, maintain CCP337, 337.1(a), 337.15: Statutes of limitations 48 CCP 4 702: 2
11-01-06	Proposed Purchase & Sale Agreements		CED		MX	AC+2	8	AC+10	GC 34090(a): Real property records, maintain State of CA Guidelines: 10 years after completion for
11-01-07	Marketing Materials	Includes advertisements, promotional brochures, property profile reports, community overview, broker materials and other marketing materials.	CED		EL	EY+2, AR	5	EY+7, AR	GC 34090: 2 year minimum requirement State of CA Guidelines: Current year plus 7 Administrative Decision: Review before destruction for potential historical content and reclassification to Historical Information/Events as a permanent record.
11-01-08	Workshops & Events	Includes quarterly meetings for contractors, developers and architects, and County sponsored meetings and events.	CED		MX	EY+2, AR	5	EY+7, AR	GC 34090: 2 year minimum requirement State of CA Guidelines: Current year plus 7 Administrative Decision: Review before destruction for potential historical content and reclassification to Historical
11-01-09	Strategic Plans	Annual plan developed during budget sessions.	CED		MX	S+2		S+2	GC 34090: 2 year minimum requirement
11-01-10	Quarterly Sales Tax Generator Reports	Highly confidential. Prepared for the City Manager and Finance Director.	CED	C	MX	CY+5		CY+5	GC 34090: 2 year minimum State of CA Guidelines: 2 years for management reports Administrative Decision: Maintain reports for the current year plus 5 years for trending and research
11-01-11	Property Link Program Reports	Highly confidential. Includes property tax changes and	CED	C	MX	CY+5		CY+5	GC 34090: 2 year minimum State of CA Guidelines: 2 years for management reports
11-01-12	Fresno County Economic Development Corporation Meetings	Includes copies of agendas, minutes and other information provided by the corporation for reference.	CED		MX	ACT		ACT	GC 34090.7; Duplicates may be destroyed within the 2 year minimum period.
11-01-13	Enterprise Zone	Includes boundary maps, incentives, marketing materials	CED		EL	ACT		ACT	GC 34090.7; Duplicates may be destroyed within the 2 year



City of Selma Records Retention Schedule
12 Community Services

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Series Code	Series Name	Description	Office of Record	Special Attributes	Media Format	Active Retention	Inactive Retention	Total Required Retention	Citations & Legal Basis
12-01-00	Community Services Records								
12-01-01	General Information	General information for Community Services.	All Depts		MX	AR		AR	Administrative Review: Review annually for relevance to a project, inclusion in an associated record series, or creation of a new record series. Keep while current.
12-01-02	Employee Daily Activity	Daily activity of employees tracked in a database for management tracking and budgeting.	CS		MX	CY+2		CY+2	GC 34090: 2 year minimum requirement CCP 335.1: 2 years for action on injuries caused by neglect. State of CA Guidelines: 2 years plus the current year for general logs.
12-01-03	Volunteers	Includes volunteers. Includes the application, contact	CS	C	MX	AT+2		AT+2	GC 12946: 2 years after completion/position filled 29 CFR
12-01-04	Part-Time Employee Handbook	Handbooks that provide direction and information to part time employees.	CS		MX	S+2		S+2	GC 34090: 2 year minimum
12-01-05	Part-Time Employee Job Descriptions	Job descriptions of part time employees.	CS		MX	S+2		S+2	GC 34090: 2 year minimum
12-01-06	Summary of Fees	Daily record of deposits sent to Finance.	CS		MX	CY+2	4	CY+6	GC 34090: 2 year minimum
12-01-07	Part-Time Employee Information	Includes the application, contact information, fingerprint verification, correspondence and any general information about the part time employee. Accepted applications; Denied/Non-hired applications;	CS	C	MX	AT+2 AC+2		AT+2 AC+2	GC 12946: 2 years after completion/position filled 29 CFR 1602.14: 1 year after position filled 29 CFR 1602.13: Maintain EEOC demographic information 29 CFR 1602.2: 1 year after position filled
12-02-00	Parks Records								
12-02-01	General Information	General information for Parks.	All Depts		MX	AR		AR	Administrative Review: Review annually for relevance to a project, inclusion in an associated record series, or creation
12-02-02	Park Development Files		CS		PA	P	P	P	GC 34090(a): Permanent for land and real property records. Administrative Decision: Maintain permanently to track history of the parks.



City of Selma Records Retention Schedule
12 Community Services

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Series Code	Series Name	Description	Office of Record	Special Attributes	Media Format	Active Retention	Inactive Retention	Total Required Retention	Citations & Legal Basis
12-03-00	Recreation Records								
12-03-01	General Information	General information for Recreation.	All Depts		MX	AR		AR	Administrative Review: Review annually for relevance to a project, inclusion in an associated record series, or creation of a new record series. Keep while current.
12-03-02	Activity Guides	Brochure listing events and schedules for programs.	CS		PA	CY+2		CY+2	GC 34090: 2 year minimum State of CA Guidelines: Current year plus 2 years
12-03-03	Youth & Adult Programs	Includes program rules, code of conduct, curriculum, contact information, sign-in sheets, evaluation forms and liability waivers filed by program.	CS		PA	CY+2		CY+2	GC 34090: 2 year minimum CCP 335.1: 2 years for action on injuries caused by neglect. State of CA Guidelines: 2 years plus the current year.
12-03-04	Park Rental Agreements	Includes park shelters and general use. Original agreement and working files for the facility.	CS		PA	AT+2	3	AT+5	GC 34090: 2 year minimum CCP 337, 343: Statutes of Limitations are 4 years State of CA Guidelines: Termination/expiration of agreement plus 5 years
12-03-05	Field Rental Agreements	Original agreement and working files for the facility.	CS		PA	AT+2	3	AT+5	GC 34090: 2 year minimum CCP 337, 343: Statutes of Limitations are 4 years State of CA Guidelines: Termination/expiration of agreement plus 5 years
12-04-00	Senior Center Records								
12-04-01	General Information	General information for Senior Center.	All Depts		MX	AR		AR	Administrative Review: Review annually for relevance to a project, inclusion in an associated record series, or creation of a new record series. Keep while current.
12-04-02	CARS System	California Aging Reporting System. Started by the State to track meals and other services that seniors need, including Fresno Madera Area Agency on Aging programs.	CS		EL	IND		IND	Transitory Record: Maintain indefinitely or until data is transferred to a new tracking system.
12-04-03	Senior Nutrition Program	Files on each senior who visits the center including forms which contain name, address, phone number, birth date, social security number (for older files), emergency contact information, physicians, nutritional assessments, financial abuse, elder abuse and neglect, and other information on seniors. Forms are completed annually for the state/regional system.	CS	C	PA	AT+2		AT+2	GC 34090: 2 year minimum CCP 335.1: 2 years for action on injuries caused by neglect. State of CA Guidelines: 2 years plus the current year. Administrative Decision: Maintain while applicant is actively participating in programs plus 2 years.
12-04-04	Warming and Cooling Center		CS		PA	CY+2		CY+2	GC 34090: 2 year minimum State of CA Guidelines: 2 years plus the current year for event records.
12-04-05	Other Senior Programs	Includes Banfield Charitable Trust grants, transportation ticket grants, Meals On Wheels, Emergency Food and Shelter Program and other senior programs.	CS		PA	CY+2		CY+2	GC 34090: 2 year minimum State of CA Guidelines: 2 years plus the current year for event records.
12-04-06	Calendar of Events		CS		PA	CY+2		CY+2	GC 34090: 2 year minimum State of CA Guidelines: 2 years plus the current year for event records.
12-04-07	Classes and Activities Schedule		CS		PA	CY+2		CY+2	GC 34090: 2 year minimum State of CA Guidelines: Current year plus 2 years
12-04-08	Menus		CS		PA	CY+2		CY+2	GC 34090: 2 year minimum



City of Selma Records Retention Schedule
12 Community Services

Legend: AA - After Audit; AC - After Completion; ACT - While Active; AE - After Expiration; AFP - After Final Payment; AP - After Approval; AR - Annual Review; AT - After Termination; C - Confidential; CM - Current Month; CY - Current Year; EL - Electronic Media; EY - Event Year; H - Historical; IND - Indefinite; LOB/LOV/LOS - Life of Board/Life of Vehicle/Life of System; MX - Mixed Media; P - Permanent; PA - Paper Media; S - After Supersede; V- Vital

Series Code	Series Name	Description	Office of Record	Special Attributes	Media Format	Active Retention	Inactive Retention	Total Required Retention	Citations & Legal Basis
12-04-09	Monthly Newsletter		CS		PA	CY+2, AR		CY+2, AR	GC 34090: 2 year minimum Administrative Record, State of California Guidelines Administrative Decision: Current year plus 2 years, review annually for historical content
12-04-10	Photographs		CS		PA	CY+2, AR		CY+2, AR	GC 34090: 2 year minimum Administrative Record, State of California Guidelines Administrative Decision: Current year plus 2 years, review annually for historical content
12-04-11	Senior Outreach	Includes information on open enrollment, scams targeting seniors, and other outreach materials.	CS		PA	CY+2, AR		CY+2, AR	GC 34090: 2 year minimum State of California Guidelines; Administrative Record
12-05-00	Parks & Recreation Commission Records								
12-05-01	General Information	General information for Parks & Recreation Commission.	All Depts		MX	AR		AR	Administrative Review: Review annually for relevance to a project, inclusion in an associated record series, or creation of a new record series. Keep while current.
12-05-02	Agenda Packets	Includes agenda and related documents.	CS		PA	CY+10		CY+10	GC 34090: 2 year minimum State of CA Guidelines: Maintain for the Current Year plus 2 years Administrative Decision: Maintain agenda packets for the current year plus 10 years for reference purposes
12-05-03	Minutes		CS		PA	CY+10	P	P	GC 34090e: Minutes of governing bodies, Permanent State of CA Guidelines: Permanent
12-05-04	Meeting Recordings		CS		EL	CY+2		CY+2	GC 54953.5: 30 days after recording GC 34090.7: Video recordings may be destroyed after 90 days. State of CA Guidelines: Current month plus 3 months. Administrative Decision: Maintain meeting audio recordings for the current year plus 2 years to support the Action Minutes.



