RESOLUTION NO. 2015-009

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF THOUSAND OAKS UPDATING THE CITYWIDE RECORDS MANAGEMENT PROGRAM POLICY AND RECORDS RETENTION SCHEDULE, AND RESCINDING RESOLUTION NO. 2013-037

WHEREAS, the declared purpose of this Resolution is to provide direction to City Officials, employees, contractors, and volunteers for the proper and efficient management of City of Thousand Oaks business records consistent with the requirements of State Law including the California Government Code Sections 6250 et seq "Public Records Act"; and

WHEREAS, California Government Code Section 34090 et seq. sets forth certain legal requirements relating to the retention of certain municipal records and provides a procedure whereby City records that have served their purpose and are no longer required may be destroyed; and

WHEREAS, California Government Code Section 12236(a) states that the Secretary of State shall establish the Local Government Records Program, administered by the State Archives, to establish guidelines for local government retention and to provide archival support to local agencies in this state; and

WHEREAS, California Government Code Sections 12168.7 and 22620 et eq. set forth uniform statewide standards for the recording, storing and reproducing permanent and nonpermanent documents or records in electronic medium and these procedures are applied to City records stored in the City Clerk Department Document Management System to ensure all City records are trustworthy; and

WHEREAS, the City Clerk and City Attorney find that the attached Records Retention Schedule complies with Federal and State statutes; and

WHEREAS, the update of the City's established Records Management Program Policy and Records Retention Schedule will facilitate the orderly and efficient transfer, retention, and disposition of City of Thousand Oaks records in a responsible and timely manner.

NOW THEREFORE, the City Council of the City of Thousand Oaks resolves as follows:

Section 1. Resolution 2013-037 Updating the Citywide Records Management Program and Adopting an Updated Records Retention Schedule is hereby rescinded.

Section 2. The City Council finds that the updated Citywide Records Management Program Policy as well as the Records Retention Schedule set forth in Exhibit "A", attached hereto and incorporated by reference, is hereby adopted.

Section 3. The specific department identified as the Office of Record on said Records Retention Schedule is hereby designated as the Custodian of those records, and as such, shall be responsible for the safekeeping and production of those records.

Section 4. The City Clerk and City Attorney are directed to review these schedules periodically and present any revisions to the City Council as may be necessary to keep retention information current and records efficiently maintained.

Section 5. Ownership of City Records: All writings containing information relating to the conduct of the City's business prepared, owned, used, or retained by the City regardless of physical form or characteristics are the property of the City and shall be delivered to their successors by outgoing officials, employees, contractors, or volunteers.

Section 6. Responsibilities:

A. City Council. The approval authority of the Citywide Records Management program for the keeping, producing, permitting copies, and management of all records of the City shall rest with the City Council.

B. Officers and Employees. Each officer, employee, contractor, or volunteer of the City has the duty to use, manage, protect, preserve, store, transfer, destroy or otherwise dispose of City records in accordance with applicable Federal or State laws.

C. City Attorney. The City Attorney shall review and approve department retention and destruction schedules, inform appropriate staff of litigation hold for potential, pending and current litigation, work with City Clerk to properly handle held records through end of litigation, and approve the destruction of original City records in accordance with Federal and State laws and City regulations.

D. City Clerk. The City Clerk shall manage the Citywide Records Management Program for the City pursuant to applicable statutes and the approved City Council program. The City Clerk may, for the proper and efficient management of City records:

a. Establish procedures, policies, and effective controls for using, maintaining, protecting, storing, and destroying records on a Citywide basis;
b. Advise, direct, and assist City departments in the preparation of records inventories and retention periods and make recommendations to the City Attorney;
c. Maintain a designated, official records center or contract for offsite storage to house records no longer required in active office areas but which require further retention for legal or operating reasons; and maintain an index of all records stored in the records center;
d. Maintain a document management system to provide electronic records to internal and external customers;
e. Advise and assist City department in reviewing and selecting records to be stored in the document management system;
f. Develop and maintain procedures for records in the document management system to be stored in a trustworthy environment;
g. Maintain an archival program to protect records of historic nature which should not be destroyed;
h. Advise and assist City departments in reviewing and selecting records to be transferred to the records center or archives;
i. Conduct surveys, studies, and investigations to promote a proper and efficient Records Management Program;
j. Develop and maintain procedures for the protection of City records against natural or other disasters;
k. Develop and provide individual and Citywide employee training on the City's Records Management Program;
l. Approve the destruction of original City records with permanent retention that have been transitioned from paper to image on the City's Document Imaging System and maintain those images in a trustworthy system according to State regulations, including creating two back-up copies, one of which is WORM (Write Once Read Many) medium;
m. Prepare and facilitate destruction for approved records; and
n. Assist City Attorney's Office in applying litigation hold to records pertaining to potential, pending or current litigation and managing those records until litigation is adjudicated or settled; return released records for normal retention requirements.

E. City Departments. Each City department shall adhere to the records management program policy and procedures for the economical and efficient management of records in order to maintain compliance with the City Council adopted Citywide Records Management Program. Such a program shall, among other things, provide for:

a. Effective controls over the creation, maintenance, and use of records, regardless of medium, utilized in the conduct of City business;
b. Maintenance, security, and protection of records deemed appropriate for preservation;
c. Segregation and proper disposal of records in accordance with established Records Retention Schedule;
d. Compliance with the Public Records Act;
e. Preparation of identified records for scanning and storage in the document management system and, after scanning, to perform quality checks, as required, to ensure records are a true copy of originals submitted;
f. Transfer of records which are not required in the current operation of the office into 1) the records center until they have met specific retention requirements and then may be destroyed; or 2) the official archives, so records may be insured permanent preservation.

Section 7. Retention and Destruction of City Records: As set forth in the approved Records Retention Schedule, the records of the City of Thousand Oaks are hereby authorized to be destroyed as provided by Government Code Section 34090 and code cited for retention in accordance with the provisions of said schedule. No further action by City Council is required, provided that no records are destroyed without the prior written approval of the Department Head, City Clerk and City Attorney.

Retention periods are based on the type of records, not the medium of the record (paper, electronic or database). Therefore, the retention applies to all mediums, including databases used to create a record. Databases must be considered when destroying records which reside within an existing electronic system. Software must be maintained to access database.

Email is not a record series or category; it is a means of transmitting messages and information. Emails must be retained or deleted based upon the information they contain or the purpose they serve. Those that qualify as records must be retained for the same period as the record series that most closely matches the subject matter contained within the email message.

Section 8. Modifications and Updates to Records Retention Schedule: The City Clerk is hereby authorized with the consent of the City Attorney to modify the Records Retention Schedule to change the Office of Record for a class of documents or to add new categories of documents.

All changes to retention periods will be reviewed and approved by the City Attorney and subsequently submitted to the City Council for confirmation.

PASSED AND ADOPTED THIS 27th day of January, 2015.

Al Adam, Mayor
City of Thousand Oaks, California

ATTEST:

Linda D. Lawrence, City Clerk

APPROVED AS TO FORM:
Office of the City Attorney

By: Tracy M. Noonan, City Attorney

APPROVED AS TO ADMINISTRATION:

Scott Mitnick, City Manager

CERTIFICATION

STATE OF CALIFORNIA)
COUNTY OF VENTURA) SS.
CITY OF THOUSAND OAKS)

I, LINDA D. LAWRENCE, City Clerk of the City of Thousand Oaks, DO HEREBY CERTIFY that the foregoing is a full, true, and correct copy of Resolution No. 2015-009 which was duly and regularly passed and adopted by said City Council at a regular meeting held January 27, 2015, by the following vote:

AYES: Councilmembers Fox, Bill-de la Peña, Price, and Mayor Adam

NOES: None

ABSENT: None

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of Thousand Oaks, California.

Linda Lawrence
Linda D. Lawrence, City Clerk
City of Thousand Oaks, California

1/28/15
Date Attested

CITY OF THOUSAND OAKS
FILING SYSTEM AND
RECORD RETENTION SCHEDULE

CONF=Confidential OFF=Office of Record
** NON=Non-departmental - Each dept is responsible for its own files in these categories

FILE NUMBER & CATEGORY DESCRIPTION	OFF	TOTAL RETENTION	CONF	CITATION
100 ADMINISTRATION				
100-15 ADMINISTRATIVE TRAVEL	FIN	2 YRS	N	CGOV 34090
100-20 ADMINISTRATIVE POLICIES	NON	WHILE CURRENT + 5 YRS	N	CGOV 34090/ADMIN DECISION
100-25 GOALS & OBJECTIVES	NON	2 YRS	N	CGOV 34090
100-30 ORGANIZATION CHARTS	CMO	WHILE CURRENT + 2 YRS	N	CGOV 34090/ADMIN DECISION
100-35 CUSTOMER RELATIONSHIP MGMT SYS (CRMS)	CMO	2 YRS	N	CGOV 34090
100-40 CHRONOLOGICAL CORRESPONDENCE	NON	2 YRS	N	CGOV 34090
100-45 ADMINISTRATIVE MEETINGS	NON	2 YRS	N	CGOV 34090
100-50 REPORTS/MEMOS	NON	2 YRS	N	CGOV 34090
100-51 CAPITAL PROJECTS STATUS REPORTS	CMO	2 YRS	N	CGOV 34090
100-55 RESTRUCTURING/REORGANIZATION	CMO	2 YRS	N	CGOV 34090
100-60 WORK/VACATION SCHEDULES	NON	2 YRS	N	CGOV 34090
100-70 ADMIN SURVEYS/QUESTIONNAIRES	NON	2 YRS	N	CGOV 34090
100-90 ADMINISTRATIVE REFERENCE	NON	2 YRS	N	CGOV 34090
110 BOARDS/COMMISSIONS/COMMITTEES				
110-10 ADMINISTRATION	CCD	2 YRS	N	CGOV 34090
110-20 APPLICATIONS/APPOINTS/RESIGNATIONS	CCD	2 YRS	N	CGOV 34090
110-30 RECOGNITIONS	CCD	2 YRS	N	CGOV 34090
110-40 ROSTERS/INDEX	CCD	PERMANENT	N	CGOV 34090
115 COMMITTEE/COMM/BRD AGENDA/MIN				
115-01 AD HOC COMMITTEES-ADMIN	NON	10 YRS	N	CGOV 34090/ADMIN DECISION
115-02 AD HOC AGENDAS/PACKETS/RECORDINGS	NON	10 YRS	N	CGOV 34090.7,CGOV 54953.5(B)/ADMIN DECISION
115-03 AD HOC COMMITTEE-MINUTES	CCD	PERMANENT	N	CGOV 34090
115-15 CITY INVESTMENT REVIEW CMTE-ADMIN	FIN	10 YRS	N	CGOV 34090/ADMIN DECISION
115-16 CITY INVEST REV CMTE-AGENDA/PACKET/RCDNG	FIN	10 YRS	N	CGOV 34090.7,CGOV 54953.5(B)/ADMIN DECISION
115-17 CITY INVESTMENT REVIEW CMTE-MINUTES	CCD	PERMANENT	N	CGOV 34090
115-18 PUBLIC FINANCING AUTHORITY MINUTES	CCD	PERMANENT	N	CGOV 34090
115-19 PUBLIC FINANCING AUTHORITY RESOLUTIONS	CCD	PERMANENT	N	CGOV 34090
115-30 COUNCIL ON AGING-ADMIN	LIB	10 YRS	N	CGOV 34090/ADMIN DECISION
115-31 COUNCIL ON AGING-AGENDA/PACKET/RECORDING	LIB	10 YRS	N	CGOV 34090.7,CGOV 54953.5(B)/ADMIN DECISION
115-32 COUNCIL ON AGING-MINUTES	CCD	PERMANENT	N	CGOV 34090
115-35 DISABLED ACCESS BOARD - ADMIN	CDD	10 YRS	N	CGOV 34090/ADMIN DECISION
115-36 DISABLED ACCESS BOARD-AGENDA/PACKET/RCRD	CDD	10 YRS	N	CGOV 34090.7,CGOV 54953.5(B)/ADMIN DECISION
115-37 DISABLED ACCESS BOARD-MINUTES	CCD	PERMANENT	N	CGOV 34090
115-43 RENT ADJUST COMMISSION-ADMIN/AGENDA/PCKT	CCD	10 YRS	N	CGOV 34090/ADMIN DECISION
115-44 RENT ADJUST COMMISSION-MINUTES/RESOS	CCD	PERMANENT	N	CGOV 34090
115-50 TRAFFIC & TRANS COMM-ADMIN	DPW	10 YRS	N	CGOV 34090/ADMIN DECISION
115-51 TRAFFIC & TRANS COMM-AGENDA/PACKET/RCRDS	DPW	10 YRS	N	CGOV 34090.7,CGOV 54953.5(B)/ADMIN DECISION

EXHIBIT A

Res. No. 2015-009

CITY OF THOUSAND OAKS
FILING SYSTEM AND
RECORD RETENTION SCHEDULE

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FILE NUMBER & CATEGORY DESCRIPTION	OFF	TOTAL RETENTION	CONF	CITATION
115-52 TRAFFIC & TRANS COMM-MINUTES	CCD	PERMANENT	N	CGOV 34090
115-60 YOUTH COMMISSION-ADMIN	LIB	10 YRS	N	CGOV 34090/ADMIN DECISION
115-61 YOUTH COMMISSION-AGENDA/PACKET/RECORDING	LIB	10 YRS	N	CGOV 34090.7,CGOV 54953.5(B)/ADMIN DECISION
115-62 YOUTH COMMISSION-MINUTES	CCD	PERMANENT	N	CGOV 34090
115-65 COMMUNITY FUNDING REVIEW CMTE-ADMIN	LIB	10 YRS	N	CGOV 34090/ADMIN DECISION
115-66 COMM FUNDING REV CMTE-AGENDA/PKT/RCRDGS	LIB	10 YRS	N	CGOV 34090.7,CGOV 54953.5(B)/ADMIN DECISION
115-67 COMM FUNDING REVIEW CMTE-MINUTES	CCD	PERMANENT	N	CGOV 34090
115-75 BUSINESS ROUNDTABLE-ADMIN	CMO	10 YRS	N	CGOV 34090/ADMIN DECISION
115-76 BUSINESS ROUNDTABLE-AGENDA/PACKET/RCRGS	CMO	10 YRS	N	CGOV 34090.7,CGOV 54953.5(B)/ADMIN DECISION
115-77 BUSINESS ROUNDTABLE-MINUTES	CCD	PERMANENT	N	CGOV 34090
115-80 TO ARTS ADVISORY COMMITTEE-ADMIN	CAD	10 YRS	N	CGOV 34090/ADMIN DECISION
115-81 TO ARTS ADVISORY CMTE-AGENDA/PKTS/RCRDGS	CAD	10 YRS	N	CGOV 34090.7,CGOV 54953.5(B)/ADMIN DECISION
115-82 TO ARTS ADVISORY CMTE-MINUTES	CCD	PERMANENT	N	CGOV 34090
115-83 CULTURAL AFFAIRS COMMISSION-ADMIN	CAD	10 YRS	N	CGOV 34090/ADMIN DECISION
115-84 CULTURAL AFFAIRS COMMISSION-AGD/PCKT/REC	CAD	10 YRS	N	CGOV 34090.7,CGOV 54953.5(B)/ADMIN DECISION
115-85 CULTURAL AFFAIRS COMMISSION-MINUTES	CCD	PERMANENT	N	CGOV 34090
120 CITY COUNCIL				
120-10 CORRESPONDENCE	CMO	5 YRS	N	CGOV 34090/ADMIN DECISION
120-15 APPOINTMENTS/RESIGNATIONS	CCD	PERMANENT/ARCHIVES	N	CGOV 34090
120-20 COUNCILMEMBER ASSIGNMENTS	CMO	2 YRS	N	CGOV 34090,40801
120-21 COUNCIL ASSIGNMENTS - COMMITTEES	NON	2 YRS	N	CGOV 34090
120-22 COUNCIL ASSGNMNTS-LIAISON REPRESENTATION	CMO	2 YRS	N	CGOV 34090
120-30 COMMENDATIONS/PRESENTATIONS	CMO	2 YRS	N	CGOV 34090
120-35 PROCLAMATIONS	CMO	2 YRS	N	CGOV 34090
120-40 COUNCIL GOALS & OBJECTIVES	CMO	10 YRS	N	CGOV 34090/ADMIN DECISION
120-50 REORGANIZATION/ROSTERS	CCD	PERMANENT/ARCHIVES	N	CGOV 34090
120-60 AGENDA MAILING/LISTS	CCD	2 YRS	N	CGOV 34090
120-70 CITY COUNCIL HIST/BIOGRAPHICAL	CCD	PERMANENT/ARCHIVES	N	CGOV 34090
120-80 PUBLIC COMMENTS/CONCERNS/ISSUES AT MTG	CMO	2 YRS	N	CGOV 34090
130 CITY EMBLEMS (SEAL AND FLAG)				
130-10 ADMINISTRATION	CCD	2 YRS	N	CGOV 34090
130-20 INFORMATION	CCD	PERMANENT/ARCHIVES	N	CGOV 34090
140 ORGANIZATIONS - LOCAL				
140-10 ADMINISTRATION	CMO	2 YRS	N	CGOV 34090
140-20 FRATERNAL GROUPS	CMO	2 YRS	N	CGOV 34090
140-30 CIVIC GROUPS	CMO	2 YRS	N	CGOV 34090
140-40 YOUTH GROUPS	CMO	2 YRS	N	CGOV 34090

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140-50 SERVICE CLUBS/GROUPS	CMO	2 YRS	N	CGOV 34090
140-60 OTHER	NON	2 YRS	N	CGOV 34090
140-70 HOMEOWNERS ASSOCIATIONS	CDD	2 YRS	N	CGOV 34090
140-80 FOUNDATIONS	FIN	2 YRS	N	CGOV 34090
150 ORGANIZATIONS - AT LARGE				
150-10 SO CAL ASSN OF GOVTS, SCAG	CMO	2 YRS	N	CGOV 34090
150-15 VENTURA CO ASSN OF GOVTS, VCOG	CMO	2 YRS	N	CGOV 34090
150-20 LEAGUE OF CALIF CITIES, LCC	CMO	2 YRS	N	CGOV 34090
150-25 MULTI-AGENCY GROUPS	CMO	2 YRS	N	CGOV 34090
150-30 NAT'L LEAGUE OF CITIES, NLC	CMO	2 YRS	N	CGOV 34090
150-35 U.S. CONFERENCE OF MAYORS	CMO	2 YRS	N	CGOV 34090
150-40 PROFESSIONAL GROUPS	NON	2 YRS	N	CGOV 34090
150-50 SISTER CITIES	CMO	2 YRS	N	CGOV 34090
150-60 CALIF CONTRACT CITIES, CCC	CMO	2 YRS	N	CGOV 34090
150-70 OTHER	NON	2 YRS	N	CGOV 34090
150-80 FUND RAISING GROUPS	HRD	2 YRS	N	CGOV 34090
160 PUBLIC INFORMATION/RELATIONS				
160-10 ADMINISTRATION	CMO	2 YRS	N	CGOV 34090
160-15 CITY BRANDING PROJECT	CMO	2 YRS	N	CGOV 34090
160-20 ACTIVITIES	CMO	2 YRS	N	CGOV 34090
160-25 COMMUNITY SERVICE AWARDS	CMO	PERMANENT/ARCHIVES	N	CGOV 34090
160-30 BROCHURES/DIRECT/PUB/MAPS	CMO	2 YRS	N	CGOV 34090
160-35 CABLE COMMUNICATIONS	CMO	2 YRS	N	CGOV 34090
160-37 AUTHORIZATIONS/RELEASES	CMO	2YRS/IMGSYS(LF)=PERM	N	CGOV 34090/ADMIN DECISION
160-38 TOTV RECORDINGS	CMO	90 DAYS	N	CGOV 34090.7
160-39 LEGISLATIVE BODIES MTG VIDEO RECORDINGS	CMO	PERMANENT	N	CGOV 34090.7; CGOV 54953.5(B)/ADMIN DECISION
160-40 NEWSLETTERS (CITY)	CCD	PERMANENT/ARCHIVES	N	CGOV 34090
160-50 PRESS RELEASES	CMO	2 YRS	N	CGOV 34090
160-55 SPEECHES	NON	2 YRS	N	CGOV 34090
160-59 SPECIAL EVENTS/ANNIVERSARY CELEBRATIONS	CCD	PERMANENT/ARCHIVES	N	CGOV 34090
160-60 SPECIAL EVENTS(CITY SPONSORED)	CMO	2 YRS	N	CGOV 34090
160-61 CITY SPONSORED ART EVENTS	CMO	4 YRS	N	CGOV 34090; CIVPROC 337 ET SEQ
160-65 CITIZEN OUTREACH PROGRAM	CMO	2 YRS	N	CGOV 34090
160-70 QUESTIONNAIRES/SURVEYS (CITY)	CMO	2 YRS	N	CGOV 34090
160-71 COMMUNITY ATTITUDE SURVEYS	CDD	5 YRS	N	CGOV 34090/ADMIN DECISION
160-75 WEBSITE	FIN	2 YRS	N	CGOV 34090
160-80 PUBLICITY	CMO	2 YRS	N	CGOV 34090
160-85 PHOTOGRAPHS	CMO	PERMANENT/ARCHIVES	N	CGOV 34090

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160-90 MEDIA	CMO	2 YRS	N	CGOV 34090
160-95 PUBLIC RECORD REQUESTS	CCD	2 YRS	N	CGOV 34090
161 TELECOMMUNICATIONS				
161-10 ADMINISTRATION	FIN	2 YRS	N	CGOV 34090
161-20 PACIFIC BELL	FIN	2 YRS	N	CGOV 34090
161-30 VERIZON	FIN	2 YRS	N	CGOV 34090
161-40 CELLULAR/SATELLITE	FIN	2 YRS	N	CGOV 34090
161-50 VIDEO CONFERENCING	FIN	2 YRS	N	CGOV 34090
161-60 INTERNET	FIN	2 YRS	N	CGOV 34090
170 RECORDS MANAGEMENT				
170-10 ADMINISTRATION	CCD	2 YRS	N	CGOV 34090
170-20 FORMS CONTROL	CCD	WHILE CURRENT + 2 YRS	N	CGOV 34090/ADMIN DECISION
170-25 CITY-WIDE RECORDS MGT PROG START/UPDATES	CCD	PERMANENT/ARCHIVES	N	CGOV 34090
170-30 OFFSITE STORAGE	CCD	PERMANENT	N	CGOV 34090
170-35 RECORD TRANSFERS	CCD	PERMANENT	N	CGOV 34090
170-40 MICROFILM/COMPUTER PROGRAMS	CCD	PERMANENT	N	CGOV 34090
170-45 IMAGING SYSTEM	CCD	WHILE CURRENT + 5 YRS	N	CGOV 34090/ADMIN DECISION
170-50 PROGRAM AUDITS/INVENTORIES	CCD	10 YRS	N	CGOV 34090/ADMIN DECISION
170-51 DOCUMENT RECOVERY/DISASTER PLAN	CCD	PERMANENT	N	CGOV 34090
170-60 RECORDS RETENTION SCHEDULES	CCD	PERMANENT/ARCHIVES	N	CGOV 34090
170-61 CROSS REFERENCE INDEX	CCD	2 YRS	N	CGOV 34090
170-65 POLICIES/PROCEDURES	CCD	WHILE CURRENT + 5 YRS	N	CGOV 34090/ADMIN DECISION
170-70 RECORD DESTRUCTION	CCD	PERMANENT	N	CGOV 34090
170-75 DISASTER PREPARATION/RECORDS MGMT	CCD	WHILE CURRENT + 2 YRS	N	CGOV 34090/ADMIN DECISION
170-80 ARCHIVAL GUIDELINES/MANAGEMENT	CCD	5 YRS	N	CGOV 34090/ADMIN DECISION
170-90 ORGANIZATIONS/MEMBERSHIPS/PUBLICATIONS	CCD	2 YRS	N	CGOV 34090
180 RISK MANAGEMENT				
180-10 ADMINISTRATION	NON	2 YRS	N	CGOV 34090
180-20 EMPLOYEE SAFETY COMMITTEE	HRD	2 YRS	N	CGOV 34090
180-30 LIABILITY INSURANCE POLICIES	FIN	TERMINATION + 5 YRS	N	CGOV 34090/ADMIN DECISION
180-40 SAFETY PROGRAMS	HRD	10 YRS	N	CGOV 34090/ADMIN DECISION
180-50 OSHA/WORKERS COMP/DISABILITY ADMIN	HRD	10 YRS	N	CGOV 34090/ADMIN DECISION
180-51 OSHA FORMS (300/301 & 200/201)	HRD	5 YRS	N	8 CCR 14300.33
180-52 WORKERS COMP CLAIMS (FORMERLY 790-70)	HRD	PERMANENT	Y	29 CFR 1910.20
180-55 EXPOSURE CONTROL PRGM/BLOODBORNE PATHOGEN	HRD	TERMINATION + 30 YEARS	N	8 CCR 5193(H)(1)
180-60 CLAIMS-BEHALF OF CITY (SMALL)	NON	SETTLEMENT + 5 YRS	N	CIVPROC 337, CGOV 911.2, CGOV 945
180-61 CLAIMS-BEHALF OF CITY (SURETY BONDS)	NON	WHILE CURRENT + 10 YRS	N	CGOV 34090/ADMIN DECISION

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180-70 CLAIMS AGAINST THE CITY	HRD	SETTLEMENT + 5 YRS	N	CIVPROC 337, CGOV 911.2, CGOV 945
180-80 INCIDENT/ACC REPTS (CITY PROP)	HRD	5 YRS	N	29 CFR1904.6; 8 CCR 14300.33
180-90 FIDELITY BONDS (EMPLOYEES)	FIN	TERMINATION + 4 YRS	N	CGOV 34090/ADMIN DECISION
190 STAFF SERVICES				
190-10 INFORMATION TECHNOLOGY	FIN	2 YRS	N	CGOV 34090
190-15 IT BACKUP TAPES	FIN	WHILE CURRENT/NEEDED	Y	CGOV 34090
190-20 REPROGRAPHICS	FIN	2 YRS	N	CGOV 34090
190-30 POSTAL/MAILING SERVICES	FIN	2 YRS	N	CGOV 34090
190-40 CITY TRANSLATOR LIST	HRD	2 YRS	N	CGOV 34090
201 CITY FACILITIES				
201-10 ADMINISTRATION	FIN	2 YRS	N	CGOV 34090
201-20 OPERATIONS AND MAINTENANCE	FIN	5 YRS	N	CGOV 34090/ADMIN DECISION
201-30 CONSTRUCTION/CAPITAL IMPROVEMENTS - PLANS/DW	FIN	PERMANENT	N	CGOV 34090; CH&S 19850
201-40 CONSTRUCTION/CAPITAL IMPROVEMENTS - GENERAL	FIN	COMPLETION + 10 YRS	N	CGOV 34090/ADMIN DECISION
201-50 STUDIES/REPORTS	FIN	2 YRS	N	CGOV 34090/ADMIN DECISION
201-60 SECURITY PLANS	FIN	WHILE CURRENT + 2 YRS	N	CGOV 34090/ADMIN DECISION
201-70 CERTIFIED PAYROLL/PREVAILING WAGE INFORMATION	FIN	5 YRS	N	8 CCR 16403/ADMIN DECISION
205 FACILITIES DIVISION				
205-10 ADMINISTRATION/GENERAL		2 YRS	N	CGOV 34090
205-20 POLICIES AFFECTING CITY-WIDE FACILITIES	FIN	WHILE CURRENT + 5 YRS	N	CGOV 34090/ADMIN DECISION
205-30 STUDIES/REPORTS AFFECTING CITY-WIDE FACILITIES	FIN	2 YRS	N	CGOV 34090
205-40 CITY-WIDE WORK ORDER SYSTEM	FIN	5 YRS	N	CGOV 34090/ADMIN DECISION
205-50 CITY-WIDE UTILITIES	FIN	2 YRS	N	CGOV 34090
205-70 CITY-WIDE FACILITY SECURITY RECORDINGS	FIN	1 YR	N	CGOV 34090.6(D)
230 LIBRARY FACILITIES (GENERAL)				
230-01 ADMINISTRATION	LIB	2 YRS	N	CGOV 34090
230-05 PROPOSALS	LIB	10 YRS	N	CGOV 34090/ADMIN DECISION
230-10 MASTER PLANS	LIB	PERMANENT	N	CGOV 34090
230-20 ORGANIZATIONS	LIB	2 YRS	N	CGOV 34090
231 THOUSAND OAKS LIBRARY (TOL)				
231-10 ADMINISTRATION	LIB	2 YRS	N	CGOV 34090
231-20 OPERATIONS AND MAINTENANCE	LIB	5 YRS	N	CGOV 34090/ADMIN DECISION
231-35 CHILDREN'S LIBRARY	LIB	10 YRS	N	CGOV 34090/ADMIN DECISION
231-40 SECURITY	LIB	2 YRS	N	CGOV 34090
231-50 STUDIES/REPORTS	LIB	10 YRS	N	CGOV 34090/ADMIN DECISION

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FILE NUMBER & CATEGORY DESCRIPTION	OFF	TOTAL RETENTION	CONF	CITATION
232 NEWBURY PARK LIB (NPL) BRANCH				
232-10 ADMINISTRATION	LIB	2 YRS	N	CGOV 34090
232-20 OPERATIONS AND MAINTENANCE	LIB	5 YRS	N	CGOV 34090/ADMIN DECISION
232-40 SECURITY	LIB	2 YRS	N	CGOV 34090
232-50 STUDIES/REPORTS	LIB	10 YRS	N	CGOV 34090/ADMIN DECISION
233 STORAGE FACILITY (TOL)				
233-10 ADMINISTRATION	LIB	2 YRS	N	CGOV 34090
233-20 OPERATIONS AND MAINTENANCE	LIB	10 YRS	N	CGOV 34090/ADMIN DECISION
233-40 SECURITY	LIB	2 YRS	N	CGOV 34090
241 MUNI SVC CTR-RANCHO CONEJO RD				
241-10 ADMINISTRATION	DPW	2 YRS	N	CGOV 34090
241-20 OPERATIONS AND MAINTENANCE	DPW	5 YRS	N	CGOV 34090/ADMIN DECISION
241-25 PUBLIC WORKS FACILITY - GENERAL	DPW	PERMANENT	N	CGOV 34090/ADMIN DECISION
241-30 CONSTRUCTION/CAPITAL IMPROVEMENT	DPW	PERMANENT	N	CGOV 34090, CH&S 19850
241-31 DESIGN/PLANNING	DPW	PERMANENT	N	CGOV 34090/ADMIN DECISION
241-32 BID INFO/BIDS/PROPOSALS/CONTRACTS	DPW	PERMANENT	N	CGOV 34090/ADMIN DECISION
241-40 SECURITY	DPW	2 YRS	N	CGOV 34090
241-45 RELOCATION/PHYSICAL	DPW	PERMANENT	N	CGOV 34090/ADMIN DECISION
241-70 ARCHITECT/BAKER HOGAN HOUX	DPW	PERMANENT	N	CGOV 34090/ADMIN DECISION
241-80 LEHRER MCGOVERN BOVIS (PROJECT MGRS)	DPW	PERMANENT	N	CGOV 34090/ADMIN DECISION
265 CHILD CARE CENTERS-CITY OWNED				
265-10 ADMINISTRATION	HSG	2 YRS	N	CGOV 34090
265-60 STATE/FEDERAL CONTRACTS	HSG	TERMINATION + 5 YRS	N	CIVPROC 337, CGOV 34090
270 LOS ROBLES GOLF COURSE				
270-60 WASTEWATER MGMT/CAPITAL IMPROVEMENT	DPW	PERMANENT	N	CGOV 34090/ADMIN DECISION
272 BROOME RANCH GOLF COURSE/PROP				
272-10 ADMINISTRATION	DPW	2 YRS	N	CGOV 34090
272-20 OPERATIONS AND MAINTENANCE	DPW	2 YRS	N	CGOV 34090
272-30 CONSTRUCTION/CAPITAL IMPROVEMENT	DPW	PERMANENT	N	CGOV 34090, CH&S 19850
272-40 SECURITY	DPW	2 YRS	N	CGOV 34090
272-50 STUDIES/REPORTS	DPW	2 YRS	N	CGOV 34090
280 CITY RESERVOIRS/PUMP STATIONS				
280-10 ADMINISTRATION	DPW	2 YRS	N	CGOV 34090
280-19 OPERATIONS AND MAINTENANCE	DPW	2 YRS	N	CGOV 34090

CITY OF THOUSAND OAKS
FILING SYSTEM AND
RECORD RETENTION SCHEDULE

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280-20 RESERVOIRS	DPW	PERMANENT	N	CGOV 34090
280-30 CONSTRUCTION/CAPITAL IMPROVEMENT	DPW	PERMANENT	N	CGOV 34090, CH&S 19850
280-40 RESERVOIR STUDIES	DPW	10 YRS	N	CGOV 34090/ADMIN DECISION
280-50 RESERVOIR SITE LEASES	DPW	TERMINATION + 5 YRS	N	CIVPROC 337, CGOV 34090
290 HCTP - WASTEWATER TREATMENT				
290-10 ADMINISTRATION	DPW	2 YRS	N	CGOV 34090
290-15 HISTORICAL	DPW	PERMANENT/ARCHIVES	N	CGOV 34090
290-20 OPERATIONS & MAINT/LAND ACQUISITION	DPW	PERMANENT	N	40 CFR 61.54; 40 CFR 122.21; 40 CFR 122.41J2
290-30 CONSTRUCTION/CAPITAL IMPROVE	DPW	PERMANENT	N	CGOV 34090, CH&S 19850
290-31 EXPANSION PLANS	DPW	PERMANENT	N	CGOV 34090/ADMIN DECISION
290-40 SECURITY	DPW	PERMANENT	N	CGOV 34090/ADMIN DECISION
290-50 STUDIES/REPORTS	DPW	5 YRS	N	CGOV 34090
291 OLSEN RD - WATER RECLAMATION				
291-10 ADMINISTRATION	DPW	2 YRS	N	CGOV 34090
291-15 HISTORICAL	DPW	PERMANENT	N	CGOV 34090/ADMIN DECISION
291-20 OPERATIONS AND MAINTENANCE	DPW	PERMANENT	N	40 CFR 61.54; 40 CFR 122.21; 40 CFR 122.41J2
291-30 CONSTRUCTION/CAPITAL IMPROVEMENT	DPW	PERMANENT	N	CGOV 34090, CH&S 19850
291-40 SECURITY	DPW	PERMANENT	N	CGOV 34090/ADMIN DECISION
291-50 STUDIES/REPORTS	DPW	5 YRS	N	CGOV 34090
291-60 ABANDONMENT PROCEDURES	DPW	PERMANENT	N	CGOV 34090
295 POLICE DEPT/EAST VLY SHERIFF				
295-10 ADMINISTRATION	CMO	2 YRS	N	CGOV 34090
295-20 OPERATIONS AND MAINTENANCE	CMO	2 YRS	N	CGOV 34090
295-30 CONSTRUCTION/CAPITAL IMPROVE	CMO	PERMANENT	N	CGOV 34090, CH&S 19850
295-40 SECURITY	CMO	2 YRS	N	CGOV 34090
295-50 STUDIES/REPORTS	CMO	2 YRS	N	CGOV 34090
297 COMMUNITY TRANSPORTATION CTR				
297-10 ADMINISTRATION	DPW	2 YRS	N	CGOV 34090
297-50 STUDIES/REPORTS	DPW	2 YRS	N	CGOV 34090
298 DAY LABORER SITE				
298-10 ADMINISTRATION	CMO	2 YRS	N	CGOV 34090
298-50 STUDIES/REPORTS	CMO	2 YRS	N	CGOV 34090