City of Selma Records Retention Schedule
13 Fire

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Series Code	Series Name	Description	Office of Record	Special Attributes	Media Format	Active Retention	Inactive Retention	Total Required Retention	Citations & Legal Basis
13-01-00	Fire Administration Records								
13-01-01	General Information	General information for Fire Administration.	All Depts		MX	AR		AR	Administrative Review: Review annually for relevance to a project, inclusion in an associated record series, or creation of a new record series. Keep while current.
13-01-02	FireRMS Software	Used for incidents, inspection tracking and resident contact information. All training sessions and individuals are tracked through FireRMS.	Fire		EL	IND		IND	Transitory Record: Maintain indefinitely or until data is transferred to a new tracking system.
13-01-03	Strike Team Activities	Used to submit forms for reimbursement from the State. Last 5 years are currently maintained.	Fire		PA	CY+2	2	CY+4	GC 34090: 2 year minimum CCP 337: Statute of limitations of 4 years Administrative Decision: Maintain information for the current year plus 4 years to follow Finance retention period for reimbursed revenue.
13-01-04	Ride Along Forms	Maintained for 90 days. Basic form information is entered into RMS. Includes release waivers (currently maintained for 6 months).	Fire		PA	CY+3		CY+3	CCP 340.5 Healthcare providers is 3 years after occurrence or 1 year after the patient discovers the injury, whichever comes first. CCP 340.8: Exposure to hazardous substances: 2 years after exposure, or 2 years after patient discovers injury, whichever is later. 8 CCR 3203(b)(1): Injury & Illness Prevention Program inspection records, maintain at least 1 year.
13-01-05	Target Safety Training System	Computerized training on general city and fire specific training session completed by the individual. After training is completed, individual enters training into FireRMS.	Fire		EL	IND		IND	Transitory Record: Maintain indefinitely or until data is transferred to a new tracking system.
13-02-00	Fire Prevention Records								
13-02-01	General Information	General information for Fire Prevention.	All Depts		MX	AR		AR	Administrative Review: Review annually for relevance to a project, inclusion in an associated record series, or creation of a new record series. Keep while current.
13-02-02	Pending Construction	Includes projects that have not been completed or continued.	Fire		PA	AT+2		AT+2	GC 34090: 2 year minimum
13-02-03	Commercial Building Inspections	Includes fire alarm plans, fire sprinkler plans and other inspection documents. Signed inspection forms maintained for 5 years in paper form. Filed by address. Inspection completed annually.	Fire		PA	AC+2	3	AC+5	UFC 103.34 New construction/alterations of buildings: Retain inspection records for 3 years. IFC 104.6: Retain for 5 years after renewal/expiration of fire permit State of CA Guidelines: 3 years after completion of inspection
13-02-04	Schools	Includes fire alarm plans, fire sprinkler plans and other inspection documents. Signed inspection forms maintained for 5 years in paper form. Filed by address. Inspection completed annually.	Fire		PA	AC+2	3	AC+5	UFC 103.34 New construction/alterations of buildings: Retain inspection records for 3 years. IFC 104.6: Retain for 5 years after renewal/expiration of fire permit State of CA Guidelines: 3 years after completion of inspection



City of Selma Records Retention Schedule
13 Fire

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Series Code	Series Name	Description	Office of Record	Special Attributes	Media Format	Active Retention	Inactive Retention	Total Required Retention	Citations & Legal Basis
13-02-05	Care & Day Care Homes	Includes fire alarm plans, fire sprinkler plans and other inspection documents. Signed inspection forms maintained for 5 years in paper form. Filed by address. Inspection completed annually.	Fire		PA	AC+2	3	AC+5	UFC 103.34 New construction/alterations of buildings: Retain inspection records for 3 years. IFC 104.6: Retain for 5 years after renewal/expiration of fire permit State of CA Guidelines: 3 years after completion of inspection
13-02-06	Hotels & Motels	Includes fire alarm plans, fire sprinkler plans and other inspection documents. Signed inspection forms maintained for 5 years in paper form. Filed by address. Inspection completed annually.	Fire		PA	AC+2	3	AC+5	UFC 103.34 New construction/alterations of buildings: Retain inspection records for 3 years. IFC 104.6: Retain for 5 years after renewal/expiration of fire permit State of CA Guidelines: 3 years after completion of inspection
13-02-07	Apartments	Includes fire alarm plans, fire sprinkler plans and other inspection documents. Signed inspection forms maintained for 5 years in paper form. Filed by address. Inspection completed annually.	Fire		PA	AC+2	3	AC+5	UFC 103.34 New construction/alterations of buildings: Retain inspection records for 3 years. IFC 104.6: Retain for 5 years after renewal/expiration of fire permit State of CA Guidelines: 3 years after completion of inspection
13-02-08	Special Permits	Includes Christmas tree lots, firework booths, bark permits, temporary tents and other temporary use permits related for Fire.	Fire		PA	AE+2		AE+2	GC 34090: 2 year minimum State of CA Guidelines: Current year plus 2 years for Temporary Use Permits
13-02-09	Weed Abatement	Commercial and vacant land. Does not include residential. Completed by Code Enforcement.	Fire		PA	AC+2		AC+2	GC 34090: 2 year minimum State of CA Guidelines: 2 years after correction/completion.
13-03-00	Fire Suppression & Equipment Records								
13-03-01	General Information	General information for Fire Suppression & Equipment.	All Depts		MX	AR		AR	Administrative Review: Review annually for relevance to a project, inclusion in an associated record series, or creation of a new record series. Keep while current.
13-03-02	Incident Records (Fires)	Includes investigation summaries and reports, photos, witness statements, evidence logs and other incident related records. Information not in FireRMS due to format or other circumstances.	Fire		MX	AC+3		AC+3	GC 34090: 2 year minimum CCP 338: 3 years for action CCP 340.5: Healthcare providers: 3 years after occurrence or 1 year after the patient discovers the injury, whichever comes first. CCP 340.8: Exposure to hazardous substances: 2 years after exposure, or 2 years after patient discovers injury, whichever is later.
13-03-03	Personal Protective Equipment Logs	Annual tests.	Fire		PA	CY+2	3	CY+5	GC 34090: 2 year minimum CCP 340.5: Healthcare providers: 3 years after occurrence or 1 year after the patient discovers the injury, whichever comes first. CCP 340.8: Exposure to hazardous substances: 2 years after exposure, or 2 years after patient discovers injury, whichever is later. 8 CCP 3203(b)(1): Injury & Illness Prevention Program inspection records, maintain at least 1 year. Administrative Decision: Possibility of defending an equitable indemnity claim up to 5 years



**City of Selma Records Retention Schedule
13 Fire**

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Series Code	Series Name	Description	Office of Record	Special Attributes	Media Format	Active Retention	Inactive Retention	Total Required Retention	Citations & Legal Basis
13-03-04	SCBA Fit & Flow Test	Annual tests for both person and unit.	Fire		PA	CY+2	P	P	8 CCR 3203: IIPP training, at least 1 year State of CA Guidelines: 2 years after superseded for training materials. Individual training information maintained by employee is retained for termination/separation plus 2 years, per State of California Guidelines Administrative Decision: Permanent for long term potential medical issues and varying retention periods of the citations.
13-03-05	Hose Testing Records		Fire		PA	CY+2		CY+2	8 CCR 3203: IIPP training, at least 1 year State of CA Guidelines: 2 years after superseded for training materials.
13-03-06	Ladder Testing		Fire		PA	CY+2		CY+2	8 CCR 3203: IIPP training, at least 1 year State of CA Guidelines: 2 years after superseded for training materials.
13-03-07	Daily Small Equipment Checklist	Includes Hurst, SCBA, and Fresh Air Compressor Forms.	Fire		PA	CY+2		CY+2	GC 34090: 2 year minimum State of CA Guidelines: Current year plus 2 years for equipment and gear logs.
13-03-08	Daily Vehicle Inspection Log	Inspection of vehicles by drivers prior to driving. Required by the DOT. Includes safety equipment, liquid levels, tire condition, appearance, operations, lights and other aspects.	Fire		PA	CY+2		CY+2	GC 34090: 2 year minimum. State of CA Guidelines: 2 years plus the current year.
13-03-09	Fresh Air Compressor / SCBA Fill Station	Inspection by an outside company with resulting certificate of compliance.	Fire		PA	AC+2	3	AC+5	GC 34090: 2 year minimum CCP 340.5: Healthcare providers: 3 years after occurrence or 1 year after the patient discovers the injury, whichever comes first. CCP 340.8: Exposure to hazardous substances: 2 years after exposure, or 2 years after patient discovers injury, whichever is later. 8 CCP 3203(b)(1): Injury & Illness Prevention Program inspection records, maintain at least 1 year. Administrative Decision: Possibility of defending an equitable indemnity claim up to 5 years
13-04-00	Emergency Medical Services Records								
13-04-01	General Information	General information for Emergency Medical Services.	All Depts		MX	AR		AR	Administrative Review: Review annually for relevance to a project, inclusion in an associated record series, or creation of a new record series. Keep while current.