Res. No. 2015-009
Res. No. 2015-009

CITY OF THOUSAND OAKS
FILING SYSTEM AND
RECORD RETENTION SCHEDULE

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300 ACCOUNTING				
300-10 ADMINISTRATION	FIN	2 YRS	N	CGOV 34090
300-20 ACCOUNTS PAYABLE	FIN	7 YRS	N	CGOV 34090/ADMIN DECISION
300-30 WARRANT REGISTERS	FIN	PERMANENT	N	CGOV 34090/ADMIN DECISION
300-40 ASSESSMENT DIST BILLING/PAYMENT REPORTS	FIN	TERMINATION + 5 YRS	N	CGOV 34090/ADMIN DECISION
300-50 COST ALLOCATION PLAN	FIN	4 YRS/IMGSYS(LF)=HIST	N	CGOV 34090/ADMIN DECISION
300-60 FEMA/ARRA GRANTS/REPORTS/REIMBURSEMENTS	FIN	PERMANENT	N	CGOV 34090/ADMIN DECISION
300-70 FEDERAL AND STATE GRANTS	FIN	TERMINATION + 10 YRS	N	CGOV 34090/ADMIN DECISION
300-80 PROP 1B GRANTS	FIN	TERMINATION + 35 YRS	N	CALEMA MEMO 8/24/2011
310 AUDITS				
310-10 ADMINISTRATION	FIN	2 YRS	N	CGOV 34090
310-20 INTERNAL AUDITS	FIN	10 YRS	N	CGOV 34090/ADMIN DECISION
310-30 CITY AUDITS/FINANCIAL STATEMENTS	FIN	10 YRS	N	CGOV 34090; CGOV 40804; CGOV 40805
310-40 REDEV AGENCY AUDITS/FIN STMTS	FIN	10 YRS	N	CGOV 34090; CGOV 40804; CGOV 40805
310-50 AUDIT REPORTS	FIN	10 YRS	N	CGOV 34090; CGOV 40804; CGOV 40805
320 BANKING				
320-10 ADMINISTRATION	FIN	5 YRS	N	CGOV 34090/ADMIN DECISION
320-20 CREDIT UNION	FIN	5 YRS	N	CGOV 34090/ADMIN DECISION
330 BUDGET				
330-10 ADMINISTRATION	FIN	5 YRS	N	CGOV 34090/ADMIN DECISION
330-15 BUDGET WORKPAPERS	FIN	4 YRS	N	CGOV 34090/ADMIN DECISION
330-20 CITY ANNUAL OPERATING	FIN	4 YRS/IMGSYS(LF)=HIST	N	CGOV 34090/ADMIN DECISION
330-30 DEPT. BUDGET/WORK PROGRAMS	FIN	PERMANENT	N	CGOV 34090/ADMIN DECISION
330-40 CAPITAL IMPROVEMENT BUDGET	FIN	4 YRS/IMGSYS(LF)=HIST	N	CGOV 34090/ADMIN DECISION
330-50 FINANCIAL REPTS/BUDGET RELATED	FIN	4 YRS/IMGSYS(LF)=HIST	N	CGOV 34090/ADMIN DECISION
330-60 REVENUE SHARING	FIN	2 YRS	N	CGOV 34090
330-70 REDEVELOPMENT AGENCY	FIN	PERMANENT	N	CGOV 34090/ADMIN DECISION
330-80 STATE/FEDERAL/COUNTY	FIN	2 YRS	N	CGOV 34090
340 DEBT SERVICE				
340-10 ADMINISTRATION	FIN	5 YRS	N	CIVPROC 337
340-20 GENERAL OBLIGATION BONDS	FIN	CNCL,REDEM,MTRTY+10YRS	N	CIVPROC 336A1 & 2,CIVPROC 337.5(2)
340-30 REVENUE BONDS	FIN	CNCL,REDEM,MTRTY+10YRS	N	CIVPROC 336A1 & 2,CIVPROC 337.5(2)
340-40 ASSESSMENT DISTRICT BONDS	FIN	CNCL,REDEM,MTRTY+10YRS	N	CIVPROC 336A1 & 2,CIVPROC 337.5(2)
340-50 CERTIFICATES OF PARTICIPATION	FIN	CNCL,REDEM,MTRTY+10YRS	N	CIVPROC 336A1 & 2,CIVPROC 337.5(2)
340-60 TAX ALLOCATION BONDS & NOTES	FIN	CNCL,REDEM,MTRTY+10YRS	N	CIVPROC 336A1 & 2,CIVPROC 337.5(2)
340-70 SPECIAL TAX BONDS (MELLO ROOS/COM FACS)	FIN	CNCL,REDEM,MTRTY+10YRS	N	CIVPROC 336A1 & 2,CIVPROC 337.5(2)

Res. No. 2015-009

CITY OF THOUSAND OAKS
FILING SYSTEM AND
RECORD RETENTION SCHEDULE

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340-80 SINGLE FAMILY MORTGAGE REVENUE BONDS	FIN	CNCL,REDEM,MTRTY+10YRS	N	CIVPROC 336A1 & 2,CIVPROC 337.5(2)
340-90 MULTI-FAMILY MORTGAGE REVENUE BONDS	FIN	CNCL,REDEM,MTRTY+10YRS	N	CIVPROC 336A1 & 2,CIVPROC 337.5(2)
350 INVESTMENTS				
350-10 ADMINISTRATION	FIN	6 YRS	N	CR&T 19530; IRS REG 31.6001-1E2
350-20 REPORTS/BANKS, SAVINGS & LOAN	FIN	2 YRS	N	CGOV 34090
355 CUSTOMER SERVICE				
355-10 ADMINISTRATION	FIN	2 YRS	N	CGOV 34090
360 PAYROLL				
360-10 ADMINISTRATION	FIN	5 YRS	Y	CGOV 34090/ADMIN DECISION
360-20 PAYROLL DEDUCTIONS	FIN	5 YRS	Y	CGOV 34090/ADMIN DECISION
360-30 TIME CARDS/SHEETS	FIN	PERMANENT	Y	CGOV 34090/ADMIN DECISION
360-40 REPORTS	FIN	5 YRS	Y	CGOV 34090/ADMIN DECISION
360-41 PAYROLL & PAYCHECK REGISTERS	FIN	PERMANENT	Y	CGOV 34090/ADMIN DECISION
360-45 TAX REPORTS	FIN	6 YRS	Y	CGOV 34090/ADMIN DECISION
370 PURCHASING				
370-10 ADMINISTRATION	FIN	2 YRS	N	CGOV 34090
370-15 REJECTED BIDS	CCD	2 YRS	N	CGOV 34090,CGOV 26202.1
370-16 REJECTED REQUESTS PROPOSAL/QUALIFICATION	NON	2 YRS	N	CGOV 34090,CGOV 26202.1
370-20 ISSUED PURCHASE ORDERS	FIN	TERM + 4 YRS	N	CCP 337
370-30 EQUIPMENT MAINTENANCE	NON	2 YRS	N	CGOV 34090
370-35 EQUIPMENT - VEHICLES	FIN	2 YRS	N	CGOV 34090
370-36 VEHICLE HISTORY JACKETS	DPW	2 YRS	N	CGOV 34090
370-40 EQUIPMENT INVENTORY	FIN	2 YRS	N	CGOV 34090
370-50 EQUIPMENT DISPOSITION	FIN	DISPOSITION + 5 YRS	N	CGOV 34090/ADMIN DECISION
370-60 SURPLUS PROPERTY	FIN	AUDIT + 2 YRS	N	CGOV 34090/ADMIN DECISION
380 STATE CONTROLLER/ANNUAL REPRTS				
380-10 ADMINISTRATION	NON	2 YRS	N	CGOV 34090
380-12 FINANCIAL PRESENTATIONS	FIN	5 YRS	N	CGOV 34090/ADMIN DECISION
380-15 FINANCIAL PLAN - CAP	FIN	5 YRS	N	CGOV 34090/ADMIN DECISION
380-20 ANNUAL REPORTS, CITY	FIN	10 YRS	N	CGOV 34090; CGOV 40804; CGOV 40805
380-25 ANNUAL REPORTS, RDA/LOW MODERATE	FIN	10 YRS	N	CGOV 34090; CGOV 40804; CGOV 40805
380-30 ANNUAL REPORTS, CIVIC CENTER AUTH (CCA)	FIN	10 YRS	N	CGOV 34090; CGOV 40804; CGOV 40805
380-35 ANNUAL REPORTS, TOPFA	FIN	10 YRS	N	CGOV 34090; CGOV 40804; CGOV 40805
380-40 ANNUAL STREET REPORTS/GAS TAX	FIN	10 YRS	N	CGOV 34090; CGOV 40804; CGOV 40805
380-45 ANNUAL REPORTS, TRANSIT OPERATORS	FIN	WHILE CURRENT + 2 YRS	N	CGOV 34090/ADMIN DECISION

Res. No. 2015-009

CITY OF THOUSAND OAKS
FILING SYSTEM AND
RECORD RETENTION SCHEDULE

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380-50 STATE MANDATED COSTS (SB90)	FIN	5 YRS	N	CGOV 34090/ADMIN DECISION
380-55 STATE CONTROLLER, OPEN MEETING CLAIMS	FIN	5 YRS	N	CGOV 34090/ADMIN DECISION
380-60 SPECIAL DIST REPORTS/AUGMENTATION FUNDS	FIN	5 YRS	N	CGOV 34090/ADMIN DECISION
380-65 ANNUAL FINANCIAL REPORT/COSCA	FIN	10 YRS	N	CGOV 34090; CGOV 40804; CGOV 40805
380-70 GANN LIMITATION	FIN	5 YRS	N	CGOV 34090/ADMIN DECISION
380-75 COUNTY AUDITOR/ASSESSED VALUATION	FIN	5 YRS	N	CGOV 34090/ADMIN DECISION
380-80 ONE PERCENT TAX RATE LIMITATION REPORTS	FIN	5 YRS	N	CGOV 34090/ADMIN DECISION
380-90 SPECIAL REPORTS, MISCELLANEOUS	FIN	5 YRS	N	CGOV 34090/ADMIN DECISION
390 REVENUE & TAXATION				
390-10 ADMINISTRATION	FIN	2 YRS	N	CGOV 34090
390-15 BANKRUPTCIES AND FORECLOSURES (NON-CITY I	FIN	WHILE CURRENT + 2 YRS	N	CGOV 34090/ADMIN DECISION
390-20 ACCOUNTS RECEIVABLE	FIN	5 YRS	N	CGOV 34090/ADMIN DECISION
390-21 LANDSCAPE REVIEW ACCOUNTS RECEIVABLE	CDD	5 YRS	N	CGOV 34090/ADMIN DECISION
390-25 COLLECTIONS	FIN	7 YRS	N	CGOV 34090/ADMIN DECISION
390-40 PARKING/TRAFFIC CITATIONS	FIN	2 YRS	N	CGOV 34090
390-50 MISCELLANEOUS FINES/REVENUES	FIN	5 YRS	N	CGOV 34090/ADMIN DECISION
390-60 BUSINESS LICENSES	FIN	2YRS/IMGSYS(LF)=PERM	Y	CGOV 34090/ADMIN DECISION
390-70 SALES & USE TAX	FIN	5 YRS	N	CGOV 34090/ADMIN DECISION
390-80 PROPERTY TAX	FIN	5 YRS	N	CGOV 34090/ADMIN DECISION
390-90 INVESTMENT INTEREST ACCRUALS/APPORTNMNT	FIN	5 YRS	N	CGOV 34090/ADMIN DECISION
390-95 PROPOSITION 218	FIN	5 YRS	N	CGOV 34090/53753/ADMIN DECISION
400 REDEVELOPMENT				
400-10 ADMINISTRATION	HSG	2 YRS	N	CGOV 34090
400-20 NE GREENWICH VILLAGE PROJECT AREA	HSG	PERMANENT	N	CGOV 34090
400-30 THOUSAND OAKS BLVD PROJECT AREA-GENERAL	HSG	PERMANENT	N	CGOV 34090
400-31 TOB-COMMERCIAL NEW CONSTRUCTION/ENHANCE	HSG	WHILE CURRENT + 10 YRS	N	CGOV 34090/ADMIN DECISION
400-32 TOB-COMMERCIAL REHABILITATION/ENHANCEMENT	HSG	WHILE CURRENT + 10 YRS	N	CGOV 34090/ADMIN DECISION
400-33 TOB-COMPLIANCE	HSG	10 YRS	N	CGOV 34090/ADMIN DECISION
400-34 TOB-STUDIES	HSG	10 YRS	N	CGOV 34090/ADMIN DECISION
400-40 NEWBURY ROAD PROJECT AREA-GENERAL	HSG	PERMANENT	N	CGOV 34090
400-41 NBR-COMMERCIAL NEW CONSTRUCTION/ENHANCE	HSG	WHILE CURRENT + 10 YRS	N	CGOV 34090/ADMIN DECISION
400-42 NBR- COMMERCIAL REHABILITATION/ENHANCEMENT	HSG	WHILE CURRENT + 10 YRS	N	CGOV 34090/ADMIN DECISION
400-43 NBR-COMPLIANCE	HSG	10 YRS	N	CGOV 34090/ADMIN DECISION
400-44 NBR-STUDIES	HSG	10 YRS	N	CGOV 34090/ADMIN DECISION
400-45 ACADEMY REDEVELOPMENT PROJECT	HSG	PERMANENT	N	CGOV 34090
400-50 COMM/HOUSING REVITAL PROGRAM - GENERAL	HSG	PERMANENT	N	CGOV 34090
400-52 COMMERCIAL REHABILITATION LOANS	HSG	LOAN PAID + 5 YRS	N	24 CFR 85.42; 24 CFR 91.105H; 24 CFR 570.502B
400-53 COMMERCIAL REHABILITATION GRANTS	HSG	LOAN PAID + 5 YRS	N	24 CFR 85.42; 24 CFR 91.105H; 24 CFR 570.502B

CITY OF THOUSAND OAKS
FILING SYSTEM AND
RECORD RETENTION SCHEDULE

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400-60 MORTGAGE REVENUE BOND PROGRAM	HSG	CNCL,REDEM,MTRTY+10YRS	N	CIVPROC 336 A1&2,CIVPROC 337.5(2)
400-70 TAX ALLOCATION BONDS	HSG	CNCL,REDEM,MTRTY+10YRS	N	CIVPROC 336 A1&2,CIVPROC 337.5(2)
410 ENVIRONMENTAL REVIEW				
410-10 ADMINISTRATION	CDD	2 YRS	N	CGOV 34090
410-20 CEQA/EIR GUIDELINES	CDD	PERMANENT	N	CGOV 34090/ADMIN DECISION
410-30 CONSULTANTS	CDD	10 YRS	N	CIVPROC 336 A1&2,CIVPROC 337.5(2)/ADMIN
410-40 REPORTS/STUDIES	CDD	PERMANENT	N	CGOV 34090/ADMIN DECISION
420 LAND USE CONTROL				
420-05 PRE-APPLICATIONS (PA)	CDD	3 YRS	N	CGOV 34090/ADMIN DECISION
420-10 ADMINISTRATION	CDD	2 YRS	N	CGOV 34090
420-14 CONSULTANT ASSISTED PLAN CHECK PROGRAM	CDD	PERMANENT	N	CGOV 34090/ADMIN DECISION
420-15 LAND USE (LU)	CDD	PERMANENT	N	CGOV 34090, CH&S 19850
420-20 PARKING STUDIES	CDD	5 YRS	N	CGOV 34090/ADMIN DECISION
420-24 SIGNS-TEMP/WEEKEND SIGNS	DPW	5 YRS	N	CGOV 34090/ADMIN DECISION
420-25 SIGNS-DIRECTIONAL/BLDG/MONUMENT/ETC (S)	CDD	PERMANENT	N	CGOV 34090/ADMIN DECISION
420-27 OFF-SITE TEMPORARY SUBDIVISION SIGNS	CDD	5 YRS	N	CGOV 34090/ADMIN DECISION
420-30 LANDSCAPE GUIDELINES AND STANDARDS	CDD	PERMANENT	N	CGOV 34090/ADMIN DECISION
420-34 ADMINISTRATIVE APPROVALS (AA)	CDD	PERMANENT	N	CGOV 34090/ADMIN DECISION
420-35 OUTDOOR SMOKING PERMITS (ODSP)	CDD	PERMANENT	N	CGOV 34090, CH&S 19850
420-36 DESIGN REVIEW-EXIST COMM/IND PROJ (DRVW)	CDD	PERMANENT	N	CGOV 34090, CH&S 19850
420-37 ALTER EXISTING HOME (AEH)	CDD	PERMANENT	N	CGOV 34090, CH&S 19850
420-38 CERTIFICATES OF COMPLIANCE (CC)	CDD	PERMANENT	N	CGOV 34090
420-42 CONDITIONAL USE PERMITS (CUP)	CDD	PERMANENT	N	CGOV 34090, CH&S 19850
420-46 DEVELOPMENT PERMITS (DP)	CDD	PERMANENT	N	CGOV 34090, CH&S 19850
420-47 DEVELOPMENT PERMITS (PUBLIC WORKS)	DPW	PERMANENT	N	CGOV 34090/ADMIN DECISION
420-50 GRADING PERMITS (GP)	CDD	PERMANENT	N	CGOV 34090, CH&S 19850
420-51 GRADING PERMITS MISC (PUBLIC WORKS)	DPW	PERMANENT	N	CGOV 34090/ADMIN DECISION
420-52 GRADING PERMITS, CUSTOM LOTS	DPW	PERMANENT	N	CGOV 34090, CH&S 19850
420-54 HILLSIDE PLANNED DEV PERMITS (HPD)	CDD	PERMANENT	N	CGOV 34090, CH&S 19850
420-56 HOME OCCUPATION PERMITS (HOP)	CDD	PERMANENT	N	CGOV 34090/ADMIN DECISION
420-58 LAND DIV/ACREAGE REV (LD)	CDD	PERMANENT	N	CGOV 34090, CH&S 19850
420-59 LAND DIV/ACREAGE REV (PUBLIC WORKS)	DPW	PERMANENT	N	CGOV 34090/ADMIN DECISION
420-60 OAK TREE PERMITS (OTP)	CDD	PERMANENT	N	CGOV 34090/ADMIN DECISION
420-62 LOT LINE ADJUSTMENTS (LLA)	CDD	PERMANENT	N	CGOV 34090, CH&S 19850
420-63 LOT LINE ADJUSTMENTS (PUBLIC WORKS)	DPW	PERMANENT	N	CGOV 34090, CH&S 19850
420-64 LANDMARK TREE PERMITS (LTP)	CDD	PERMANENT	N	CGOV 34090/ADMIN DECISION
420-66 PLANNED DEVELOPMENTS (PD)	CDD	PERMANENT	N	CGOV 34090, CH&S 19850
420-67 PLANNED DEVELOPMENT (PUBLIC WORKS)	DPW	PERMANENT	N	CGOV 34090/ADMIN DECISION