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13 Fire**

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Series Code	Series Name	Description	Office of Record	Special Attributes	Media Format	Active Retention	Inactive Retention	Total Required Retention	Citations & Legal Basis
13-04-02	Patient Care Reports	Includes refusal of care and the patient care report. Maintain current year plus 2 years.	Fire	C	PA	AC+2	3	AC+5	GC 34090: 2 year minimum CCP 340.5: Healthcare providers: 3 years after occurrence or 1 year after the patient discovers the injury, whichever comes first. CCP 340.8: Exposure to hazardous substances: 2 years after exposure, or 2 years after patient discovers injury, whichever is later. Administrative Decision: Possibility of defending an equitable indemnity claim up to 5 years
13-04-03	EMT-I/EMT-Basic Certification & Paramedic License Cards	Certification records and continued education records to validate requirements. Maintained in personnel file.	Fire	C	PA	CY+2		CY+2	GC 34090: 2 year minimum State of CA Guidelines: Current year plus 2 years for certifications and designations
13-04-04	Paramedic Check Sheets	Forms used by paramedics to document equipment checks, narcotics inventories, order supplies. Three reports: Daily, monthly, medical supply order forms.	Fire		PA	AC+2	3	AC+5	GC 34090: 2 year minimum CCP 340.5: Healthcare providers: 3 years after occurrence or 1 year after the patient discovers the injury, whichever comes first. CCP 340.8: Exposure to hazardous substances: 2 years after exposure, or 2 years after patient discovers injury, whichever is later. Administrative Decision: Possibility of defending an equitable indemnity claim up to 5 years
13-04-05	Narcotic Administration Form	Log of administration of narcotics and distribution of remaining narcotics.	Fire		PA	AC+2	3	AC+5	GC 34090: 2 year minimum CCP 340.5: Healthcare providers: 3 years after occurrence or 1 year after the patient discovers the injury, whichever comes first. Administrative Decision: Possibility of defending an equitable indemnity claim up to 5 years



City of Selma Records Retention Schedule
14 Police

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Series Code	Series Name	Description	Office of Record	Special Attributes	Media Format	Active Retention	Inactive Retention	Total Required Retention	Citations & Legal Basis
14-01-00	Administration/Chief of Police Records								
14-01-01	General Information	General information for Administration/Chief of Police.	All Depts		MX	AR		AR	Administrative Review: Review annually for relevance to a project, inclusion in an associated record series, or creation of a new record series. Keep while current.
14-01-02	Equipment Inventory	Equipment issued to officers and other department equipment.	Police		MX	S+2		S+2	GC 34090: 2 year minimum State Recommendation: 2 years after superseded for listings of equipment assigned to divisions and officers.
14-01-03	Employee Identification	Identification for police employees and retirees for carrying firearms. Retirees need to qualify for carrying.	Police		EL	AE+2		AE+2	GC 34090: 2 year minimum PC 12071, Maintain records PC 12078, Maintain records. Mark 43
14-01-04	Building Security Door Passes & Logs	Tracks key cards and access to the police facility.	Police		PA	CY+2		CY+2	GC 34090: 2 year minimum State of CA Guidelines: Current year plus 2 years for daily logs.
14-01-05	Explorer Program	Includes application, ride-along waiver, background authorization, supplemental background information form, criminal history and records checks, LiveScan fingerprinting, training, community service records, background letters to neighboring agencies, and ID cards. Exit the program when they turn 21 or sooner. Does not include performance evaluations, but does include correspondence, suspension information and reason for exiting the program.	Police		PA	AT+2	3	AT+5	CCP 335.1: 2 years for action on injuries caused by neglect. 29 CFR 1627.3 - 4: 3 years after termination 29 CFR 1602.30 - 32: 2 - 3 years after termination 29 CFR 516.5 - 6: 3 years after action 29 USC 1113: 6 years after date of last action GC 12946: 2 years after termination or action State of CA Guidelines: 5 years after termination
14-01-06	Vehicle Assignments	Maintained by each fleet sergeant.	Police		EL	CY+2		CY+2	GC 34090: 2 year minimum State of CA Guidelines: 2 years plus the current year for daily activity logs.
14-01-07	Work & Duty Schedules	Database maintained for reference by Payroll.	Police		EL	S+2		S+2	GC 34090: 2 year minimum State of CA Guidelines: After superseded stating GC 34090
14-01-08	Policy & Procedure Manual	Lexipol. Maintained on the server for officer reference.	Police	C	EL	P		P	GC 34090: 2 year minimum State of CA Guidelines: Permanent, no citation given.



City of Selma Records Retention Schedule
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Series Code	Series Name	Description	Office of Record	Special Attributes	Media Format	Active Retention	Inactive Retention	Total Required Retention	Citations & Legal Basis
14-01-09	Litigation Documents	ask rene	Police		PA	AC+5	2	AC+7	GC 34090: 2 year minimum GC 911.2: 1 year after accrual of cause of action CCP 337: Statute of limitations of 4 years PC 832.5: 5 years for safety officer complaints State of CA Guidelines: Closure plus 1 year, since final verdict is recorded at the courts. Administrative Decision: Recommended best practice of 7 years after closure/completion by the American Bar Association.
14-01-10	Use of Force Reports		Police		MX	CY+2		CY+2	GC 34090: 2 year minimum State of CA Guidelines: Current year plus 2 years for use of force files
14-01-11	Internal Affairs		Police	C	MX	AC+2	3	AC+5	PC 832.5(b) Statutory minimum is 5 years. EVC 1045: 5 years for conduct PC 801.5: SOL of 4 years after event PC 803(c): public officer, crime descriptions VC 2547: SOL of 3 years for officer fraud GC 12946: 2 years after completion/position filled
14-01-12	Emergency Contact Forms	Separate from employee personnel files. Accessed by supervisors when needed.	Police	V,C	PA	ACT		ACT	GC 34090.7: Duplicate records may be destroyed within the 2 year minimum period
14-02-00	Records								
14-02-01	General Information	General information for Records.	All Depts		MX	AR		AR	Administrative Review: Review annually for relevance to a project, inclusion in an associated record series, or creation of a new record series. Keep while current.



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14 Police

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Series Code	Series Name	Description	Office of Record	Special Attributes	Media Format	Active Retention	Inactive Retention	Total Required Retention	Citations & Legal Basis
14-02-02	Case Files	Crime reports, DUI's, collisions, incidents, mandatory registrants, bookings/arrests, calls for service, , restraining orders, criminal protective orders, search warrants, parking and traffic citations. May include property, audio, video, photos, additional documents and any other elements for the case. MARK 43	Police	C***	EL	P	P	P	Administrative Decision: Maintain all case files permanently due to difficulty in separating cases for purging and destruction. Retention varies per the following citations: CCP 338 et al.: up to 3 years after commission of offense or after realization of offense. PC 187, 261, 220, 286, 289, 288, 290, 647: Definitions PC 799: No statutes of limitations on actions for murder. Indefinite retention is recommended by DOJ and CA Law Enforcement Officers Assoc. EVC 1045: Public access to information on Internal Affairs cases. 5 year access limit. GC 12946: Personnel records, 2 years after termination. PC 832.5: 5 years after case closure, confidential document not for public exposure. VC 2542 & 2547: Officer fraud or misrepresentation. 3 years after act or omission. PC 11169: Maintain PC 11170: 10 years from date of reporting for child molestation, DOJ Recommendation W&IC 781: 5 years after record sealed or when juvenile reaches 38 years. Permanent if tried as an adult. GC 68152: Duration of the restraining or other order and renewals, then retain orders as a judgement.
14-02-03	Subpoenas Duces Tecum	Subpoenas for records or property.	Police		PA	CY+2		CY+2	GC 34090.7: Duplicate records may be destroyed within the 2 year minimum period State of CA Guidelines: Current year plus 2 years. Courts/County maintain the original record.
14-02-04	Field Interview Cards	Entered into Mark 43.	Police	C***	EL	AC+2		AC+2	GC 34090: 2 year minimum State of CA Guidelines: 2 years after completion for field interview cards.
14-02-05	Booking Photos	Retained in electronic format MUG Photo.	Police		EL	P	P	P	GC 34090: 2 year minimum State of CA Guidelines: Current year plus 6 years for daily logs of bookings and releases. Administrative Decision: Permanently for reference purposes.
14-02-06	Fingerprint Suspects	Retained in electronic format. Print cards are no longer retained.	Police	C***	EL	IND		IND	Retention period depends upon the associated case. Administrative Decision: Maintain all suspect fingerprinting permanently to simplify retention.