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FILING SYSTEM AND
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420-70 PARCEL MAP WAIVERS (PMW)	CDD	PERMANENT	N	CGOV 34090, CH&S 19850
420-74 PRECISE PLAN OF DESIGN (PPD)	CDD	PERMANENT	N	CGOV 34090/ADMIN DECISION
420-75 ARCHITECTURAL DESIGN GUIDELINES	CDD	PERMANENT	N	CGOV 34090/ADMIN DECISION
420-78 RESIDENTIAL PLANNED DEV (RPD)	CDD	PERMANENT	N	CGOV 34090, CH&S 19850
420-79 RESIDENTIAL PLANNED DEV (PUBLIC WORKS)	DPW	PERMANENT	N	CGOV 34090, CH&S 19850
420-82 SPECIAL USE PERMITS (SUP)	CDD	PERMANENT	N	CGOV 34090, CH&S 19850
420-83 SPECIAL USE PERMITS (PUBLIC WORKS)	DPW	PERMANENT	N	CGOV 34090/ADMIN DECISION
420-86 TRAILER PARK DEVELOPMENTS (TPD)	CDD	PERMANENT	N	CGOV 34090, CH&S 19850
420-89 TRACTS (PUBLIC WORKS)	DPW	PERMANENT	N	CGOV 34090/ADMIN DECISION
420-90 TRACTS (T)	CDD	PERMANENT	N	CGOV 34090, CH&S 19850
420-91 REAL ESTATE COMMISSIONER	DPW	2 YRS	N	CGOV 34090
420-92 UNDERGROUND UTILITY WAIVERS (UUW)	CDD	PERMANENT	N	CGOV 34090/ADMIN DECISION
420-94 VARIANCES (VAR)	CDD	PERMANENT	N	CGOV 34090, CH&S 19850
421 INTERAGENCY REFERRALS LAND USE				
421-05 ADMINISTRATION	CDD	2 YRS	N	CGOV 34090
421-10 COUNTY OF LOS ANGELES	CDD	PERMANENT	N	CGOV 34090, CH&S 19850
421-20 COUNTY OF VENTURA (IRC)	CDD	PERMANENT	N	CGOV 34090, CH&S 19850
421-30 CITY OF AGOURA HILLS	CDD	PERMANENT	N	CGOV 34090, CH&S 19850
421-40 CITY OF CAMARILLO	CDD	PERMANENT	N	CGOV 34090, CH&S 19850
421-50 CITY OF MOORPARK	CDD	PERMANENT	N	CGOV 34090, CH&S 19850
421-60 CITY OF SIMI VALLEY	CDD	PERMANENT	N	CGOV 34090, CH&S 19850
421-70 CITY OF WESTLAKE VILLAGE	CDD	PERMANENT	N	CGOV 34090, CH&S 19850
421-80 CONEJO RECREATION & PARK DISTRICT	CDD	PERMANENT	N	CGOV 34090, CH&S 19850
421-90 CONEJO VALLEY UNIFIED SCHOOL DISTRICT	CDD	PERMANENT	N	CGOV 34090, CH&S 19850
421-95 OTHER AGENCIES	CDD	PERMANENT	N	CGOV 34090, CH&S 19850
425 MEAS A/RESIDENTIAL DEV CONTROL				
425-10 ADMINISTRATION	CDD	2 YRS	N	CGOV 34090
425-20 DEV ALLOTMENTS/ANNUAL AWARD	CDD	PERMANENT	N	CGOV 34090, CH&S 19850
425-25 DEVELOPMENT ALLOTMENTS/COMM BENEFIT POOL	CDD	PERMANENT	N	CGOV 34090/ADMIN DECISION
425-30 PROCEDURES	CDD	WHILE CURRENT + 10 YRS	N	CGOV 34090/ADMIN DECISION
425-40 ADVISORY GROUPS	CDD	2 YRS	N	CGOV 34090
430 HOUSING				
430-05 CORRESPONDENCE, GENERAL	HSG	2 YRS	N	CGOV 34090
430-10 ADMINISTRATION	HSG	10 YRS	N	CGOV 34090/ADMIN DECISION
430-11 POLICIES	HSG	WHILE CURRENT + 5 YRS	N	CGOV 34090/ADMIN DECISION
430-12 MARKETING	HSG	10 YRS	N	CGOV 34090/ADMIN DECISION
430-15 RELOCATIONS	HSG	10 YRS	N	CGOV 34090/ADMIN DECISION

Res. No. 2015-009

CITY OF THOUSAND OAKS
FILING SYSTEM AND
RECORD RETENTION SCHEDULE

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FILE NUMBER & CATEGORY DESCRIPTION	OFF	TOTAL RETENTION	CONF	CITATION
430-20 PRESERVATION	HSG	10 YRS	N	CGOV 34090/ADMIN DECISION
430-21 HOUSING REHAB PROGRAM ADMINISTRATION	HSG	10 YRS	N	CGOV 34090/ADMIN DECISION
430-22 HOUSING REHAB LOANS PROGRAM	HSG	LOAN PAID + 5 YRS	N	24 CFR 85.42; 24 CFR 91.105H; 24 CFR 570.502B
430-23 HOUSING REHAB GRANTS PROGRAM	HSG	LOAN PAID + 5 YRS	N	24 CFR 85.42; 24 CFR 91.105H; 24 CFR 570.502B
430-25 FUNDING PROGRAMS	HSG	5 YRS	N	24 CFR 85.42; 24 CFR 91.105H; 24 CFR 570.502B
430-26 HOUSING SERVICES PROGRAM	HSG	WHILE CURRENT + 10 YRS	N	CGOV 34090/ADMIN DECISION
430-28 OWNER OCCUPANCY EXEMPTION PROGRAM	HSG	WHILE CURRENT + 10 YRS	N	CGOV 34090/ADMIN DECISION
430-29 AFFORDABLE HOUSING PROPOSALS	HSG	5 YRS	N	24 CFR 85.42; 24 CFR 91.105H; 24 CFR 570.502B
430-30 AFFORDABLE HOUSING - GENERAL	HSG	5 YRS	N	24 CFR 85.42; 24 CFR 91.105H; 24 CFR 570.502B
430-31 LOW/MOD NEW CONSTRUCTION SINGLE FAMILY	HSG	WHILE CURRENT + 10 YRS	N	CGOV 34090/ADMIN DECISION
430-32 LOW/MOD ACQUISITION SINGLE FAMILY	HSG	WHILE CURRENT + 10 YRS	N	CGOV 34090/ADMIN DECISION
430-33 LOW/MOD CONSTRUCTION MULTI FAMILY	HSG	WHILE CURRENT + 10 YRS	N	CGOV 34090/ADMIN DECISION
430-34 LOW/MOD ACQUISITION MULTI FAMILY	HSG	WHILE CURRENT + 10 YRS	N	CGOV 34090/ADMIN DECISION
430-35 AFFORDABLE HOUSING PROJECTS	HSG	WHILE CURRENT + 10 YRS	N	CGOV 34090/ADMIN DECISION
430-36 LOW/MOD REHABILITATION SINGLE FAMILY	HSG	WHILE CURRENT + 10 YRS	N	CGOV 34090/ADMIN DECISION
430-37 LOW/MOD REHABILITATION MULTI FAMILY	HSG	WHILE CURRENT + 10 YRS	N	CGOV 34090/ADMIN DECISION
430-38 LOW/MOD REHABILITATION SPECIAL PROJECTS	HSG	WHILE CURRENT + 10 YRS	N	CGOV 34090/ADMIN DECISION
430-40 RENT STABILIZATION/CONTROL	HSG	WHILE CURRENT + 10 YRS	N	CGOV 34090/ADMIN DECISION
430-45 RENT ADJ COMMISSION/APPEALS	HSG	10 YRS	N	CGOV 34090/ADMIN DECISION
430-55 HOUSING ASSISTANCE PLAN	HSG	10 YRS	N	CGOV 34090/ADMIN DECISION
430-58 HOUSING OWNERSHIP ASSISTANCE PRGM - FTHB	HSG	LOAN PAID + 5 YRS	N	24 CFR 85.42; 24 CFR 91.105H; 24 CFR 570.502B
430-59 FTHB PROGRAM ADMINISTRATION	HSG	10 YRS	N	CGOV 34090/ADMIN DECISION
430-61 MORTGAGE CREDIT CERTIFICATE PROGRAM	HSG	LOAN PAID + 5 YRS	N	24 CFR 85.42; 24 CFR 91.105H; 24 CFR 570.502B
430-62 SINGLE FAMILY PURCHASE PROGRAM	HSG	LOAN PAID + 5 YRS	N	24 CFR 85.42; 24 CFR 91.105H; 24 CFR 570.502B
430-63 FORECLOSURE PROGRAM	HSG	WHILE CURRENT + 5 YRS	N	CGOV 34090/ADMIN DECISION
430-65 MORTGAGE REVENUE BOND PROGRAM	HSG	CNCL,REDEM,MTRTY+10YRS	N	CIVPROC 336 A1&2,CIVPROC 337.5(2)
430-70 HOUSING DENSITY BONUS	HSG	10 YRS	N	CGOV 34090/ADMIN DECISION
430-80 MANUFACTURED HOUSING	HSG	10 YRS	N	CGOV 34090/ADMIN DECISION
430-90 STUDIES	HSG	10 YRS	N	CGOV 34090/ADMIN DECISION
430-91 REPORTS	HSG	10 YRS	N	CGOV 34090/ADMIN DECISION
430-92 COMPLIANCE	HSG	10 YRS	N	CGOV 34090/ADMIN DECISION
440 PLANNING				
440-10 ADMINISTRATION	CDD	2 YRS	N	CGOV 34090
440-15 DEMOGRAPHIC AND LAND USE INFO	CDD	PERMANENT	N	CGOV 34090/ADMIN DECISION
440-20 GENERAL PLAN/ELEMENTS	CDD	PERMANENT	N	CGOV 34090/ADMIN DECISION
440-25 GEN'L PLAN AMENDMENT CASE FILE	CDD	PERMANENT	N	CGOV 34090/ADMIN DECISION
440-35 SPECIFIC PLANS (SP)	CDD	PERMANENT	N	CGOV 34090/ADMIN DECISION
440-40 PLANNING COMMISSION GENERAL INFORMATION	CDD	2 YRS	N	CGOV 34090
440-41 PLANNING COMMISSION AGENDA PACKETS	CDD	2 YRS/IMGSYS(LF)=HIST	N	CGOV 34090/ADMIN DECISION

CITY OF THOUSAND OAKS
FILING SYSTEM AND
RECORD RETENTION SCHEDULE

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440-42 PLANNING COMMISSION MINUTES/RESOLUTIONS	CCD	PERMANENT	N	CGOV 34090
440-43 PLANNING COMMISSION RULES & PROCEDURES	CDD	PERMANENT	N	CGOV 34090/ADMIN DECISION
440-44 PLANNING COMMISSION RECORDINGS (AUDIO ONLY)	CDD	10 YRS	N	CGOV 34090.7,CGOV 54953.5(B)/ADMIN DECISION
440-45 MASTER PLAN OF DEVELOPMENT	CDD	PERMANENT	N	CGOV 34090
440-50 MORATORIUMS	CDD	WHILE CURRENT + 10 YRS	N	CGOV 34090/ADMIN DECISION
440-55 THOUSAND OAKS FORESTRY MASTER PLAN	CDD	PERMANENT	N	CGOV 34090
440-60 POLICY/PROCEDURES/REGULATIONS	CDD	WHILE CURRENT + 10 YRS	N	CGOV 34090/ADMIN DECISION
440-70 SPECIAL STUDIES	CDD	15 YRS	N	CGOV 34090/ADMIN DECISION
440-80 ADVISORY GROUPS	CDD	2 YRS	N	CGOV 34090
440-81 GP REVIEW COMMITTEE	CDD	5 YRS	N	CGOV 34090
440-90 ADMINISTRATIVE HEARINGS-ADMIN	CDD	10 YRS	N	CGOV 34090/ADMIN DECISION
440-91 ADMINISTRATIVE HEARINGS-AGENDA/PKT/RCRDG	CDD	10 YRS	N	CGOV 34090/ADMIN DECISION
440-92 ADMINISTRATIVE HEARINGS-MINUTES	CCD	PERMANENT	N	CGOV 34090/ADMIN DECISION
450 BUILDING AND SAFETY				
450-10 ADMINISTRATION	CDD	2 YRS	N	CGOV 34090
450-15 POLICY/REGULATIONS	CDD	WHILE CURRENT + 2 YRS	N	CGOV 34090/ADMIN DECISION
450-25 FEES	CDD	WHILE CURRENT + 2 YRS	N	CGOV 34090/ADMIN DECISION
450-30 RESALE	CDD	2 YRS	N	CGOV 34090
450-40 CODE ENFORCEMENT	CDD	2 YRS	N	CGOV 34090
450-50 PLAN CHECK/COMMERCIAL	CDD	3 YRS	N	CGOV 34090/ADMIN DECISION
450-55 UNDER CONSTRUCTION/COMMERCIAL	CDD	COMPL/IMGSYS(LF)=PERM	N	CGOV 34090; CGOV 4003; CGOV 4004; CH&S 19850
450-60 PLAN CHECK/TRACTS	CDD	2 YRS	N	CGOV 34090
450-65 UNDER CONSTRUCTION/TRACTS	CDD	COMPL/IMGSYS(LF)=PERM	N	CGOV 34090; CGOV 4003; CGOV 4004; CH&S 19850
450-70 PLAN CHECK/CUSTOM HOMES	CDD	3 YRS	N	CGOV 34090/ADMIN DECISION
450-75 UNDER CONSTRUCTION/CUSTOM HOMES	CDD	COMPL/IMGSYS(LF)=PERM	N	CGOV 34090; CGOV 4003; CGOV 4004; CH&S 19850
450-77 PLAN CHECK/APARTMENTS	CDD	3 YRS	N	CGOV 34090/ADMIN DECISION
450-78 UNDER CONSTRUCTION/APARTMENTS	CDD	COMPL/IMGSYS(LF)=PERM	N	CGOV 34090; CGOV 4003; CGOV 4004; CH&S 19850
450-80 PLAN CHECK/SMALL PROJECTS	CDD	2 YRS	N	CGOV 34090
450-90 PERMITS	CDD	2YRS/IMG SYS (LF)=PERM	N	CGOV 34090/ADMIN DECISION
450-95 BUILDING PLANS	CDD	PERMANENT	N	CGOV 34090, CH&S 19850
460 ZONING				
460-10 ADMINISTRATION	CDD	2 YRS	N	29 CFR 1607.4
460-20 ZONING CHANGE (Z) CASE FILES	CDD	PERMANENT	N	CGOV 34090, CH&S 19850
460-40 SPECIAL STUDIES	CDD	10 YRS	N	CGOV 34090/ADMIN DECISION
460-50 POLICY/REGULATIONS	CDD	WHILE CURRENT + 10 YRS	N	CGOV 34090/ADMIN DECISION