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14 Police

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14-02-07	Prisoner Intake Forms	Used to evaluate prisoner's medical status prior to incarceration. Information is not confidential since it is used for classification and for making custody personnel aware of conditions of the prisoner. Retained electronically into Mark 43.	Police		EL	AC+2*	5*	AC+7*	H&S 123145: * Under 18 - 1 year after 18th birthday or 7 years, whichever is longer. Over 18 - 7 years after discharge. 15 CCR 1205: Maintain separately from inmate files, no retention listed 15 CCR 1207: Maintain, no retention listed California "Minimum Guidelines for Local Detention Facilities" state "There is no Title 15 regulation related to records retention" for these records.
14-02-08	Jail Inspections	Monthly and annual surveys, fire and safety inspections, etc. Includes holding cell logs, holding cell health inspections and monthly cell inspections.	Police		PA	CY+2	4	CY+6	GC 34090: 2 year minimum State of CA Guidelines: Current year plus 6 years for jail logs
14-02-09	Registration Files	For sex offenders, arson, narcotics and gangs.	Police		MX	P	P	P	GC 34090: 2 year minimum PC 290: definitions and references W&IC 781: 5 years after record sealed or when juvenile reaches 38 years. Permanent if tried as an adult. State of CA Guidelines: Life of registrant within jurisdiction for arson, sex and narcotics. Administrative Decision: Maintain registrant files until deceased....permanently to simplify retention of records.
14-02-10	Missing Persons	Hardcopy documents retained until the person is located. Includes photos of the missing person. Entered into MARK 43.	Police		MX	AC+2		AC+2	GC 34090: 2 year minimum State of CA Guidelines: Current year plus 2 years for non-criminal occurrences, including missing persons where person has been returned/found. DOJ recommends permanent for unsolved missing persons.



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14 Police

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14-02-11	Marijuana Related Citations	Entered into Mark 43. Maintained due to limited retention periods.	Police		EL	AC+2*		AC+2*	HS 11361.5, 11357 B, C, D, or E: 2 years after case closure, * or until offender reaches the age of 18 years provided there are no active warrants associated with the case. Destroy Juvenile marijuana cases after age 18. Combined cases may be retained for the longest applicable retention period.
14-02-12	Infractions Citations	Entered into Mark 43 and paper copy retained	Police		MX	AC+2		AC+2	GC 34090: 2 year minimum State of CA Guidelines: Current year plus 2 years for misdemeanors/infractions with no arrests, identifiable property or missing persons.
14-02-13	Record Sealings	Adults Juveniles	Police	C***	PA	AC+3* AC+5**		AC+3* AC+5**	PC 851.8(a): Factually innocent records, 3 years after arrest, * with district attorney approval. Date of court ordered destruction W&IC 781: 5 years after sealed by court order for at-risk youth: ** W&IC 781: When juvenile reaches the age of 38 for murder and/or sex crimes occurring before the child is 14 years of age ** W&IC 781: For murder and/or sex crimes occurring on or after the child reaches age 14, DO NOT DESTROY.
14-02-14	Criminal History Log	Used to track rap sheet requests. Logs maintained in Dispatch, Records, and Detectives, and are combined at the end of the year.	Police		PA	AC+2	3 years	AC+2	GC 34090: 2 year minimum State of CA Guidelines: Maintain rap sheet logs and criminal history requests for the current year plus 2 years. ADMINISTRATIVE DECISION: retain for 3 years
14-02-15	Criminal Subpoenas	Any subpoenas having to do with a criminal case. Logged on paper by calendar year and by defendant name. Maintained for 2 years and then shredded.	Police		PA	CY+2		CY+2	GC 34090: 2 year minimum State of CA Guidelines: Maintain subpoena logs and subpoena duplicates for the current year plus 2 years.
14-02-16	Statistical Reporting	Reports and data generated monthly from Mark 43 and distributed to requesting divisions/units, departments, agencies or the public.	Police		PA	CY+2		CY+2	GC 34090: 2 year minimum State of CA Guidelines: Current year plus 2 years for weekly, monthly, quarterly and annual statistical reports.
14-02-17	Monthly DOJ/UCR Report	Electronic statistical report maintained for future analysis.	Police		PA	CY+2		CY+2	GC 34090: 2 year minimum State of CA Guidelines: Current year plus 2 years for weekly, monthly, quarterly and annual statistical reports.



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14 Police

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Series Code	Series Name	Description	Office of Record	Special Attributes	Media Format	Active Retention	Inactive Retention	Total Required Retention	Citations & Legal Basis
14-02-18	DOJ Validations	National Crime Information Computer. DOJ requires reporting monthly for stolen vehicles/license plates, stolen weapons, warrants, missing persons and restraining orders. In-house audit performed and results mailed to DOJ.	Police		PA	AA+2		AA+2	GC 34090: 2 year minimum State of CA Guidelines: Current year plus 2 years for weekly, monthly, quarterly, and annual activity/statistical reports.
14-02-19	Applicant Fingerprint Requests	Fingerprint requests of public applicants. Does not include the fingerprint.	Police		PA	CY+2		CY+2	GC 34090: 2 year minimum State of CA Guidelines: Maintain fingerprint information for city employment for 2 years after termination.
14-02-20	Criminal Background Checks	Requests for criminal history from an outside agency.	Police		EL	CY+3		CY+3	GC 34090: 2 year minimum CCP 340: 1 year statute of limitations 11 CCR 707(c): 3 years after release of record
14-02-21	Audio Recordings - Litigation/Case Related	Includes telephone and radio communications for criminal cases only. Recordings determined by the City Attorney for litigation or the District Attorney for crime prosecution.	Police		EL	ACT*		ACT*	GC 34090.6: 100 days. If a claim is filed or pending litigation, retain until pending litigation is resolved and * destroy with consent of the City Attorney. State of CA Guidelines: 180 days for audio, telephone and radio communication tapes, with exceptions of recordings pertaining to GC 34090.6
14-02-22	Audio/ Video Recordings - Personal Recording Units	Recordings by officers using recording devices controlled by the officer. Used for criminal cases only. CONFIRM SAME AS BWC POLICY	Police		EL	CM+12		CM+12	GC 34090.6: 1 year. If a claim is filed or pending litigation, retain with the case file for 100 days after conclusion of court action.
14-02-23	Visitor Logs	Logs of maintenance personnel and contractors that enter secured PD areas.	Police		MX	CY+2		CY+2	GC 34090: 2 year minimum



City of Selma Records Retention Schedule
14 Police

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Series Code	Series Name	Description	Office of Record	Special Attributes	Media Format	Active Retention	Inactive Retention	Total Required Retention	Citations & Legal Basis
14-02-24	Ride Along Requests		Police		PA	CY+2		CY+2	GC 34090: 2 year minimum
14-02-25	Alcohol Licensing - Temporary Use		Police		EL	AE+2		AE+2	GC 34090: 2 year minimum State of CA Guidelines: Current year plus 2 years for temporary use permits
14-05-00	Personnel & Training Records								
14-05-01	Background Checks	Hired personnel are maintained by the Administrative Assistant. Unsuccessful candidates go to HR	Police	C	PA	AT+2 AC+2	P	P AC+2	GC 34090: 2 year minimum PC 832.5: 5 years for officer complaints State of CA Guidelines: Permanent for hired Safety years after position closes for Safety Personnel not hired.
14-05-02	Field Training Manuals		Police		EL	AT+2	5	AT+7	GC 34090: 2 year minimum GC 6250: PRA, confidential record status State of CA Guidelines: 7 years after termination, no specific citation given. 2 years after termination for certificates and designations training.
14-05-03	LEA Data Technologies - Training Tracking Database	Includes date of training, type of training, training number and hours trained for POST and in-house non-POST training. Includes lethal & non-lethal weapons, qualifications and defensive tactics qualification, active shooter, CPR qualifications and perishable skills.	Police		EL	IND		IND	Maintain indefinitely.
14-05-04	RANGE MASTER FILES	Includes class outline, tests, percentages, roster, handouts, instructor's qualifications and resumes, qualification criteria and training scenarios, range lesson plans, firearms safety plan, weapon maintenance, firearm training manuals, simulation training, range master and safety officer for firearms and less-lethal weapons.	Police		PA	AC+2	13	AC+15	GC 34090: 2 year minimum State of CA Guidelines: 15 years after completion for range lesson plans. No citation given.
14-05-05	Pitchess Motions	Copy received by the City Attorney and by Personnel. Copy maintained with the officer's file.	Police		EL	CY+2		CY+2	GC 34090: 2 year minimum
14-05-06	Officer Involved Cases	For both officers shooting and officers who have been shot.	Police		EL	AC+5	20	AC+25	EVC 1045: Public access to information on Internal Affairs cases. 5 year access limit. GC 12946: Personnel records, 2 years after termination. PC 801.5, 803(c). PC 832.5: 5 years after case closure, confidential document not for public exposure. VC 2542 & 2547: Officer fraud or misrepresentation. 3 years after act or omission. State Recommendation: Closure of case plus 25 years. DOJ regulates, if not involving felonies, the report can be destroyed after 3 years, provided that accounting of incident has been placed with the case file.
14-05-07	Citizen Complaints	General complaints from citizens.	Police		PA	AC+2	3	AC+5	PC 832.5(b) Statutory minimum is 5 years. EVC 1045: 5 years for conduct PC 801.5: SOL of 4 years after event PC 803(c): public officer, crime descriptions VC 2547: SOL of 3 years for officer fraud GC 12946: 2 years after completion/position filled