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465 CODE COMPLIANCE/ENFORCEMENT				
465-10 ADMINISTRATION	CDD	2 YRS	N	CGOV 34090
465-20 INSPECTION REQUESTS	CDD	10 YRS	N	CGOV 34090/ADMIN DECISION
465-30 CODE VIOLATIONS	CDD	5 YRS	N	CGOV 34090/ADMIN DECISION
465-40 REPORTS	CDD	5 YRS	N	CGOV 34090/ADMIN DECISION
465-50 CONSTRUCTION ACTIVITIES	CDD	5 YRS	N	CGOV 34090/ADMIN DECISION
465-60 PERMITS	CDD	5 YRS	N	CGOV 34090/ADMIN DECISION
465-65 NOTICE TO APPEAL	CDD	10 YRS	N	CGOV 34090/ADMIN DECISION
465-70 STUDIES/SURVEYS	CDD	5 YRS	N	CGOV 34090/ADMIN DECISION
465-80 CERTIFICATES OF OCCUPANCY	CDD	PERMANENT	N	CGOV 34090/ADMIN DECISION
465-85 NEWSRACK ACTIVITIES	CDD	5 YRS	N	CGOV 34090/ADMIN DECISION
465-90 PUBLIC CONVENIENCE AND NECESSITY (LPCN)	CDD	PERMANENT	N	CGOV 34090/ADMIN DECISION
470 ECONOMIC DEVELOPMENT				
470-10 ADMINISTRATION	CMO	2 YRS	N	CGOV 34090
470-20 ADVISORY GROUPS	CMO	2 YRS	N	CGOV 34090
470-30 FOREIGN TRADE ZONES	CMO	5 YRS	N	CGOV 34090/ADMIN DECISION
470-40 MASTER PLAN	CMO	15 YRS	N	CGOV 34090/ADMIN DECISION
470-50 SHOPPING CENTERS	CMO	15 YRS	N	CGOV 34090/ADMIN DECISION
470-55 FINANCIAL/ECONOMIC ANALYSIS	CMO	PERMANENT	N	CGOV 34090/ADMIN DECISION
470-60 PROJECTS/ECONOMIC DEV REVIEW	CMO	10 YRS	N	CGOV 34090/ADMIN DECISION
470-65 TOURISM	CMO	2 YRS	N	CGOV 34090
470-70 EMPLOYMENT INFO/ANALYSIS	CMO	10 YRS	N	CGOV 34090/ADMIN DECISION
470-80 BUSINESS PROMOTION/RETENTION	CMO	10 YRS	N	CGOV 34090/ADMIN DECISION
470-90 NEW DEV CONTACTS/INQUIRIES	CMO	2 YRS	N	CGOV 34090
470-95 SPECIAL STUDIES	CMO	10 YRS	N	CGOV 34090/ADMIN DECISION
480 CDBG/HUD/SOC SERVICE ENDOWMENT FUND (SSEF)				
480-10 ADMINISTRATION	HSG	10 YRS	N	24CFR570.502(B)(3); 24CFR85.42; OMB CIR A-110, ATTACH C/ADMIN DEC
480-15 COMMERCIAL REVITALIZATION PROGRAM	HSG	WHILE CURRENT + 10 YRS	N	24CFR570.502(B)(3); 24CFR85.42; OMB CIR A-110, ATTACH C/ADMIN DEC
480-16 CAPITAL IMPROVEMENTS PROGRAM	HSG	WHILE CURRENT + 10 YRS	N	24CFR570.502(B)(3); 24CFR85.42; OMB CIR A-110, ATTACH C/ADMIN DEC
480-17 CAPITAL GRANTS	HSG	WHILE CURRENT + 10 YRS	N	24CFR570.502(B)(3); 24CFR85.42; OMB CIR A-110, ATTACH C/ADMIN DEC
480-20 DECLINED APPLICATIONS	HSG	10 YRS	N	24CFR570.502(B)(3); 24CFR85.42; OMB CIR A-110, ATTACH C/ADMIN DEC
480-25 HUD REPORTS	HSG	10 YRS	N	24CFR570.502(B)(3); 24CFR85.42; OMB CIR A-110, ATTACH C/ADMIN DEC
480-70 PUBLIC SERVICES GRANTS	HSG	WHILE CURRENT + 10 YRS	N	24CFR570.502(B)(3); 24CFR85.42; OMB CIR A-110, ATTACH C/ADMIN DEC
480-95 COMPLIANCE	HSG	10 YRS	N	24CFR570.502(B)(3); 24CFR85.42; OMB CIR A-110, ATTACH C/ADMIN DEC

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FILING SYSTEM AND
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481 COMM EVENT ENDWMNT FUND (CEEF)				
481-10 ADMINISTRATION/GENERAL	CAD	2 YRS	N	CGOV 34090
481-15 FUNDED APPLICATIONS/AGREEMENTS	CCD	TERM + 4 YRS	N	21 CFR 1403. 42; 24 CFR 85.42; 24; CFR 570.502B
481-20 DECLINED APPLICATIONS	CAD	2 YRS	N	CGOV 34090
482 COMMUNITY ENHANCEMENTS GRANT				
482-10 ADMINISTRATION/GENERAL	DPW	2 YRS	N	CGOV 34090
482-15 FUNDED APPLICATIONS/AGREEMENTS	CCD	TERM + 4 YRS	N	21 CFR 1403. 42; 24 CFR 85.42; 24 CFR 570.502B
482-20 DECLINED APPLICATIONS	DPW	2 YRS	N	CGOV 34090
483 SPORTS FAC ENDWMT FUND (SFEF)				
483-10 ADMINISTRATION/GENERAL	LIB	2 YRS	N	CGOV 34090
483-15 FUNDED APPLICATIONS	CCD	TERMINATION + 4	N	21 CFR 1403.42; 24 CFR 85.42
483-20 DECLINED APPLICATIONS	LIB	2 YRS	N	CGOV 34090
486 FEDERAL FUNDS (HOME)				
486-10 ADMINISTRATION	HSG	2 YRS	N	CGOV 34090
486-30 SERVICES	HSG	WHILE CURRENT + 10 YRS	N	CGOV 34090/ADMIN DECISION
486-40 PROGRAMS	HSG	WHILE CURRENT + 10 YRS	N	CGOV 34090/ADMIN DECISION
486-50 PROJECTS	HSG	WHILE CURRENT + 10 YRS	N	CGOV 34090/ADMIN DECISION
486-90 STUDY/REPORTS/PLANS	HSG	10 YRS	N	CGOV 34090/ADMIN DECISION
486-95 COMPLIANCE	HSG	10 YRS	N	CGOV 34090/ADMIN DECISION
487 STATE FUNDS				
487-10 ADMINISTRATION	HSG	2 YRS	N	CGOV 34090
487-30 SERVICES	HSG	WHILE CURRENT + 10 YRS	N	CGOV 34090/ADMIN DECISION
487-40 PROGRAMS	HSG	WHILE CURRENT + 10 YRS	N	CGOV 34090/ADMIN DECISION
487-50 PROJECTS	HSG	WHILE CURRENT + 10 YRS	N	CGOV 34090/ADMIN DECISION
487-90 STUDY/REPORTS/PLANS	HSG	10 YRS	N	CGOV 34090/ADMIN DECISION
487-95 COMPLIANCE	HSG	10 YRS	N	CGOV 34090/ADMIN DECISION
500 ANIMAL CONTROL				
500-10 ADMINISTRATION	CDD	5 YRS	N	CGOV 34090/ADMIN DECISION
500-20 CONTRACT SERVICES	CDD	TERMINATION + 5 YRS	N	CIVPROC 337, CGOV 34090
500-30 FEES	FIN	AUDIT + 2 YRS	N	CGOV 34090/ADMIN DECISION
500-40 REGULATIONS	CDD	WHILE CURRENT + 2 YRS	N	CGOV 34090/ADMIN DECISION
500-50 COMPLAINTS/INVESTIGATIONS	CAO	2 YRS	N	CGOV 34090
500-60 DISEASE PREVENTION	CDD	2 YRS	N	CGOV 34090
500-70 PERMITS	CDD	5 YRS	N	CGOV 34090/ADMIN DECISION
500-75 LICENSES	CDD	5 YRS	N	CGOV 34090/ADMIN DECISION

Res. No. 2015-009

CITY OF THOUSAND OAKS
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510 COUNTY SERVICES				
510-10 ADMINISTRATION	CMO	2 YRS	N	CGOV 34090
510-20 BOARD OF SUPERVISORS	CMO	2 YRS	N	CGOV 34090
510-30 DISTRICT ATTORNEY	CMO	10 YRS	N	CGOV 34090/ADMIN DECISION
510-40 GRAND JURY	CMO	10 YRS	N	CGOV 34090/ADMIN DECISION
510-50 CONTRACT SERVICES	CMO	TERMINATION + 10 YRS	N	CGOV 34090, CIVPROC 337 ET SEQ
510-60 STUDIES/REPORTS	CMO	10 YRS	N	CGOV 34090/ADMIN DECISION
515 EDUCATION				
515-10 ADMINISTRATION	CMO	2 YRS	N	CGOV 34090
515-20 SCHOOL DISTRICTS	CMO	2 YRS	N	CGOV 34090
515-21 CVUSD MISCELLANEOUS FUNDING REQUESTS	CMO	10 YRS	N	CGOV 34090/ADMIN DECISION
515-25 SCHOOL BOUNDARIES	CDD	WHILE CURRENT + 2 YRS	N	CGOV 34090/ADMIN DECISION
515-30 PRIVATE SCHOOLS	CMO	2 YRS	N	CGOV 34090
515-40 ADULT EDUCATION	CMO	2 YRS	N	CGOV 34090
515-50 COLLEGES	CMO	2 YRS	N	CGOV 34090
515-60 STUDIES/REPORTS	CMO	5 YRS	N	CGOV 34090/ADMIN DECISION
515-70 FUNDING ASSIST (TOPASS/TOEFEF)	CAO	5 YRS	N	CGOV 34090/ADMIN DECISION
515-80 COMMITTEES	CMO	2 YRS	N	CGOV 34090
520 EMERGENCY SERVICES				
520-10 ADMINISTRATION	DPW	2 YRS	N	CGOV 34090
520-20 COMMUNICATIONS (911)	DPW	5 YRS	N	CGOV 34090/ADMIN DECISION
520-25 DISASTER EVENTS	DPW	5 YRS	N	CGOV 34090/ADMIN DECISION
520-30 DISASTER PLANS	DPW	AUDIT + 2 YRS	N	CGOV 34090/ADMIN DECISION
520-40 DISASTER ASSIST PROG (RELIEF)	DPW	AUDIT + 2 YRS	N	CGOV 34090/ADMIN DECISION
520-50 NATURAL DISASTERS/PLANNING	DPW	WHILE CURRENT + 2 YRS	N	CGOV 34090/ADMIN DECISION
520-60 CIVIL DEFENSE	DPW	2 YRS	N	CGOV 34090
520-70 MUTUAL AID - INTER-AGENCY	DPW	WHILE CURRENT + 2 YRS	N	CGOV 34090/ADMIN DECISION
520-80 GEOLOGICAL HAZARDS	CDD	PERMANENT	N	CGOV 34090
520-90 HAZARDOUS WASTE	DPW	PERMANENT	N	CGOV 34090
530 ENVIRONMENTAL PROTECTION				
530-10 ADMINISTRATION	NON	2 YRS	N	CGOV 34090
530-15 TREES, GENERAL	CDD	2 YRS	N	CGOV 34090
530-20 HAZARDOUS MATERIALS	DPW	15 YRS	N	CGOV 34090/ADMIN DECISION
530-25 POLLUTANT DISCHARGE ELIMINATION SYSTEM	DPW	3 YRS	N	CGOV 34090
530-30 COASTAL PROTECTION	CDD	2 YRS	N	CGOV 34090
530-31 WETLANDS/FLOOD PLAINS	CDD	PERMANENT	N	CGOV 34090
530-35 NOISE POLLUTION/ABATEMENT	CDD	2 YRS	N	CGOV 34090

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530-40 OPEN SPACE	CDD	PERMANENT	N	CGOV 34090
530-45 AGRICULTURAL PRESERVES (AP)	CDD	PERMANENT	N	CGOV 34090
530-50 ENERGY CONSERVATION	CDD	2 YRS	N	CGOV 34090
530-60 AIR QUALITY	CDD	10 YRS	N	CGOV 34090/ADMIN DECISION
530-70 CITY BEAUTIFICATION	CDD	10 YRS	N	CGOV 34090/ADMIN DECISION
530-75 GRAFFITI	DPW	10 YRS	N	CGOV 34090/ADMIN DECISION
530-80 RIDGELINE PROTECTION	CDD	PERMANENT	N	CGOV 34090
530-90 ADVISORY GROUPS	CDD	2 YRS	N	CGOV 34090
531 COSCA				
531-10 ADMINISTRATION	CDD	2 YRS	N	CGOV 34090
531-12 POLICIES & GUIDELINES	CDD	WHILE CURRENT + 5 YRS	N	CGOV 34090/ADMIN DECISION
531-15 COSCA BOARD MEETING HISTORICAL REPORTS	CDD	PERMANENT	N	CGOV 34090
531-20 MINUTES AND RESOLUTIONS	CCD	PERMANENT	N	CGOV 34090
531-30 BUDGET & WORK PROGRAMS	CDD	PERMANENT	N	CGOV 34090/ADMIN DECISION
531-35 DEVELOPMENT APPLICATION CONDITIONS	CDD	PERMANENT	N	CGOV 34090/ADMIN DECISION
531-40 REAL PROPERTY & EASEMENTS	CDD	PERMANENT	N	CGOV 34090
531-50 OPEN SPACE UNITS/MANAGEMENT PLANS	CDD	PERMANENT	N	CGOV 34090/ADMIN DECISION
531-55 MANAGEMENT PLANS	CDD	10 YRS	N	CGOV 34090/ADMIN DECISION
531-60 TRAILS	CDD	PERMANENT	N	CGOV 34090
531-65 ENCROACHMENTS	CDD	PERMANENT	N	CGOV 34090
531-70 AGREEMENTS/CONTRACTS	CDD	TERMINATION + 10 YRS	N	CGOV 34090, CIVPROC 337 ET SEQ
531-75 EQUESTRIAN CENTERS	CDD	10 YRS	N	CGOV 34090/ADMIN DECISION
531-80 COMMITTEES	CDD	PERMANENT	N	CGOV 34090/ADMIN DECISION
531-85 NATURAL RESOURCES INFORMATION	CDD	PERMANENT	N	CGOV 34090/ADMIN DECISION
531-90 PUBLIC INFORMATION	CDD	WHILE CURRENT + 10 YRS	N	CGOV 34090/ADMIN DECISION
540 FIRE PROTECTION				
540-10 ADMINISTRATION	CMO	2 YRS	N	CGOV 34090
540-20 HYDRANTS	DPW	PERMANENT	N	CGOV 34090/ADMIN DECISION
540-21 FIRE HYDRANTS INSTALL/REPAIR (DAILIES)	DPW	2 YRS	N	CGOV 34090
540-25 FIRE SUPPRESSION SYSTEM (HALON)	CCD	WHILE CURRENT + 2 YRS	N	CGOV 34090/ADMIN DECISION
540-30 INSPECTIONS/RPT/INVESTIGATION	CDD	3 YRS	N	CGOV 34090
540-70 MASTER PLANS	CDD	WHILE CURRENT + 2 YRS	N	CGOV 34090/ADMIN DECISION
540-80 REGULATIONS	CDD	WHILE CURRENT + 2 YRS	N	CGOV 34090/ADMIN DECISION
550 FLOOD CONTROL				
550-10 ADMINISTRATION	DPW	5 YRS	N	CGOV 34090/ADMIN DECISION
550-15 FEES/POLICY	FIN	WHILE CURRENT + 2 YRS	N	CGOV 34090/ADMIN DECISION
550-20 NATL FLOOD INSURANCE PROGRAM	DPW	WHILE CURRENT + 2 YRS	N	CGOV 34090/ADMIN DECISION

Res. No. 2015-009

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550-30 DAMS/LAKES/DEBRIS BASINS	DPW	PERMANENT	N	CGOV 34090, CH&S 19850
550-40 DRAINAGE FACILITIES	DPW	PERMANENT	N	CGOV 34090, CH&S 19850
550-45 MASTER PLAN(S)	DPW	PERMANENT	N	CGOV 34090, CH&S 19850
550-50 CREEKS	DPW	PERMANENT	N	CGOV 34090, CH&S 19850
550-55 FLOOD ZONES	DPW	PERMANENT	N	CGOV 34090, CH&S 19850
550-60 FLOOD CONTROL DISTRICT	DPW	WHILE CURRENT + 2 YRS	N	CGOV 34090/ADMIN DECISION
550-65 ADVISORY GROUPS	DPW	2 YRS	N	CGOV 34090
550-70 REGULATIONS	DPW	WHILE CURRENT + 2 YRS	N	CGOV 34090/ADMIN DECISION
550-80 STUDIES	DPW	20 YRS	N	CGOV 34090/ADMIN DECISION
550-85 CALLEGUAS CREEK	DPW	PERMANENT	N	CGOV 34090, CH&S 19850
560 HEALTH SERVICES				
560-10 ADMINISTRATION	CMO	2 YRS	N	CGOV 34090
560-30 MOSQUITO ABATEMENT	DPW	5 YRS	N	CGOV 34090/ADMIN DECISION
560-40 PARAMEDIC/AMBULANCE SERVICES	CMO	5 YRS	N	CGOV 34090/ADMIN DECISION
560-50 VECTOR CONTROL (RATS)	CDD	5 YRS	N	CGOV 34090/ADMIN DECISION
560-60 HOSPICES	CMO	5 YRS	N	CGOV 34090/ADMIN DECISION
560-70 HOSPITALS	CMO	5 YRS	N	CGOV 34090/ADMIN DECISION
560-80 COMMUNITY CARE FACILITIES	CMO	5 YRS	N	CGOV 34090/ADMIN DECISION
570 PARKING CONTROL/PUBLIC PROP				
570-10 ADMINISTRATION	DPW	2 YRS	N	CGOV 34090
570-15 PARKING PERMITS, RESIDENTIAL	DPW	10 YRS	N	CGOV 34090/ADMIN DECISION
570-20 ENFORCEMENT	DPW	5 YRS	N	CGOV 34090/ADMIN DECISION
570-25 PARKING LOTS/PUBLIC STORAGE	CDD	2 YRS	N	CGOV 34090
570-30 SIGNS	CDD	2 YRS	N	CGOV 34090
570-40 PARK & RIDE FACILITIES	DPW	PERMANENT	N	CGOV 34090/ADMIN DECISION
570-50 REGULATIONS/REQUIREMENTS	CAO	2 YRS	N	CGOV 34090
570-60 STUDIES/PUBLIC STREETS	DPW	10 YRS	N	CGOV 34090/ADMIN DECISION
570-70 HANDICAPPED (HPP)	CDD	PERMANENT	N	CGOV 34090/ADMIN DECISION
580 POLICE SERVICES				
580-10 ADMINISTRATION	CMO	2 YRS	N	CGOV 34090
580-15 APPEALS	CMO	WHILE CURRENT + 2 YRS	N	CGOV 34090/ADMIN DECISION
580-20 SPECIAL PROGRAMS	CMO	WHILE CURRENT + 2 YRS	N	CGOV 34090/ADMIN DECISION
580-30 CRIMINAL JUSTICE	CMO	5 YRS	N	CGOV 34090/ADMIN DECISION
580-40 SPECIAL EVENT PERMITS/LICENSES	CDD	3 YRS	N	CGOV 34090/ADMIN DECISION
580-45 SPECIAL PROCESSION PERMITS	CDD	2 YRS	N	CGOV 34090
580-50 TRAFFIC ACCIDENTS/COLLISION REPORTS	DPW	5 YRS	N	CGOV 34090/ADMIN DECISION
580-55 REPORTS/STATISTICS	CMO	10 YRS	N	CGOV 34090/ADMIN DECISION

CITY OF THOUSAND OAKS
FILING SYSTEM AND
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FILE NUMBER & CATEGORY DESCRIPTION	OFF	TOTAL RETENTION	CONF	CITATION
580-60 CONTRACT SERVICES	CMO	TERMINATION + 10 YRS	N	CGOV 34090, CIVPROC 337 ET SEQ
580-70 STUDIES	CMO	10 YRS	N	CGOV 34090/ADMIN DECISION
585 PUBLIC WELFARE				
585-10 ADMINISTRATION	CMO	2 YRS	N	CGOV 34090
585-15 CHILD CARE SERVICES	LIB	5 YRS	N	CGOV 34090/ADMIN DECISION
585-20 DRUG & ALCOHOL ABUSE	CMO	2 YRS	N	CGOV 34090
585-21 CONEJO SUBSTANCE ABUSE PREV AUTH/MINUTES	CCD	PERMANENT	N	CGOV 34090/ADMIN DECISION
585-25 STATE HEALTH SERVICES/WATER/WASTEWATER	DPW	20 YRS	N	CGOV 34090/ADMIN DECISION
585-30 OBSCENITY/PORNOGRAPHY	CAO	2 YRS	N	CGOV 34090
585-40 DISABLED SERVICES	CDD	2 YRS	N	CGOV 34090
585-45 TITLE 24 CAC	CDD	2 YRS	N	CGOV 34090
585-46 AMERICANS WITH DISABILITIES ACT	DPW	2 YRS	N	CGOV 34090
585-50 SOCIAL SERVICES	CMO	5 YRS	N	21 CFR 1403.42; 24 CFR 85.42; 234 CFR 91.105
585-60 GAMES OF CHANCE/GAMBLING	CAO	2 YRS	N	CGOV 34090
585-80 NUISANCE ABATEMENT	CDD	2 YRS	N	CGOV 34090
585-90 ADVISORY GROUPS	CMO	2 YRS	N	CGOV 34090
585-95 GANGS	CMO	2 YRS	N	CGOV 34090
590 TRAFFIC CONTROL				
590-10 ADMINISTRATION	DPW	5 YRS	N	CGOV 34090/ADMIN DECISION
590-25 CONTROLLED ACCESS	DPW	5 YRS	N	CGOV 34090/ADMIN DECISION
590-30 SPECIAL STUDIES/SURVEYS	DPW	5 YRS	N	CGOV 34090/ADMIN DECISION
590-35 FILMING PERMIT FEES	DPW	AUDIT + 2 YRS	N	CGOV 34090/ADMIN DECISION
590-40 ENFORCEMENT	DPW	5 YRS	N	CGOV 34090/ADMIN DECISION
590-50 TRAFFIC CONTROL SIGNS	DPW	5 YRS	N	CGOV 34090/ADMIN DECISION
590-55 INVENTORIES	DPW	5 YRS	N	CGOV 34090/ADMIN DECISION
590-60 REGULATIONS/SPEED LIMITS	DPW	5 YRS	N	CGOV 34090/ADMIN DECISION
590-65 DRIVER EDUCATION/SAFETY	DPW	5 YRS	N	CGOV 34090/ADMIN DECISION
590-70 PEDESTRIAN SAFETY	DPW	5 YRS	N	CGOV 34090/ADMIN DECISION
590-80 BICYCLE LANES/SAFETY	DPW	5 YRS	N	CGOV 34090/ADMIN DECISION
590-90 STATISTICS	DPW	PERMANENT/ARCHIVES	N	CGOV 34090
593 YOUTH SERVICES				
593-10 ADMINISTRATION	LIB	2 YRS	N	CGOV 34090
593-20 SPECIAL PROGRAMS / EVENTS	LIB	2 YRS	N	CGOV 34090
593-30 YOUTH IMPLEMENTATION PLAN	LIB	WHILE CURRENT + 5 YRS	N	CGOV 34090/ADMIN DECISION

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595 SENIOR CITIZENS				
595-10 ADMINISTRATION	LIB	2 YRS	N	CGOV 34090
595-30 SENIOR ADULT MASTER PLAN	LIB	WHILE CURRENT + 5 YRS	N	CGOV 34090/ADMIN DECISION
595-40 HEALTH/NUTRITION	LIB	TERMINATION + 10 YRS	N	CGOV34090;21CFR1403.36(i)(11)/1403.42(b);24CFR85.42/91.105(h)/570.502(b);29CFR97.42
595-50 SPECIAL PROGRAMS AND EVENTS	LIB	2 YRS	N	CGOV 34090
595-60 HOMES	LIB	2 YRS	N	CGOV 34090
600 AGREEMENTS/CONTRACTS				
600-10 ADMINISTRATION	CCD	2 YRS	N	CGOV 34090
600-20 LEASES	CCD	WHILE CURRENT + 5 YRS	N	CIVPROC 337; CIVPROC 343
600-30 AGREEMENTS/CONTRACTS (INFRASTRUCTURE)	CCD	TERMINATION + 10 YRS	N	CGOV 34090, CIVPROC 337 ET SEQ
600-35 AGREEMENTS/CONTRACTS(NON-INFRASTRUCTURE)	CCD	TERMINATION + 10 YRS	N	CGOV 34090, CIVPROC 337 ET SEQ
600-40 SUBDIVISION IMPROVEMENTS	CCD	WHILE CURRENT + 10 YRS	N	CIVPROC 337, CGOV 34090
600-50 REDEVELOPMENT AGENCY	CCD	PERMANENT	N	CGOV 34090/ADMIN DECISION
600-60 JOINT POWERS	CCD	PERMANENT	N	CGOV 34090/ADMIN DECISION
600-70 DEVELOPMENT AGREEMENTS	CCD	WHILE CURRENT + 5 YRS	N	CIVPROC 337,343
600-80 FRANCHISE AGREEMENTS	CCD	PERMANENT	N	CGOV 65864; CGOV 65869.5; CGOV 34090; CCP 337.2; CCP 343; CAC 16023
610 CITY COUNCIL / RDA MEETINGS				
610-10 ADMINISTRATION	CCD	2 YRS	N	CGOV 34090
610-20 POLICY & PROCEDURES	CCD	PERMANENT	N	CGOV 34090
610-30 PUBLIC HRG/SPCL MTG TENTATIVE SCHEDULES	CCD	PERMANENT	N	CGOV 34090
610-35 MEETING NOTICES/SPECIAL/ADJOURNED	CCD	10 YRS	N	CGOV 34090/ADMIN DECISION
610-40 AGENDAS	CCD	2YRS/IMG SYS (LF)=PERM	N	CGOV 34090/ADMIN DECISION
610-50 ACTION REPORTS	CCD	10 YRS	N	CGOV 34090/ADMIN DECISION
610-60 MINUTES	CCD	PERMANENT	N	CGOV 34090
610-70 MEETING PACKETS	CCD	2YRS/IMG SYS (LF)=PERM	N	CGOV 34090/ADMIN DECISION
610-80 ORDINANCES, RESOLUTIONS	CCD	PERMANENT	N	CGOV 34090
610-90 MEETING RECORDINGS (AUDIO ONLY)	CCD	10 YRS	N	Cog 34090.7,CGov 54953.5(B)/ADMIN DECISION Dec
610-95 STUDIES	CCD	5 YRS	N	CGOV 34090/ADMIN DECISION
620 INCORPORATION				
620-10 ARTICLES OF INCORP/HISTORIC	CCD	PERMANENT	N	CGOV 34090
620-20 ANNEXATIONS/REORGANIZATIONS (ANX)	CCD	PERMANENT	N	CGOV 34090,40801
620-30 BOUNDARY MODIFICATIONS	CCD	PERMANENT	N	CGOV 34090,40801
620-40 LOCAL AGENCY FORMATION COMMISSION	CCD	PERMANENT	N	CGOV 34090,40801
620-50 DETACHMENTS/DE-ANNEXATIONS	CCD	PERMANENT	N	CGOV 34090,40801
620-60 SPHERE OF INFLUENCE	CDD	PERMANENT	N	CGOV 34090/ADMIN DECISION

Res. No. 2015-009

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630 ELECTIONS				
630-10 ADMINISTRATION	CCD	5 YRS	N	CGOV 34090/ADMIN DECISION
630-20 GENERAL/MUNICIPAL ELECTIONS	CCD	10 YRS	N	CEC 20442; CEC 17100/ADMIN DECISION
630-30 SPECIAL/MUNICIPAL ELECTIONS	CCD	10 YRS	N	CEC 20442; CEC 17100/ADMIN DECISION
630-60 VOTER OUTREACH	CCD	5 YRS	N	CGOV 34090/ADMIN DECISION
630-70 REGULATIONS/PROCEDURES	CCD	WHILE CURRENT + 10 YRS	N	CGOV 34090/ADMIN DECISION
631 INITIATIVE / RECALL / REFERENDUM / MEASURE				
631-10 ADMINISTRATION	CCD	5 YRS	N	CGOV 34090/ADMIN DECISION
631-20 RECALL	CCD	PERMANENT	N	CGOV 34090/ADMIN DECISION
631-21 RECALL PETITIONS	CCD	8 MONTHS	Y	CEC 17200
631-30 INITIATIVES/MEASURES	CCD	PERMANENT	N	CGOV 34090/ADMIN DECISION
631-31 INITIATIVE PETITIONS	CCD	8 MONTHS	Y	CEC 17400
631-40 REFERENDUMS	CCD	PERMANENT	Y	CGOV 34090/ADMIN DECISION
635 FAIR POLITICAL PRACTICES CMSN				
635-10 ADMINISTRATION	CCD	5 YRS	N	CGOV 34090/ADMIN DECISION
635-15 BULLETINS	CCD	2 YRS	N	CGOV 34090
635-20 FORMS/MANUALS	CCD	WHILE CURRENT	N	CGOV 34090; CGOV 40801
635-25 INVESTIGATIONS	CCD	5 YRS	N	CGOV 34090/ADMIN DECISION
635-30 LEGISLATION/REGULATIONS	CCD	5 YRS	N	CGOV 34090/ADMIN DECISION
635-35 CAMPAIGN STMT-OFFICEHOLDERS/SUCCESS CAND	CCD	PERMANENT	N	CGOV 81009(B)
635-40 CAMPAIGN STMT-UNSUCCESSFUL CANDIDATES	CCD	5 YRS	N	CGOV 34090; CGOV 81009(B)
635-45 CAMPAIGN STMT-UNCONTROLLED COMMITTEES	CCD	7 YRS	N	CGOV 81009(E)(F)
635-47 CAMPAIGN STMT-COPIES ONLY (VARIOUS)	CCD	4 YRS	N	CGOV 81009(F)
635-50 STMT ECON INTEREST (FORM 700)	CCD	7 YRS	N	CGOV 81009(E)(F)
635-57 REPORT OF LOBBYIST EMPLOYER (FORM 635)	CCD	7 YRS	N	CGOV 34090; CGOV 81009(E)
635-58 PUBLIC OFFICIAL APPT (FORM 806)	CCD	WHILE CURRENT + 2 YRS	N	CGOV 34090
635-60 CONFLICT OF INTEREST CODE/LOCAL	CCD	WHILE CURRENT + 2 YRS	N	CGOV 34090/ADMIN DECISION
640 FRANCHISES				
640-10 TRASH/GARBAGE SERVICES	DPW	10 YRS	N	CGOV 34090; CIVPROC 337; CIVPROC 343
640-30 WATER SERVICES	FIN	10 YRS	N	CGOV 34090; CIVPROC 337; CIVPROC 343
640-40 SOUTHERN CALIFORNIA EDISON	FIN	10 YRS	N	CGOV 34090; CIVPROC 337; CIVPROC 343
640-50 SOUTHERN CALIFORNIA GAS	FIN	10 YRS	N	CGOV 34090; CIVPROC 337; CIVPROC 343
640-70 SHELL OIL CO.	FIN	10 YRS	N	CGOV 34090/ADMIN DECISION
640-80 OTHER	FIN	10 YRS	N	CGOV 34090/ADMIN DECISION

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641 CABLE TV FRANCHISE				
641-05 ADMINISTRATION/CORRESPONDENCE	CMO	2 YRS	N	CGOV 34090
641-15 CONSULTANTS	CMO	10 YRS	N	CGOV 34090; CIVPROC 337; CIVPROC 343
641-20 FRANCHISE/FRANCHISE RENEWAL PROCESS	CMO	10 YRS	N	CGOV 34090; CIVPROC 337; CIVPROC 343
641-25 GUIDELINES & STANDARDS	CMO	10 YRS	N	CGOV 34090; CIVPROC 337; CIVPROC 343
641-30 LEGAL	CMO	10 YRS	N	CGOV 34090; CIVPROC 337; CIVPROC 343
641-35 ORGANIZATIONS	CMO	10 YRS	N	CGOV 34090; CIVPROC 337; CIVPROC 343
641-40 EDUCATION/PUBLIC ACCESS CABLEVISION	CMO	10 YRS	N	CGOV 34090; CIVPROC 337; CIVPROC 343
641-55 CHARTER COMMUNICATIONS (FALCON/CENTURY)	CMO	10 YRS	N	CGOV 34090; CIVPROC 337; CIVPROC 343
641-60 ADELPHIA CABLEVISION (FORMERLY TCI)	CMO	10 YRS	N	CGOV 34090; CIVPROC 337; CIVPROC 343
641-62 VERIZON CABLE COMPANY (FORMERLY GTE)	CMO	10 YRS	N	CGOV 34090; CIVPROC 337; CIVPROC 343
641-64 TIME WARNER CABLE (FORMERLY ADELPHIA)	CMO	10 YRS	N	CGOV 34090/ADMIN DECISION
641-70 I-NET INTERNET SYSTEMS	CMO	10 YRS	N	CGOV 34090/ADMIN DECISION
650 LEGAL OPERATIONS				
650-10 ADMINISTRATION (CITY ATTORNEY)	CAO	2 YRS	N	CGOV 34090
650-25 SUBPOENAS (TO CITY)	NON	5 YRS	N	CGOV 34090/ADMIN DECISION
650-30 LEGAL OPINIONS	CAO	PERMANENT	Y	CGOV 34090/ADMIN DECISION
650-40 LITIGATION FILES	CAO	SETTLEMENT + 7 YRS	Y	42 USC S1983; CCP 337; CGOV 945.634090
650-50 LEGAL PROCEDURES	CAO	WHILE CURRENT + 2 YRS	N	CGOV 34090/ADMIN DECISION
650-70 OATHS OF OFFICE/PUBLIC OFFICIALS	CCD	PERMANENT	N	CGOV 34090/ADMIN DECISION
650-71 OATHS OF OFFICE/CITY EMPLOYEES	HRD	7 YRS	N	CGOV 34090/ADMIN DECISION
650-80 AFFIDAVITS OF PUBLIC/LGL NOTICE	CCD	7 YRS	N	CGOV 34090; CGOV 40801/ADMIN DEC
650-90 LEGAL REFERENCE	CAO	2 YRS	N	CGOV 34090
660 LEGISLATION				
660-10 ORDINANCE/AMENDMENTS/INDEX	CCD	WHILE CURRENT	N	CGOV 34090; CGOV 40801
660-15 RESOLUTIONS/INDEX	CCD	WHILE CURRENT	N	CGOV 34090; CGOV 40801
660-20 MUNICIPAL CODE ADMINISTRATION	CCD	2 YRS	N	CGOV 34090
660-21 MUNICIPAL CODE AMEND CASE FILES (MCA)	NON	PERMANENT	N	CGOV 34090
660-22 MUNICIPAL CODE BOOK	CCD	PERMANENT	N	CGOV 34090/ADMIN DECISION
660-30 COUNTY	CMO	2 YRS	N	CGOV 34090
660-40 STATE	CMO	2 YRS	N	CGOV 34090
660-50 FEDERAL	CMO	2 YRS	N	CGOV 34090
660-60 WORK PROGRAM	CMO	2 YRS	N	CGOV 34090
660-70 LOBBYIST REGISTRATION STATEMENTS	CCD	7 YRS	N	CGOV 34090; CGOV 81009(E)
670 REAL PROPERTY				
670-10 ADMINISTRATION	CMO	2 YRS	N	CGOV 34090
670-20 ACQUISITIONS	CCD	PERMANENT	N	CGOV 34090