City of Selma Records Retention Schedule
14 Police

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Series Code	Series Name	Description	Office of Record	Special Attributes	Media Format	Active Retention	Inactive Retention	Total Required Retention	Citations & Legal Basis
14-08-00	Property & Evidence Records								
14-08-01	General Information	General information for Property & Evidence.	All Depts		MX	AR		AR	Administrative Review: Review annually for relevance to a project, inclusion in an associated record series, or creation of a new record series. Keep while current.
14-08-02	Evidence Purge/Disposition	Includes weapons destruction logs, drug destruction logs, deposit receipts, property disposition memorandums and returns to owners. Entered into Mark 43	Police		MX	P	P	P	GC 34090: 2 year minimum State of CA Guidelines: Permanent for gun destruction. No citation given. Current year plus 2 years for property control logs recording items coming into and going out of property rooms.
14-08-03	Criminal Case Disposition Notification/Reports	Case disposition confirmation from the District Attorney or court system. Documents scanned Into Mark 43..	Police		EL	CY+2		CY+2	GC 34090: 2 year minimum State of CA Guidelines: Current year plus 2 years for case tracking records
14-08-04	Asset Seizure/Forfeiture Form	For monies seized over a certain amount. Requested from a major crimes task force, and ultimately scanned to Records with the case file. Originals are maintained by the DA, a copy is maintained by the City.	Police		EL	ACT		ACT	GC 34090.7: Duplicate records may be destroyed within the 2 year minimum retention period
14-08-05	Crime Scene Photographs	Entered into Mark 43.	Police		EL	CY+2, AR		CY+2, AR	GC 34090: 2 year minimum
14-08-06	Weapons Inventory	Inventory of weapons involved in crimes.	Police		EL	S+2		S+2	GC 34090: 2 year minimum State of CA Guidelines: Current year plus 2 years for property files.
14-08-07	Pawn Slips	Maintained for 3 years, but as a copy.	Police		EL	CY+2		CY+2	GC 34090: 2 year minimum State of CA Guidelines: Current year plus 2 years for Secondhand Dealers and Pawn Brokers.
14-09-00	Communications Records								
14-09-01	General Information	General information for Communications.	All Depts		MX	AR		AR	Administrative Review: Review annually for relevance to a project, inclusion in an associated record series, or creation of a new record series. Keep while current.
14-09-02	NCIC Entries	Includes guns, missing persons, vehicles, property, boats and aircraft reports directly from the officer. Information entered into NCIC/CLETS database by Communications, then printed out for entry into Mark 43 with the case file in Records.	Police		EL	AA+2		AA+2	GC 34090: 2 year minimum State of CA Guidelines: Current year plus 2 years for weekly, monthly, quarterly, and annual activity/statistical reports.
14-09-03	Surveillance Recordings		Police		EL	CM+13		CM+13	GC 34090.6: 1 year. If a claim is filed or pending litigation, retain with the case file for 100 days after conclusion of court action. State of CA Guidelines: Current Month plus 13 months for surveillance recordings



City of Selma Records Retention Schedule
14 Police

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Series Code	Series Name	Description	Office of Record	Special Attributes	Media Format	Active Retention	Inactive Retention	Total Required Retention	Citations & Legal Basis
14-09-04	Daily Officer Activity & Reports	Routed through Communications and tracked through CAD Mark 43 and airtable	Police		EL	CY+2		CY+2	GC 34090: 2 year minimum State of CA Guidelines: Current year plus 1 year for case assignment logs.
14-09-05	Tow Logs	Maintained in a binder and in Mark 43.	Police		mx	CY+2		CY+2	GC 34090: 2 year minimum
14-10-00	Code Enforcement & Field Animal Services Records								
14-10-01	General Information	General information for Code Enforcement & Field Animal Services.	All Depts		MX	AR		AR	Administrative Review: Review annually for relevance to a project, inclusion in an associated record series, or creation of a new record series. Keep while current.
14-10-02	Daily Driver's Log	Tracks calls each officer completed during the day.	Police		PA	CY+2		CY+2	GC 34090: 2 year minimum State of CA Guidelines: Current year plus 2 years for daily activity logs.
14-10-03	Administrative Citations	For both Code Enforcement and Animal Services.	Police		PA	AC+2		AC+2	GC 34090: 2 year minimum State of CA Guidelines: 2 years after correction/completion.
14-10-04	Court Citations	For both Code Enforcement and Animal Services.	Police		PA	AC+2		AC+2	GC 34090: 2 year minimum State of CA Guidelines: 2 years after correction/completion.
14-10-05	Supplemental Reports	Narrative of the court citation.	Police		PA	AC+2		AC+2	GC 34090: 2 year minimum State of CA Guidelines: Current year plus 2 years for citation register reports and transmittals. Administrative Decision: Maintain supplemental reports for 2 years after correction of the violation.
14-10-06	Code Complaint Cases	Filed by address and/or location. Includes notice of violation, correspondence, disposition, citations, liens, evidence forms and billing information.	Police		PA	AC+2		AC+2	GC 34090: 2 year minimum State of CA Guidelines: 2 years after correction/completion.
14-10-07	Vehicle Abatement		Police		PA	AC+2		AC+2	GC 34090: 2 year minimum State of CA Guidelines: 2 years after correction/completion.
14-10-08	Nuisance Abatement		Police		PA	AC+2		AC+2	GC 34090: 2 year minimum State of CA Guidelines: 2 years after correction/completion.
14-10-09	Pet Software Licensing Program		Police		EL	IND		IND	Transitory Record: Maintain indefinitely or until data is transferred to a new tracking system.



Selma Police Department



Body Worn Retention Schedule

<u>NAME</u>	<u>RETENTION DURATION</u>	<u>CATEGORY RESTRICTIONS</u>
Uncategorized	Until manually deleted	
Traffic Stop	4 years	Unrestricted
Training	30 days	Unrestricted
Misdemeanor Cite/Arrest	4 years	Unrestricted
Misdemeanor Investigation	4 years	Unrestricted
Felony Arrest	8 years	Unrestricted
Felony Investigation	8 years	Unrestricted
Call for service-No Case #	180 days	Unrestricted
Citizen Contact-No Case #	180 days	Unrestricted
Accidental recording	30 days	Unrestricted
Camera Test	30 days	Unrestricted
Critical Incident	Until manually deleted	Restricted
Homicide	Until manually deleted	Restricted
Internal Affairs Investigation	5 years	Restricted
K9 Deployment	3 years	Unrestricted
Pending Review	Until manually deleted	Unrestricted
Sex Crimes	Until manually deleted	Unrestricted
Use of Force	Until manually deleted	Unrestricted
Workers Comp Injury	3 years	Unrestricted

**CITY MANAGER'S/STAFF'S REPORT
CITY COUNCIL MEETING:**

March 18, 2024

ITEM NO: D.

SUBJECT: Consideration of a Resolution Authorizing the City Manager to Execute all Master Agreements, Program Supplemental Agreements, Fund Exchange Agreements, Fund Transfer Agreements and Any Amendments Thereto with the California Department of Transportation

DISCUSSION: The City of Selma, like many municipalities, qualifies for Federal and/or State funding for specific transportation projects facilitated by the California Department of Transportation (Caltrans). Caltrans periodically mandates updated documentation explicitly indicating the individuals authorized to sign agreements on behalf of the City of Selma. The timely provision of an updated Resolution is essential to guaranteeing continued funding for Selma. It ensures compliance with Caltrans' requirements and maintains the City's eligibility for financial support in transportation projects.

FISCAL IMPACT: No Fiscal Impact.

RECOMMENDATION: Adopt Resolution authorizing the City Manager to Execute all Master Agreements, Program Supplemental Agreements, Fund Exchange Agreements, Fund Transfer Agreements and Any Amendments Thereto With the California Department of Transportation.

_____/s/_____
David Horn, City Engineer

03/14/2024
Date

_____/s/_____
Fernando Santillan, City Manager

03/14/2024
Date

RESOLUTION NO. 2024 – __R

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SELMA, CALIFORNIA, AUTHORIZING THE CITY MANAGER TO EXECUTE ALL MASTER AGREEMENTS, PROGRAM SUPPLEMENTAL AGREEMENTS, FUND EXCHANGE AGREEMENTS, FUND TRANSFER AGREEMENTS AND ANY AMENDMENTS THERETO WITH THE CALIFORNIA DEPARTMENT OF TRANSPORTATION

WHEREAS, the City of Selma is eligible to receive Federal and/or State funding for certain Transportation Projects, through the California Department of Transportation; and

WHEREAS, Master Agreements, Program Supplemental Agreements, Fund Exchange Agreements and/or Fund Transfer Agreements need to be executed with the California Department of Transportation before such funds could be claimed; and

WHEREAS, the City of Selma wishes to delegate authorization to execute these agreements and any amendments thereto to the City Manager be authorized to execute all Master Agreements, Program Supplemental Agreements, Fund Exchange Agreements, Fund Transfer Agreements and any amendments thereto with California Department of Transportation.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Selma as follows:

SECTION 1. The above recitals are true and correct and are incorporated herein by reference.

SECTION 2. Severability. The provisions of this Resolution are severable and if any provision, clause, sentence, word, or part thereof is held illegal, invalid, unconstitutional, or inapplicable to any person or circumstances, such illegality, invalidity, unconstitutionality, or inapplicability shall not affect or impair any of the remaining provisions, clauses, sentences, sections, words, or parts thereof of the Resolution or their applicability to other persons or circumstances.

SECTION 3. Effective Date. That the City Clerk shall certify the adoption of this Resolution and shall be in full force and effective as of March 18, 2024.