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670-25 LIEN RELEASES	FIN	PERMANENT	N	CGOV 34090
670-26 LIEN ATTACHMENTS	FIN	PERMANENT	N	CGOV 34090
670-30 APPRAISALS & NEGOTIATIONS	CAO	WHILE CURRENT + 10 YRS	Y	CGOV 34090/ADMIN DECISION
670-40 CONDEMNATIONS	CAO	PERMANENT	N	CGOV 34090
670-50 DEEDS, EASEMENTS, QUIT CLAIMS	CCD	PERMANENT	N	CGOV 34090; CGOV 40801
670-51 SPECIAL DOCUMENTS	CCD	PERMANENT	N	CGOV 34090; CGOV 40801
670-60 CITY-OWNED PROPERTY-INVENTORY	FIN	5 YRS	N	CGOV 34090/ADMIN DECISION
670-70 RECORDED DOCUMENTS (SPECIAL)	CCD	PERMANENT	N	CGOV 34090
670-80 SURPLUS PROPERTY/PROGRAMS	CMO	10 YRS	N	CGOV 34090/ADMIN DECISION
675 OVERSIGHT BOARD TO RDA SUCCESSOR				
675-10 ADMINISTRATION	CDD	10 YRS	N	CGOV 34090/ADMIN DECISION
675-20 AGENDA PACKET	CDD	2 YRS/IMGSYS(LF)=HIST	N	CGOV 34090/ADMIN DECISION
675-30 MINUTES	CCD	PERMANENT	N	CGOV 34090
680 RDA SUCCESSOR ENFRCBL OBLGTN				
680-10 ADMINISTRATION	CDD	10 YRS	N	CGOV 34090/ADMIN DECISION
680-20 T O BLVD PROJECT AREA PROJECTS	CDD	WHILE CURRENT + 10 YRS	N	CGOV 34090/ADMIN DECISION
680-30 HOUSING PROJECT/PROGRAMS	CDD	WHILE CURRENT + 10 YRS	N	CGOV 34090/ADMIN DECISION
680-50 NEWBURY ROAD PROJECT AREA PROJECTS	CDD	WHILE CURRENT + 10 YRS	N	CGOV 34090/ADMIN DECISION
680-60 HOUSING TAX ALLOCATION BOND	CDD	CNCL,REDEM,MTRTY+10YRS	N	CIVPROC 336 A1&2; CIVPROC 337.5(2)
680-70 TAX ALLOCATION BOND	CDD	CNCL,REDEM,MTRTY+10YRS	N	CIVPROC 336 A1&2; CIVPROC 337.5(2)
680-90 COMPLIANCE	CDD	WHILE CURRENT + 10 YRS	N	CGOV 34090/ADMIN DECISION
685 HOUSING ASSETS FROM FORMER RDA				
685-10 ADMINISTRATION	CDD	10 YRS	N	CGOV 34090/ADMIN DECISION
685-20 HOUSING REHABILITATION LOAN PROGRAM	CDD	LOAN PAID + 5 YRS	N	24 CFR 85.42; 24 CFR 91.105H; 24 CFR 570.502B
685-30 RENTAL PROJECTS	CDD	WHILE CURRENT + 10 YRS	N	CGOV 34090/ADMIN DECISION
685-50 FOR SALE LOAN PROGRAM	CDD	LOAN PAID + 5 YRS	N	24 CFR 85.42; 24 CFR 91.105H; 24 CFR 570.502B
685-60 RESALE OWNERSHIP PROGRAM	CDD	WHILE CURRENT + 10 YRS	N	CGOV 34090/ADMIN DECISION
685-90 COMPLIANCE	CDD	WHILE CURRENT + 10 YRS	N	CGOV 34090/ADMIN DECISION
700 PERSONNEL ADMINISTRATION				
700-10 ADMINISTRATION	HRD	5 YRS	N	CGOV 34090
700-15 RECLASSIFICATIONS	HRD	10 YRS	Y	CGOV 34090/ADMIN DECISION
700-20 SALARIES (CLASSIFICATION/COMPENSATION)	HRD	PERMANENT	N	CGOV 34090/ADMIN DECISION
700-25 CLASSIFICATION APPEALS/AUDITS	HRD	5 YRS	N	CGOV 34090
700-30 JOB DESCRIPTION	HRD	5 YRS	N	CGOV 34090
700-40 PERSONNEL POLICIES PROCEDURES	HRD	WHILE CURRENT + 5 YRS	N	CGOV 34090/ADMIN DECISION
700-50 SURVEYS/STUDIES	HRD	5 YRS	Y	CGOV 34090/ADMIN DECISION

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700-60 EVALUATION PROGRAMS (PAY FOR PERFORMANCE	HRD	10 YRS	Y	CGOV 34090/ADMIN DECISION
700-70 REGULATIONS (FEDERAL/STATE)	HRD	2 YRS	N	CGOV 34090
700-80 STATISTICS	HRD	PERMANENT	N	CGOV 34090/ADMIN DECISION
710 TRAINING & EMPLOYMENT PROGRAMS				
710-10 ADMINISTRATION	HRD	2 YRS	N	CGOV 34090
710-20 EMP DEVELOPMENT/TRAINING (IN)	HRD	WHILE CURRENT + 10 YRS	N	CGOV 34090/ADMIN DECISION
710-30 INTERN PROGRAMS	HRD	2 YRS	N	CGOV 34090
710-50 EMPLOYMENT TRAINING SERVICES	HRD	7 YRS	N	CGOV 34090
710-60 ORGANIZATION DEVELOPMENT	HRD	10 YRS	N	CGOV 34090/ADMIN DECISION
710-70 VOLUNTEER PROGRAMS	HRD	5 YRS	N	CGOV 34090/ADMIN DECISION
710-75 EMPLOYEE WELLNESS PROGRAM	HRD	2 YRS	N	CGOV 34090
710-80 ETHICS TRAINING (AB 1234)	CCD	5 YRS	N	CGOV 53235.2
720 EMPLOYEE SERVICES				
720-10 ADMINISTRATION	HRD	WHILE CURRENT + 10 YRS	N	29 USC 1027; 29 CFR 1627.3
720-15 EMPLOYEE NEWSLETTER	HRD	2 YRS	N	CGOV 34090
720-20 ASSIST PROG & TUITION REIMB	HRD	WHILE CURRENT + 10 YRS	N	29 USC 1027; 29 CFR 1627.3
720-30 DEFERRED COMPENSATION	HRD	WHILE CURRENT + 10 YRS	N	29 USC 1027; 29 CFR 1627.3
720-40 HEALTH CARE BENEFITS	HRD	TERMINATION + 5 YRS	N	CGOV 34090/ADMIN DECISION
720-45 VISION CARE	HRD	TERMINATION + 5 YRS	N	CGOV 34090/ADMIN DECISION
720-50 DENTAL BENEFITS	HRD	TERMINATION + 5 YRS	N	CGOV 34090/ADMIN DECISION
720-60 RETIREMENT/PERS - FINANCIAL ADMIN	FIN	PERMANENT	N	29 USC 1027; 29 CFR 1627.3
720-61 RETIREMENT/PERS - MEMBERSHIP ADMIN	HRD	PERMANENT	Y	29 USC 1027; 29 CFR 1627.3
720-70 LIFE INSURANCE	HRD	TERMINATION + 5 YRS	N	CGOV 34090/ADMIN DECISION
720-80 UNEMPLOYMENT INSURANCE	HRD	TERMINATION + 5 YRS	N	CGOV 34090/ADMIN DECISION
720-90 LONG TERM DISABILITY	HRD	WHILE CURRENT + 10 YRS	N	29 USC 1027; 29 CFR 1627.3
730 EMPLOYEE RELATIONS				
730-10 ADMINISTRATION	HRD	2 YRS	N	CGOV 34090
730-20 BARGAINING UNITS/ASSOCIATIONS	HRD	PERMANENT	Y	CGOV 34090/ADMIN DECISION
730-30 ACTIVITIES/EVENTS	HRD	2 YRS	N	CGOV 34090
730-40 GRIEVANCES/COMPLAINTS	HRD	SETTLEMENT + 2 YRS	Y	CGOV 12946/29CFR1602.31
730-50 EMPLOYEE ASSOCIATION NEWSLETTERS	HRD	2 YRS	N	CGOV 34090
730-60 SERVICE AWARDS/PROGRAMS	HRD	PERMANENT	N	CGOV 34090/ADMIN DECISION
730-70 EMPLOYEE SUGGESTIONS	CMO	2 YRS	N	CGOV 34090
730-80 LABOR RELATIONS	HRD	2 YRS	Y	CGOV 34090
730-90 HARASSMENT	HRD	WHILE CURRENT + 5 YRS	Y	CGOV 34090/ADMIN DECISION

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740 RECRUITMENT AND SELECTION				
740-10 ADMINISTRATION	HRD	5 YRS	N	CGOV 34090/ADMIN DECISION
740-20 AFFIRMATIVE ACTION/EEO	HRD	3 YRS	N	29 CFR 1627.3
740-25 COMPLAINTS (HIRING/SELECTION)	HRD	RESOLUTION + 3 YRS	Y	29 CFR 1602.3; 29 CFR 1627.3; CGOV 12946
740-30 MINORITY GROUPS	HRD	WHILE CURRENT + 5 YRS	N	CGOV 34090/ADMIN DECISION
740-40 STATISTICS	HRD	2 YRS	N	CGOV 34090
740-50 RESUMES, UNSOLICITED	HRD	2 YRS	Y	CGOV 34090
740-60 TESTING SERVICES	HRD	5 YRS	N	29 CFR 1627.3; CGOV 34090/ADMIN DECISION
740-70 RECRUITMENT RECORDS/FILES	HRD	2 YRS	Y	29 CFR 1602.21
790 EMPLOYEE RECORDS				
790-10 ADMINISTRATION	HRD	5 YRS	N	CGOV 34090/ADMIN DECISION
790-11 MOVED TO 790-40	HRD	PERMANENT	Y	29 CFR 1607.4; 29 CFR 1627.3
790-12 MOVED TO 790-40	HRD	3 YRS	Y	29 CFR 1627.3
790-13 MOVED TO 790-40	HRD	TERMINATION +3 YRS	Y	8 USC 1324A
790-14 DMV PULL NOTICES	HRD	2 YRS	Y	CGOV 34090
790-15 MOVED TO 790-40	HRD	TERMINATION + 4 YRS	Y	CGOV 34090/ADMIN DECISION
790-20 CURRENT EMPLOYEES	HRD	WHILE CURRENT	Y	29 CFR 1627.3
790-30 MOVED TO 790-40	HRD	PERMANENT	Y	29 CFR1607.4; 29 CFR 1627.3; 8 USC 1324A
790-40 SEPARATED EMPLOYEES	HRD	PERMANENT	Y	29 CFR1607.4; 29 CFR 1627.3; 8 USC 1324A
790-50 MOVED TO 790-40	HRD	PERMANENT	Y	29 CFR1607.4; 29 CFR 1627.3; 8 USC 1324A
790-60 MOVED TO 790-40	HRD	TERMINATION + 5 YRS	Y	29 CFR 1627.3
800 HIGHWAYS AND THOROUGHFARES				
800-10 ADMINISTRATION	DPW	WHILE CURRENT + 2 YRS	N	CGOV 34090/ADMIN DECISION
800-15 CALTRANS	DPW	5 YRS	N	CGOV 34090/ADMIN DECISION
800-20 STATE ROUTES	DPW	WHILE CURRENT + 5 YRS	N	CGOV 34090/ADMIN DECISION
800-25 THOUSAND OAKS FREEWAY (RTE 23)	DPW	WHILE CURRENT + 5 YRS	N	CGOV 34090/ADMIN DECISION
800-30 ADVISORY GROUPS	DPW	2 YRS	N	CGOV 34090
800-40 TRUCK ROUTES/ACCESS	DPW	WHILE CURRENT + 2 YRS	N	CGOV 34090
800-50 ACCESS RAMPS/OVERPASSES	DPW	2 YRS	N	CGOV 34090
800-60 REST AREAS/OFF HIGHWAY PARKS	DPW	2 YRS	N	CGOV 34090
800-70 STUDIES	DPW	5 YRS	N	CGOV 34090/ADMIN DECISION
800-80 WEIGH SCALES	DPW	WHILE CURRENT + 2 YRS	N	CGOV 34090/ADMIN DECISION
810 SOLID WASTE MANAGEMENT				
810-10 ADMINISTRATION	DPW	2 YRS	N	CGOV 34090
810-11 EAST COUNTY WATERSHED TASK FORCE	DPW	5 YRS	N	CGOV 34090/ADMIN DECISION
810-15 SOLID WASTE LEGISLATION	DPW	2 YRS	N	CGOV 34090
810-20 REFUSE COLLECTION	DPW	5 YRS	N	CGOV 34090/ADMIN DECISION

CITY OF THOUSAND OAKS
FILING SYSTEM AND
RECORD RETENTION SCHEDULE

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810-25 STUDIES/REPORTS	DPW	10 YRS	N	CGOV 34090/ADMIN DECISION
810-30 HOUSEHOLD HAZARDOUS WASTE	DPW	5 YRS	N	CGOV 34090/ADMIN DECISION
810-40 RATES	DPW	2 YRS	N	CGOV 34090
810-50 FACILITIES	DPW	15 YRS	N	CGOV 34090/ADMIN DECISION
810-60 RECYCLING PROGRAMS	DPW	5 YRS	N	CGOV 34090/ADMIN DECISION
810-70 MASTER PLAN(S)	DPW	2 YRS	N	CGOV 34090
810-80 REGULATIONS	DPW	2 YRS	N	CGOV 34090
810-90 SANITATION DISTRICT MEETING AGENDA	DPW	2 YRS	N	CGOV 34090
820 STREETS - ADMINISTRATION				
820-10 ADVISORY GROUPS	DPW	2 YRS	N	CGOV 34090
820-20 FEDERAL AIDE URBAN (FAU) PROGRAM	DPW	2 YRS	N	CGOV 34090
820-30 SELECT STREET SYSTEM	DPW	WHILE CURRENT + 2 YRS	N	CGOV 34090/ADMIN DECISION
820-40 POLICY/REGULATIONS/STANDARDS	DPW	WHILE CURRENT + 10 YRS	N	CGOV 34090/ADMIN DECISION
820-50 DEDICATIONS	DPW	PERMANENT	N	CGOV 34090/ADMIN DECISION
820-60 LEGAL HISTORY	DPW	PERMANENT	N	CGOV 34090/ADMIN DECISION
820-70 ASPHALT	DPW	2 YRS	N	CGOV 34090
821 STREETS–MAINTENANCE				
821-10 MAINTENANCE	DPW	10 YRS	N	CGOV 34090/ADMIN DECISION
821-11 STREETS - DAILY WORK ORDERS	DPW	5 YRS	N	CGOV 34090
821-15 BRIDGE INSPECTIONS	DPW	PERMANENT	N	CGOV 34090/ADMIN DECISION
821-20 LANDSCAPING	DPW	5 YRS	N	CGOV 34090
821-25 TREEPLANTING	DPW	10 YRS	N	CGOV 34090
821-30 TRAFFIC SIGNAL MAINTENANCE	DPW	5 YRS	N	CGOV 34090
821-35 STREET LIGHTING	DPW	PERMANENT	N	CGOV 34090/ADMIN DECISION
821-40 STREET CLOSURES	DPW	PERMANENT	N	CGOV 34090/ADMIN DECISION
821-60 VACATIONS/ABANDONMENTS	DPW	PERMANENT	N	CGOV 34090/ADMIN DECISION
821-80 CURBS, GUTTERS, SIDEWALKS	DPW	PERMANENT	N	CGOV 34090/ADMIN DECISION
821-90 ENCROACHMENT PERMITS (INCLUDES CABLE)	DPW	TERMINATION + 5 YRS	N	CIVPROC 337; CGOV 34090
822 STREETS–INDEX				
822-10 ADDRESSING RECORDS	DPW	10 YRS	N	CGOV 34090/ADMIN DECISION
823 INTERSECTIONS/STREETS				
823-10 STREETS/TRAFFIC ADMINISTRATION	DPW	15 YRS	N	CGOV 34090/ADMIN DECISION
823-15 INTERSECTIONS/TRAFFIC ADMINISTRATION	DPW	15 YRS	N	CGOV 34090/ADMIN DECISION
823-16 STREETS/LAND USE ISSUES	DPW	5 YRS	N	CGOV 34090/ADMIN DECISION
823-20 INTERSECTION VOLUME COUNTS	DPW	6 YRS	N	CGOV 34090/ADMIN DECISION
823-25 VOLUME COUNTS - ADT	DPW	6 YRS	N	CGOV 34090/ADMIN DECISION