PASSED, APPROVED AND ADOPTED this 18th day of March, 2024, by the following vote:

AYES: COUNCIL MEMBERS:
NOES: COUNCIL MEMBERS:
ABSTAIN: COUNCIL MEMBERS:
ABSENT: COUNCIL MEMBERS:

(Signatures on following page)

Scott Robertson, Mayor

ATTEST:

Reyna Rivera, City Clerk

CHECK REGISTER REPORT

CHECK NUMBER	CHECK DATE	STATUS	VENDOR NAME	CHECK DESCRIPTION	CATEGORY	AMOUNT
83656	02/23/24	Printed	ADVENTIST HEALTH TULARE	PD -BLOOD/ALCOHOL ANALYSIS JANUARY 2024		649.00
83657	02/23/24	Printed	AIRGAS USA LLC	ECO DEV -CVTC OXYGEN SUPPLIES	R	26.17
83658	02/23/24	Printed	DAN ALDAPE / W.OW. PRODUCTIONS	COMM SERV -NEW MICROPHONE SYSTEM (RE-ISSUED)		31,461.23
83659	02/23/24	Printed	ALEJANDRO ALVAREZ	PD -POST SLI COURSE PER DIEM 2/25/24-2/28/24	R	225.00
83660	02/23/24	Printed	NICOLETTE ANDERSEN	REC -CPRS CONFERENCE PER DIEM 2/27-3/1/24		170.00
83661	02/23/24	Printed	AT&T	ECO DEV -CVTC INTERNET SERVICE 2/6/24-3/5/24	R	121.29
83662	02/23/24	Printed	AT&T	ADMIN -PD LOGGING RECORDER MAINT 1/23-2/22/24		474.37
83663	02/23/24	Printed	AT&T	ADMIN -TELEPHONE 1/4-2/3/24		1,711.64
83664	02/23/24	Printed	AT&T	ADMIN -TELEPHONE 1/4-2/3/24		116.10
83665	02/23/24	Printed	AT&T	ADMIN -TELEPHONE 1/4-2/3/24		111.00
83666	02/23/24	Printed	AT&T	ADMIN -TELEPHONE 1/12-2/11/24		57.73
83667	02/23/24	Printed	AT&T	ADMIN -TELEPHONE 1/12-2/11/24		97.51
83668	02/23/24	Printed	AT&T	ADMIN -TELEPHONE 1/12-2/11/24		200.90
83669	02/23/24	Printed	AT&T MOBILITY	ADMIN -TELEPHONE/MDT'S 1/1/24-1/31/24		389.07
83670	02/23/24	Printed	BANNER PEST CONTROL INC	PD -SERVICED ANIMAL SHELTER		525.00
83671	02/23/24	Printed	BAUER COMPRESSORS INC.	FD -EMS TRAFFIC JACKETS		10,185.80
83672	02/23/24	Printed	CHRISTINE BENAVIDES / A BOUNCIN' BLAST	REC -EGGSTRAVAGANZA EASTER EVENT		2,075.00
83673	02/23/24	Printed	JAY W. BROCK / TOP DOG TRAINING	PD -K9 MAINTENANCE 1/29/24		180.00
83674	02/23/24	Printed	CALIFORNIA WATER SERVICE	ADMIN -WATER SERVICE JANUARY 2024		9,719.72
83675	02/23/24	Printed	LACIE CATES	PD -SEXUAL ASSAULT FOR DISPATCHERS PER DIEM 2/6/24		15.00
83676-	02/23/24	Printed	CENCAL AUTO & TRUCK PARTS, INC	FLEET -AUTO PARTS & SUPPLIES		6,628.10
83680						
83681	02/23/24	Printed	JOHNNIE CERDA	PD -PERISHABLE SKILLS TRAINING PER DIEM 2/20/24-2/23/24	R	60.00
83682	02/23/24	Printed	JONATHAN CHACON	PD -PERISHABLE SKILLS TRAINING PER DIEM 3/12/24-3/15/24	R	60.00
83683-	02/23/24	Printed	CITY OF FRESNO	PD -PERISHABLE SKILLS TRAINING 3/12/24-3/15/24	R	5,337.00
83684						
83685	02/23/24	Printed	CITY OF SELMA	ART C -PETTY CASH REIMBURSEMENT		197.04
83686	02/23/24	Printed	ENRIQUE BARBOSA COLIN / BARBOSA AUTO GLASS	FLEET -WINDSHIELD REPLACEMENT UNIT 100		320.00
83687	02/23/24	Printed	COOK'S COMMUNICATION CORP	PD -RADIO REPAIR		297.13
83688	02/23/24	Printed	CORELOGIC SOLUTIONS LLC	ADMIN -REALQUEST SERVICES JANUARY 2024		481.25
83689	02/23/24	Printed	DEPARTMENT OF JUSTICE	HR -FINGERPRINTING JANUARY 2024		652.00
83690	02/23/24	Printed	MATTEO DESANTIS	FD -1231 ROSE AVE LEASE		226.90
83691	02/23/24	Printed	DODD INVESTIGATIONS, LLC	HR -PERSONNEL INVESTIGATION		2,885.24
83692	02/23/24	Printed	EDITOR LLC	ART C -MUSICAL THEATER MEDIA PROMOTIONAL PHOTOS		600.00
83693	02/23/24	Printed	EMPLOYMENT DEVELOPMENT DEPT.	FIN -UNEMPLOYMENT 10/1/23-12/31/23		24,451.00
83694	02/23/24	Printed	CASSY FAIN	PD -PERISHABLE SKILLS TRAINING PER DIEM 3/12/24-3/15/24	R	60.00
83695	02/23/24	Printed	FASTRAK VIOLATION PROCESSING	FD -AMBULANCE TRANSPORT TOLL		14.00
83696	02/23/24	Printed	FMCPCA	PD -2024 ASSOCIATION DUES		350.00
83697	02/23/24	Printed	JACOB BRYANT FRANKS	ART C -SET BUILDING FOR FEBRUARY PLAY		1,000.00
83698	02/23/24	Printed	FRESNO COUNTY FIRE	FD -GRAPHICS TRUCK 111		208.52
83699	02/23/24	Printed	FRESNO COUNTY SHERIFF	PD -RMS/JMS/CAD ACCESS FEES JANUARY 2024		489.74
83700	02/23/24	Printed	FRESNO ECONOMIC OPPORTUNITIES	SENIOR C -MEALS JANUARY 2024		2,460.69
83701	02/23/24	Printed	FRESNO M LLC / MERCEDES BENZ OF FRESNO	FLEET -REPAIRS ON UNIT 8563		1,236.54
83702	02/23/24	Printed	FRESNO OXYGEN	FD -OXYGEN RENTALS		138.16
83703	02/23/24	Printed	GCS ENVIRONMENTAL EQUIPMENT	FLEET -ST SWEEPER HAND HOSE UNIT 1318		631.69
83704	02/23/24	Printed	CYNTHIA GOMEZ	PD -2024 CALNENA CONFERENCE PER DIEM 3/4-3/6/24 & MILEAGE		502.38
83705	02/23/24	Printed	CYNTHIA GOMEZ	PD -RECORDS SUPERVISOR COURSE PER DIEM 2/26-3/1 & MILEAGE		675.26
83706	02/23/24	Printed	WYATT GORMAN	PD -PERISHABLE SKILLS TRAINING PER DIEM 2/27/24-3/1/24	R	60.00
83707	02/23/24	Printed	GRENZ TPA INSURANCE ADMIN / AMERICAN RIVER BENEFIT ADMINISTRATORS	HR -FIRE EMPLOYEES LIFE INSURANCE MARCH 2024		646.98
83708	02/23/24	Printed	HEALTHEDGE ADMINISTRATORS INC.	HR -DENTAL CLAIMS 2/7/24		439.43
83709	02/23/24	Printed	HEALTHWISE SERVICES, LLC.	PD -MEDICAL WASTE SERVICE		173.75
83710	02/23/24	Printed	HENRY SCHEIN INC.	FD -MEDICAL SUPPLIES		610.77
83711	02/23/24	Printed	PAULA HULL	PD -SEXUAL ASSAULT FOR DISPATCHERS PER DIEM 2/5-2/6		30.00
83712	02/23/24	Printed	VINCENT INTAKEO	PD -PERISHABLE SKILLS TRAINING PER DIEM 2/20/24-2/23/24	R	60.00
83713	02/23/24	Printed	J'S COMMUNICATION INC.	PD -REMOVAL OF K9 CAGE FROM UNIT 192		1,750.00
83714	02/23/24	Printed	SOFIA ARIE JAMES	ART C -THE BROTHERS SIZE COSTUME REIMBURSEMENT		264.62
83715	02/23/24	Printed	JH TACKETT INC.	REC -SPARCS ARTWORK FEE		125.00
83716	02/23/24	Printed	KALMIKOV ENTERPRISES, INC. / FIRE APPARATUS SOLUTIONS	FD -ENG 111 GAUGES		827.69
83717	02/23/24	Printed	KINGS INDUSTRIAL OCCUPATION	HR -PHYSICALS & DRUG TESTS		827.52
83718	02/23/24	Printed	SKYLAR KIRCHNER	HR -GYM MEMBERSHIP REIMBURSEMENT		200.00
83719	02/23/24	Printed	RUSSELL A KULOW / KULOW BROTHERS	FINANCE -2024/2025 WHEEL PERMITS		413.69
83720	02/23/24	Printed	LABOR FIRST, LLC	HR -RETIREE POST 65 PREMIUMS MARCH 2024		5,544.00
83721	02/23/24	Printed	LEAGUE OF CALIFORNIA CITIES	ADMIN -MEMBERSHIP DUES		243.00
83722	02/23/24	Printed	WILLIAM JAY LEIST / LEIST AND ASSOCIATES	HR -PERSONNEL INVESTIGATION		14,924.80
83723	02/23/24	Printed	LES SCHWAB TIRE CENTERS OF	FLEET -TIRES FOR UNIT 717		3,204.80
83724	02/23/24	Printed	LEXISNEXIS COPLOGIC SOLUTIONS	PD -ONLINE REPORTING SYSTEM JANUARY 2024		960.00
83725	02/23/24	Printed	LIFE-ASSIST INC.	PD -OAG SUPPLIES		25.66
83726	02/23/24	Printed	MACLEOD WATTS, INC.	FIN -ACTUARIAL & GASB 75 REPORTING		7,600.00

CHECK REGISTER REPORT

CHECK NUMBER	CHECK DATE	STATUS	VENDOR NAME	CHECK DESCRIPTION	CATEGORY	AMOUNT
83727	02/23/24	Printed	LISBETH MARTINEZ	REC -CPRS CONFERENCE PER DIEM 2/27-3/1/24		170.00
83728	02/23/24	Printed	HEATHER MCCOY / CENTRAL VALLEY FORENSIC NURSING	PD -VICTIM EXAMS 24-405		1,500.00
83729	02/23/24	Printed	MEDLINE INDUSTRIES, INC.	FD -MEDICAL SUPPLIES		449.41
83730	02/23/24	Printed	JOHN MENDEZ	PD -PERISHABLE SKILLS TRAINING PER DIEM 2/20/24-2/23/24	R	60.00
83731	02/23/24	Printed	METRO UNIFORM	PD -REVOLVING ACCT & FD -BUGLES	PARTIAL R	581.03
83732	02/23/24	Printed	MIRACLE PLAYSYSTEMS INC	COMM SERV -REPLACEMENT SLIDE FOR BERRY PARK		11,513.80
83733	02/23/24	Printed	DANIEL MURRIETA / PRINT THEORY	PD -EMBROIDERY PATCH PLACEMENT, POLOS FOR ANIMAL SERVICES, BANNER FOR ANIMAL SERVICES		515.17
83734	02/23/24	Printed	ODP BUSINESS SOLUTIONS LLC	ADMIN -OFFICE SUPPLIES		446.93
83735	02/23/24	Printed	OOSOSHARP, LLC / SHARP AMBULANCE BILLING	FD -AMBULANCE BILLING JANUARY 2024		10,804.44
83736	02/23/24	Printed	OPENGOV, INC.	FIN -BUDGETING & PLANNING 1/1/24-12/31/24		21,000.00
83737	02/23/24	Printed	LANCE PEARCE	PD -PERISHABLE SKILLS TRAINING PER DIEM 2/27/24-3/1/24	R	60.00
83738	02/23/24	Printed	PG&E	ADMIN -UTILITIES FEBRUARY 2024		84.35
83739	02/23/24	Printed	PG&E	ADMIN -UTILITIES JANUARY 2024		8,126.55
83740	02/23/24	Printed	PG&E	ADMIN -UTILITIES JANUARY 2024		20,842.85
83741	02/23/24	Printed	PIPKIN DETECTIVE AGENCY INC.	HR -EMPLOYMENT BACKGROUND CHECKS		594.00
83742	02/23/24	Printed	PRINTING SYSTEMS, INC.	FIN -AP CHECKS		333.85
83743	02/23/24	Printed	QUAD KNOPF, INC.	COMM DEV -PLANNING SERVICES 11/26/23-1/20/24	PARTIAL R	9,297.40
83744	02/23/24	Printed	QUINN COMPANY	FLEET -PARTS FOR LOADER UNIT 1606		79.01
83745	02/23/24	Printed	DANIEL RAGATZ	HR -DOT PHYSICAL REIMBURSEMENT		79.00
83746	02/23/24	Printed	RAH INTERMEDIATE, LLC / REVIVAL ANIMAL HEALTH	PD -DISINFECTANT FOR ANIMAL SERVICES		563.63
83747	02/23/24	Printed	RAIMI & ASSOCIATES, INC.	ECO DEV -DOWNTOWN STRATEGIC PROFESSIONAL SERVICES 11/1/23-12/31/23		5,892.89
83748	02/23/24	Printed	RAMOS HR CONSULTING INC	HR -CLASSIFICATION AND COMPENSATION STUDY		28,196.00
83749	02/23/24	Printed	THOMAS R & AIMII REDEMER / REDEMER CONCEPTS	ART C -POSTERS & POSTCARDS FOR VARIOUS PLAYS		943.65
83750	02/23/24	Printed	RODRIGO RESCALVO	PD -PERISHABLE SKILLS TRAINING PER DIEM 3/12/24-3/15/24	R	60.00
83751	02/23/24	Printed	CARLOS ROMERO	PD -PERISHABLE SKILLS TRAINING PER DIEM 2/27-3/1/24	R	60.00
83752	02/23/24	Printed	SAFETY-KLEEN SYSTEMS, INC.	FLEET -CHEMICAL DISPOSAL		291.95
83753	02/23/24	Printed	SANTANDER LEASING LLC	FD -FIRE TRUCK ANNUAL PAYMENT		59,533.30
83754	02/23/24	Printed	SELMA DISTRICT CHAMBER OF	ADMIN -2nd QUARTER DUES 23/24		8,750.00
83755	02/23/24	Printed	AMY SMART	REC -CPRS CONFERENCE PER DIEM 2/27-3/1/24		170.00
83756	02/23/24	Printed	SNAP-ON INCORPORATED	FLEET -SHOP TOOLS		18,263.84
83757	02/23/24	Printed	SOCIAL VOCATIONAL SERVICES INC / EMPLOY AMERICA	PW -PARK RESTROOM MAINTENANCE JANUARY 2024		1,199.70
83758	02/23/24	Printed	SOUTH BAY REGIONAL PUBLIC	PD -CAMPUS LAW ENFORCEMENT COURSE 1/8-1/12/24		375.00
83759	02/23/24	Printed	KENDRA STEFFEN	PD -SEXUAL ASSAULT FOR DISPATCHERS PER DIEM 2/6/24		15.00
83760	02/23/24	Printed	STERICYCLE, INC.	PD -STERI SAFE OSHA COMPLIANCE FEBRUARY 2024		198.26
83761	02/23/24	Printed	GLENDIA LEANNE DAWN STEWART	ART C -SCHOOL GIRLS COSTUMES		134.38
83762	02/23/24	Printed	STREAMLINE AUTOMATION SYSTEMS	FD -FIRE INSPECTION PORTAL		3,466.00
83763	02/23/24	Printed	SUN BADGE CO	FD -DIVISION CHIEF BADGE		139.82
83764	02/23/24	Printed	SUN LIFE	HR -EMPLOYEE INSURANCE MARCH 2024		2,654.10
83765	02/23/24	Printed	SUNRUN INSTALLATIONS SERVICES	BLDG -REFUND PERMIT 23-10		1,604.86
83766	02/23/24	Printed	SUPERIOR VISION INSURANCE INC	HR -VISION INSURANCE DEC 2023		2,487.82
83767	02/23/24	Printed	TEC WEST, INC.	HR -CLERICAL ASSIST 2/4/24		1,063.73
83768	02/23/24	Printed	TELEFLEX LLC	FD -MEDICAL SUPPLIES		733.86
83769	02/23/24	Printed	THOMAS J O'LAUGHLIN MD INC.	FD -MEDICAL DIRECTOR MARCH 2024		500.00
83770	02/23/24	Printed	U.S. BANK EQUIPMENT FINANCE	ADMIN -COPY MACHINE LEASES FEBRUARY 2024		1,925.39
83771	02/23/24	Printed	UNITY IT	PD -ONLINE REPORTING SYSTEM JANUARY 2024		4,216.60
83772	02/23/24	Printed	VALLEY SHREDDING LLC	ADMIN -SHREDDING SERVICE		114.00
83773	02/23/24	Printed	WILLDAN ENGINEERING	FD -EMS USER FEE STUDY THROUGH 1/26/24		2,350.00
TOTAL						380,247.45

Grant: G PD State Appropriation: PDSA (457) Reimbursement: R

WIRE/EFT						
	02/23/24		CA DEPARTMENT OF HEALTHCARE	FD -IGT VOLUNTARY RATE RANGE PROGRAM		1,869,342.00
	02/23/24		IRG MASTER	ECO DEV -CVTC MARCH LEASE & UTILITIES 11/27/23-12/27/23	R	15,192.35
	02/23/24		U.S. BANK	FIN -SELMA REDEVELOPMENT BOND SERIES 2010A		11,212.50

**CITY MANAGER'S/STAFF'S REPORT
CITY COUNCIL MEETING:**

March 18, 2024

ITEM NO: 1.

SUBJECT: Consideration of a Resolution Approving a Request for a Fee Waiver for Fresno PFLAG

BACKGROUND:

Fresno PFLAG has submitted a request to waive fees associated with the placement of commemorative non-commercial flags on the Selma Arts Center Building for a period no longer than 10 consecutive days in June of this year (Attachment #1).

DISCUSSION:

Fresno PFLAG submitted an application requesting temporary placement, pursuant to the City Municipal Code Section 11-28-7(C)(3), of a Pride (LGBTQ+) flag on the Selma Arts Center building.

The Deputy City Manager has referred this application to the City Council for approval to waive the \$235 Temporary Sign/Banner Permit Fee and \$265 Light Pole Banner Hanging Fee (total fee waiver of \$500).

FISCAL IMPACT:

If approved, \$500 would be the cost to the General Fund that would have otherwise been collected for the processing of the associated permits.

RECOMMENDATION: Consider approving a resolution and request from Fresno PFLAG to waive fees associated with the temporary flag placement.

_____/s/_____
Jerome Keene, Deputy City Manager

_____03/12/2024_____
Date

_____/s/_____
Fernando Santillan, City Manager

_____03/12/2024_____
Date

Attachments –

1. Resolution
2. Applicant Fee Waiver Application Materials

RESOLUTION NO. 2024 – __R

**A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF SELMA, CALIFORNIA, APPROVING A
REQUEST FOR A FEE WAIVER FOR FRESNO PFLAG**

WHEREAS, the Fresno PFLAG., a 501(c)(3) non-profit organization, requested that the City Council waive fees associated with placement of commemorative non-commercial flags on the Selma Arts Center Building for a period no longer than 10 consecutive days in the month of June; and

WHEREAS, the total fees associated with the placement of commemorative non-commercials at the Selma Arts Center Building are Five Hundred Dollars (\$500), which includes the fees the \$235 Temporary Sign/Banner Permit Fee and \$265 Light Pole Banner Hanging Fee; and

WHEREAS, the total amount the Fresno PFLAG is requesting the City Council to waive is Five Hundred Dollars (\$500); and

WHEREAS, while the City is proposing to waive certain fees associated with the request, Fresno PFLAG is still required to comply with all other provisions of the City's Municipal Code; and

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

SECTION 1. The above recitals are true and correct and are incorporated herein by reference.

SECTION 2. The fee waiver serves a public purpose by gathering the community.

SECTION 3. The City Council hereby approves the fee waiver for fees associated with the Event in the amount of Five Hundred Dollars (\$500).

SECTION 4. The Fresno PFLAG shall comply with the City's Municipal Code ;

SECTION 5. The provisions of this Resolution are severable and if any provision, clause, sentence, word or part thereof is held illegal, invalid, unconstitutional, or inapplicable to any person or circumstances, such illegality, invalidity, unconstitutionality, or inapplicability shall not affect or impair any of the remaining provisions, clauses, sentences, sections, words or parts thereof of the Resolution or their applicability to other persons or circumstances.

SECTION 6. That the City Clerk shall certify to the adoption of this Resolution and that the same shall be in full force and effect.

PASSED, APPROVED AND ADOPTED this 18th day of April, 2024, by the following vote:

AYES: COUNCIL MEMBERS:
NOES: COUNCIL MEMBERS:
ABSTAIN: COUNCIL MEMBERS:
ABSENT: COUNCIL MEMBERS:

Scott Robertson, Mayor

ATTEST:

Reyna Rivera, City Clerk

City of Selma
Application for Special Event Fee Waiver
or Fee Reduction

SELMA CITY HALL
1710 Tucker Avenue, Selma, CA 93662
(559) 891-2200 Fax (559) 896-1068

Policy:

The City of Selma (City) recognizes the value of partnering with other agencies and organizations in providing services that benefit the community and its residents. In an effort to provide support for organizations providing valuable services to the community, specific guidelines have been established for determining when permit fees may be reduced or waived (see "Fee Reduction or Waiver Policy for Special Events"). In order to request a reduction or waiver of fees, please complete this application and submit it with necessary documentation to the address provided on the last page.

Policy approved by City Council on March 4, 2019 (Resolution No. 2019-11R)

THIS APPLICATION IS DUE TO THE CITY 60 DAYS PRIOR TO THE EVENT

REQUESTING (Please check all that apply)

(☒) Fee waiver () Fee reduction (Amount Requested: \$_____)

SPONSORING ORGANIZATION INFORMATION

Name of Organization: FRESNO PFLAG

Address: PO Box 27382 FRESNO, Ca. 93729

Telephone: _____ Cell: _____

Email: _____

Event Coordinator: LESLIE NELSON

Telephone: _____ Cell: _____

Email: _____

Nonprofit 501(c) (3) tax-exempt organization: FRESNO PFLAG 17-0405225

Located in Selma: _____

Has organization received any other financial assistance from the City this year? NO

EVENT INFORMATION

Name of Event: PRIDE MONTH - JUNE

Type of Event: DISPLAY OF ONE PRIDE FLAG

Facility Requested or Event Location: SELMA ART CENTER

Date of Event: 10 DAYS IN JUNE WHICH IS WHAT THE CITY
ALLOWS. (ANY DAYS)

Event Hours: _____

On which dates and at what times are you requesting permission to setup/clean up?

Set up: _____ Clean up: _____

Please describe the event, its purpose, and the activities that will take place:

Is the event open to the public: _____

Estimated number of participants/spectators: _____

Is this event a fundraiser: _____

Will there be an admission, entrance, user fee or cover charge for the event? If so,
please explain: _____

How will the event benefit Selma: _____

Will promotional materials be used? How are you planning to market the event:

Will the event create revenue-generating opportunities for local Selma businesses? If so, how? _____

Can you commit to tracking event attendance and vendor sales to report the City's Economic Development Team following the event? Yes____ No____

If yes, please describe how you will track attendance and sales: _____

Has your organization put on this same event in the past: Yes____ No____

If not, has your organization put on other events in Selma? If so, please indicate which ones: _____

Other organizations participating in organization of the event: _____

Other organizations participating in event: _____

Will this event receive third party funding or sponsorship: _____

Name of Applicant (Print): LESLIE NELSON Date: 2-1-24

Signature of Ap _____

Please deliver completed application to _____ H _____ Tuc _____ Street, Selma, CA 93662 Building Planning Technician, 559-891-2208) along with a copy of your organization IRS 501(3)(c) determination letter. Incomplete applications or requests will not be considered.

Planning Office Use Only

Date Received: _____

Received By: _____

Application Rcvd () IRS 501(3)(c) Rcvd ()

Date Forwarded for Approval: _____



January 29, 2024

Mr. Fernando Santillan
Selma City Manager
1710 Tucker St
Selma, CA 93662

Dear Mr. Santillan:

My name is Drew Harbaugh; I am the current chapter president of PFLAG Fresno. I am writing you today with an introduction to our organization, and a request.

PFLAG is an organization of LGBTQ+ people, parents, families, and allies who work together to create an equitable and inclusive world. Our national organization consists of hundreds of thousands of people and hundreds of chapters from coast to coast who are leading with love to support families, educate allies, and advocate for just, equitable, and inclusive legislation and policies. Since our founding in 1973, PFLAG works every day to ensure LGBTQ+ people everywhere are safe, celebrated, empowered and loved.

Our PFLAG Fresno chapter has existed for over thirty years. Under the umbrella of our national partners, we are a 501©3 organization. Here in the Central Valley, our work advocating for LGBTQ+ people is often uphill. The simple gesture of displaying the Pride flag is a powerful means of recognizing the inherent worth, dignity, and humanity of the people of our community. Flying the Pride flag is a way to acknowledge those who have faced hardship and discrimination based solely on their sexual orientation or gender identity. It also recognizes the difficult work that we and our friends, families, and allies have done to educate about, and advocate for, the people of our community— including the LGBTQ+ folks and our loved ones who live in Selma.

We at PFLAG Fresno therefore request the City of Selma to waive the \$500 fee to fly the Pride Flag over the Art Center during the month of June, our traditional Pride Month. Our representative, Selma resident and longtime PFLAG member, Leslie Nelson, is available to work with your office on our behalf; you may reach her at (559) 367-1565.

Thank you for your time and attention; we look forward to working with you.

Sincerely,

A handwritten signature in dark ink, appearing to read "Drew Harbaugh". The signature is fluid and cursive.

Drew Harbaugh, RN, CCRN (he/him/his)
Chapter President, PFLAG Fresno



Agenda Item 2.

SELMA ANIMAL SERVICES CENTER FACILITY ASSESSMENT PRESENTATION

Page Holder

**CITY MANAGER'S/STAFF'S REPORT
CITY COUNCIL MEETING:**

March 18, 2024

ITEM NO: 3.

SUBJECT: Approve State and Federal Budget Appropriations and Legislative Funding Priorities for the City of Selma for Fiscal Year 2024-2025

DISCUSSION: Each year, City of Selma staff work with our legislative affairs partner, CrisCom, to submit state and federal budget earmark requests to help fund the City's priority projects. Last year, requests included funding for Pioneer Village and Downtown Revitalization (state) and sewer and road infrastructure (federal).

Attached as Exhibit A are the proposed projects which City staff recommend submitting for state and federal budget earmarks, consistent with our FY 23-24 requests. The City of Selma was not earmarked for any projects in the current fiscal year.

RECOMMENDATION: By motion, approve the attached state and federal budget earmarks priority list.

_____/s/_____
Fernando Santillan, City Manager

03/14/2024
Date

Attachments

Exhibit A: City of Selma 2024-2025 Legislative Budget Requests



City of Selma– 2024-2025 Legislative Budget Requests

- **\$3M - Pioneer Village** - improvements, including parking and an event center to support community events.
- **\$5M - Downtown Revitalization** - including façade improvements, lighting, parking and marketing.



City of Selma – 2024-2025 Federal Budget Requests

- **\$5M - Infrastructure** - sewer, water, storm water drainage, streets, and broadband in support of housing and commercial development. Total cost of project estimated at \$20M.
- **\$10M - West Selma Traffic and Circulation Improvements** - Floral Ave/Highland Ave/Hwy 99 Off-Ramp improvements, Stillman/Floral/DeWolf build-out to allow further development west of Hwy 99.

Agenda Item 4.

**DISCUSSION OF STORM DRAIN INFRASTRUCTURE MAINTENANCE AND
UPDATES**

Page Holder