Res. No. 2015-009

CITY OF THOUSAND OAKS
FILING SYSTEM AND
RECORD RETENTION SCHEDULE

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823-30 MANUAL TURNING MOVEMENT COUNTS	DPW	6 YRS	N	CGOV 34090/ADMIN DECISION
830 SPECIAL IMPROVEMENT DISTRICTS				
830-10 ADMINISTRATION	CCD	WHILE CURRENT + 2 YRS	N	CGOV 34090/ADMIN DECISION
830-19 CWLMD FORMATIONS	CCD	PERMANENT	N	CGOV 34090/ADMIN DECISION
830-20 CWLMD ANNEXATIONS	CCD	PERMANENT	N	CGOV 34090/ADMIN DECISION
830-29 MAINTENANCE DISTRICT FORMATIONS	CCD	PERMANENT	N	CGOV 34090/ADMIN DECISION
830-30 MAINTENANCE DISTRICT ANNEXATIONS	CCD	PERMANENT	N	CGOV 34090/ADMIN DECISION
830-40 ASSESSMENT DISTRICTS	CCD	PERMANENT	N	CGOV 34090/ADMIN DECISION
830-50 UNDERGROUND UTILITY DISTRICTS	CCD	PERMANENT	N	CGOV 34090/ADMIN DECISION
830-60 IMPROVEMENT DISTRICTS	CCD	PERMANENT	N	CGOV 34090/ADMIN DECISION
830-70 COMM FACIL DIST, MELLO ROOS	CCD	PERMANENT	N	CGOV 34090/ADMIN DECISION
830-80 ADVISORY GROUPS	DPW	2 YRS	N	CGOV 34090
840 ENGINEERING SERVICES				
840-10 ADMINISTRATION	DPW	2 YRS	N	CGOV 34090
840-15 BENCHMARKS/MONUMENTS	DPW	PERMANENT	N	CGOV 34090/ADMIN DECISION
840-20 PAVING PERMITS	DPW	10 YRS	N	CGOV 34090/ADMIN DECISION
840-30 GRADING PERMITS -NONCOMMISSION	CDD	PERMANENT	N	CGOV 34090/ADMIN DECISION
840-50 AERIAL PHOTOGRAPHY	DPW	PERMANENT/ARCHIVES	N	CGOV 34090
840-60 POLICIES AND PROCEDURES	DPW	WHILE CURRENT + 5 YRS	N	CGOV 34090/ADMIN DECISION
840-65 SURVEYS	DPW	PERMANENT	N	CGOV 34090/ADMIN DECISION
840-70 REGULATIONS	DPW	WHILE CURRENT + 2 YRS	N	CGOV 34090/ADMIN DECISION
840-80 STUDIES	DPW	WHILE CURRENT + 2 YRS	N	CGOV 34090/ADMIN DECISION
850 CAPITAL IMPROVEMENTS (DPW)				
850-10 ADMINISTRATION	DPW	2 YRS	N	CGOV 34090
850-20 PROJECT FILES	DPW	PERMANENT	N	CGOV 34090/ADMIN DECISION
850-40 FEES	DPW	2 YRS	N	CGOV 34090
850-60 STANDARDS	DPW	PERMANENT	N	CGOV 34090/ADMIN DECISION
850-70 CERTIFIED PAYROLL/PREVAILING WAGE INFORMATION	DPW	5 YRS	N	8 CCR 16403/ADMIN DECISION
851 SPECIAL ENGINEERING PROJ (DPW)				
851-10 ADMINISTRATION	DPW	2 YRS	N	CGOV 34090
851-20 PROJECT FILES	DPW	PERMANENT	N	CGOV 34090/ADMIN DECISION
900 ARTS				
900-10 ADMINISTRATION	CAD	2 YRS	N	CGOV 34090
900-30 MASTER PLAN(S)	CAD	WHILE CURRENT + 2 YRS	N	CGOV 34090/ADMIN DECISION
900-40 PERFORMING ARTS	CAD	2 YRS	N	CGOV 34090

Res. No. 2015-009

CITY OF THOUSAND OAKS
FILING SYSTEM AND
RECORD RETENTION SCHEDULE

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900-50 SPECIAL EVENTS	CAD	2 YRS	N	CGOV 34090
900-60 ARTS COUNCIL OF THE CONEJO	CAD	2 YRS	N	CGOV 34090
900-70 PROFESSIONAL GROUPS/ORGANIZATIONS	CAD	2 YRS	N	CGOV 34090
900-80 GIFTS/ACQUISITIONS	CAD	PERMANENT	N	CGOV 34090/ADMIN DECISION
901 CULTURAL AFFAIRS/THEATRE OP				
901-10 ADMINISTRATION	CAD	5 YRS	N	CGOV 34090/ADMIN DECISION
901-15 OPERATIONS AND MAINTENANCE	CAD	5 YRS	N	CGOV 34090/ADMIN DECISION
901-20 CAPITAL IMPROVEMENTS/CONSTRUCTION	CAD	PERMANENT	N	CGOV 34090, CH&S 19850
901-25 RENTALS	CAD	5 YRS	N	CGOV 34090/ADMIN DECISION
901-26 COMMUNITY ROOM RENTALS	NON	2 YRS	N	CGOV 34090
901-27 SECURITY	CAD	5 YRS	N	CGOV 34090/ADMIN DECISION
901-28 FOUNDERS ROOM/PLAZA RENTALS	CAD	5 YRS	N	CGOV 34090/ADMIN DECISION
901-30 PRESENTATIONS	CAD	5 YRS	N	CGOV 34090/ADMIN DECISION
901-31 PROMOTIONAL AND CAR DISPLAYS	CAD	5 YRS	N	CGOV 34090/ADMIN DECISION
901-32 THEATRES PUBLICITY/MARKETING/PRESS REL	CAD	5 YRS	N	CGOV 34090/ADMIN DECISION
901-33 ATTENDANCE	CAD	5 YRS	N	CGOV 34090/ADMIN DECISION
901-40 FOUNDATION/PROGRAM FUNDRAISING	CAD	5 YRS	N	CGOV 34090/ADMIN DECISION
901-45 ENDOWMENT	CAD	5 YRS	N	CGOV 34090/ADMIN DECISION
901-50 SUPPORT/ADVISORY GROUP	CAD	2 YRS	N	CGOV 34090
901-55 VOLUNTEERS/FRIENDS	CAD	5 YRS	N	CGOV 34090/ADMIN DECISION
901-60 STUDIES/REPORTS	CAD	5 YRS	N	CGOV 34090/ADMIN DECISION
901-65 INSURANCE	CAD	WHILE CURRENT + 2 YRS	N	CGOV 34090/ADMIN DECISION
901-67 LOBBY SALES	CAD	5 YRS	N	CGOV 34090/ADMIN DECISION
901-70 CONCESSIONAIRE	CAD	5 YRS	N	CGOV 34090/ADMIN DECISION
901-74 BOX OFFICE SUBSCRIPTION FORMS	CAD	7 YRS	N	CGOV 34090/ADMIN DECISION
901-75 BOX OFFICE	CAD	5 YRS	N	CGOV 34090/ADMIN DECISION
901-76 BOX OFFICE TICKET STUBS	CAD	2 YRS	N	CGOV 34090
901-77 BOX OFFICE TICKET SALES RECEIPTS	CAD	5 YRS	N	CGOV 34090/ADMIN DECISION
901-78 WEEKLY TICKETMASTER REPORTS	CAD	5 YRS	N	CGOV 34090/ADMIN DECISION
901-79 TICKET DONATIONS/REQUESTS	CAD	5 YRS	N	CGOV 34090/ADMIN DECISION
901-80 PARKING STRUCTURE	CAD	PERMANENT	N	CGOV 34090, CH&S 19850
901-85 GRAND OPENING/SPECIAL EVENTS	CAD	PERMANENT/ARCHIVES	N	CGOV 34090
901-90 CONTRACT SERVICES	CAD	TERMINATION + 10 YRS	N	CGOV 34090; CIVPROC 337 ET SEQ
901-95 LICENSES/ASCAP/BMI	CAD	5 YRS	N	CGOV 34090/ADMIN DECISION
910 HISTORIC PRESERVATION				
910-10 ADMINISTRATION	CCD	5 YRS	N	CGOV 34090/ADMIN DECISION
910-20 HISTORIC SOCIETY	CCD	5 YRS	N	CGOV 34090/ADMIN DECISION
910-30 MUSEUMS	CCD	PERMANENT	N	CGOV 34090, CH&S 19850

CITY OF THOUSAND OAKS
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RECORD RETENTION SCHEDULE

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910-40 HISTORIC SITES/LANDMARKS	CCD	PERMANENT	N	CGOV 34090, CH&S 19850
910-50 CULTURAL HERITAGE BOARD	CCD	PERMANENT/ARCHIVES	N	CGOV 34090
910-60 OAK TREES	CDD	PERMANENT	N	CGOV 34090/ADMIN DECISION
910-61 COMMEMORATIVE TREES	CDD	PERMANENT	N	CGOV 34090/ADMIN DECISION
910-70 MONUMENTS	DPW	PERMANENT	N	CGOV 34090/ADMIN DECISION
910-80 CITY INFORMATION	CCD	PERMANENT/ARCHIVES	N	CGOV 34090
910-90 SPECIAL PROJECTS	CCD	PERMANENT	N	CGOV 34090/ADMIN DECISION
920 PARKS				
920-10 ADMINISTRATION	CMO	5 YRS	N	CGOV 34090
920-20 CONEJO REC AND PARK DISTRICT	CDD	5 YRS	N	CGOV 34090
920-30 MASTER PLAN(S)	CDD	5 YRS	N	CGOV 34090
920-40 REGIONAL PARKS	CDD	5 YRS	N	CGOV 34090
920-50 STATE PARKS	CDD	2 YRS	N	CGOV 34090
920-60 LOCAL PARKS	CDD	2 YRS	N	CGOV 34090
930 PATHS & TRAILS (NON-COSCA)				
930-10 ADMINISTRATION	CDD	2 YRS	N	CGOV 34090
930-20 MASTER PLAN	CDD	WHILE CURRENT + 2 YRS	N	CGOV 34090/ADMIN DECISION
930-30 HIKING	CDD	2 YRS	N	CGOV 34090
930-40 EQUESTRIAN	CDD	2 YRS	N	CGOV 34090
940 TRANSPORTATION SERVICES				
940-10 ADMINISTRATION	DPW	5 YRS	N	CGOV 34090/ADMIN DECISION
940-15 FUNDING PROGRAMS	DPW	AUDIT + 2 YRS	N	CGOV 34090/ADMIN DECISION
940-16 PROP 1B GRANTS	DPW	TERMINATION + 35 YRS	N	CALEMA MEMO 12/24/2011
940-20 LOCAL BUS SERVICES	DPW	5 YRS	N	CGOV 34090/ADMIN DECISION
940-25 INTER-CITY BUS SERVICES	DPW	5 YRS	N	CGOV 34090/ADMIN DECISION
940-30 RAPID TRANSIT	DPW	5 YRS	N	CGOV 34090/ADMIN DECISION
940-35 TAXI SERVICES	DPW	5 YRS	N	CGOV 34090/ADMIN DECISION
940-40 SPEC TRANSPORTATION PROGRAMS	DPW	5 YRS	N	CGOV 34090/ADMIN DECISION
940-50 PROFESSIONAL ORGANIZATIONS	DPW	2 YRS	N	CGOV 34090
940-60 SHUTTLES/TROLLEYS	DPW	5 YRS	N	CGOV 34090/ADMIN DECISION
940-80 PLANS/STUDIES/REPORTS	DPW	5 YRS	N	CGOV 34090/ADMIN DECISION
940-85 SURVEYS	DPW	5 YRS	N	CGOV 34090/ADMIN DECISION
940-90 ADVISORY GROUPS	DPW	2 YRS	N	CGOV 34090
950 LIBRARY SERVICES (TOL)				
950-10 ADMINISTRATION	LIB	2 YRS	N	CGOV 34090
950-11 FEES	LIB	10 YRS	N	CGOV 34090/ADMIN DECISION

Res. No. 2015-009

CITY OF THOUSAND OAKS
FILING SYSTEM AND
RECORD RETENTION SCHEDULE

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950-12 DELINQUENT PATRONS/RECOVERY FINES/MATS	LIB	WHILE CURRENT + 5 YRS	N	CGOV 34090/ADMIN DECISION
950-15 COLLECTION DEVELOPMENT	LIB	PERMANENT	N	CGOV 34090/ADMIN DECISION
950-16 MATERIAL SELECTION/REVIEW	LIB	10 YRS	N	CGOV 34090/ADMIN DECISION
950-20 ORGANIZATIONS/AGENCIES	LIB	10 YRS	N	CGOV 34090/ADMIN DECISION
950-21 CALIFORNIA STATE LIBRARY	LIB	10 YRS	N	CGOV 34090/ADMIN DECISION
950-22 STAFFING/HOURS	LIB	5 YRS	N	CGOV 34090/ADMIN DECISION
950-30 GIFTS/DONATIONS	LIB	PERMANENT	N	CGOV 34090/ADMIN DECISION
950-35 GRANTS PROGRAMS	LIB	AUDIT + 2 YRS	N	CGOV 34090/ADMIN DECISION
950-40 SUPPORT GROUPS	LIB	2 YRS	N	CGOV 34090
950-41 VOLUNTEERS	LIB	10 YRS	N	CGOV 34090/ADMIN DECISION
950-50 STUDIES/REPORTS	LIB	10 YRS	N	CGOV 34090/ADMIN DECISION
950-55 STATISTICS	LIB	PERMANENT	N	CGOV 34090/ADMIN DECISION
950-60 ADVISORY GROUPS	LIB	2 YRS	N	CGOV 34090
950-70 COMPUTERS/AUTOMATION EQUIPMENT/PROGRAMS	LIB	20 YRS	N	CGOV 34090/ADMIN DECISION
950-71 COMPUTERS/AUTOMATION ADMINISTRATION	LIB	2 YRS	N	CGOV 34090
950-80 SPECIAL EVENTS/PROGRAMS	LIB	4 YRS	N	CGOV 34090; CIVPROC 337; CIVPROC 343
950-90 HISTORY	LIB	PERMANENT	N	CGOV 34090/ADMIN DECISION
951 LIBRARY SERVICES (NPL)				
951-10 ADMINISTRATION	LIB	2 YRS	N	CGOV 34090
951-15 COLLECTION DEVELOPMENT	LIB	PERMANENT	N	CGOV 34090/ADMIN DECISION
951-20 STAFFING/HOURS	LIB	5 YRS	N	CGOV 34090/ADMIN DECISION
951-40 ADVISORY GROUPS	LIB	2 YRS	N	CGOV 34090
951-50 STUDIES/REPORTS	LIB	10 YRS	N	CGOV 34090/ADMIN DECISION
951-55 STATISTICS	LIB	PERMANENT	N	CGOV 34090/ADMIN DECISION
951-80 SPECIAL EVENTS/PROGRAMS	LIB	4 YRS	N	CGOV 34090; CIVPROC 337; CIVPROC 343
952 T O LIBRARY FOUNDATION (TOLF)				
952-10 ADMINISTRATION	LIB	2 YRS	N	CGOV 34090
952-11 ACCOUNTING	LIB	10 YRS	N	CGOV 34090/ADMIN DECISION
952-15 INCORPORATION	LIB	PERMANENT	N	CGOV 34090/ADMIN DECISION
952-20 AGREEMENTS CONTRACTS	LIB	PERMANENT	N	CGOV 34090/ADMIN DECISION
952-30 AGENDA PACKETS/TAPES	LIB	10 YRS	N	CGOV 34090/ADMIN DECISION
952-40 MINUTES	LIB	PERMANENT	N	CGOV 34090
952-60 FUNDING	LIB	PERMANENT	N	CGOV 34090/ADMIN DECISION
952-70 SPECIAL EVENTS	LIB	4 YRS	N	CGOV 34090; CIVPROC 337; CIVPROC 343
952-80 GIFT SHOP	LIB	PERMANENT	N	CGOV 34090/ADMIN DECISION

CITY OF THOUSAND OAKS
FILING SYSTEM AND
RECORD RETENTION SCHEDULE

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960 RECREATION ACTIVITIES (COMMUN)				
960-10 ADMINISTRATION	CMO	2 YRS	N	CGOV 34090
960-20 SPECIAL EVENTS	CMO	2 YRS	N	CGOV 34090
1000 WATER SERVICES				
1000-10 ADMINISTRATION	DPW	2 YRS	N	CGOV 34090
1000-20 RATES/FEES/ADMINISTRATION	DPW	PERMANENT	N	CGOV 34090/ADMIN DECISION
1000-21 FEES PAID OUT	DPW	2 YRS	N	CGOV 34090
1000-22 SAN/WATER UTILITY BILLING/COLLECTION	FIN	3 YRS	N	CGOV 34090/ADMIN DECISION
1000-23 METER READER REPORTS	DPW	2 YRS	N	CGOV 34090
1000-25 WATER SYSTEM MAINTENANCE	DPW	5 YRS	N	CGOV 34090/ADMIN DECISION
1000-26 WATER METER CARDS	DPW	PERMANENT	N	CGOV 34090/ADMIN DECISION
1000-30 WATER SYSTEM & CAPITAL IMPROVE	DPW	PERMANENT	N	CGOV 34090, CH&S 19850
1000-35 CONNECTIONS/PERMITS (PIPES)	DPW	PERMANENT	N	CGOV 34090/ADMIN DECISION
1000-36 UTILITY BILLING-BANK DRAFTING PROGRAM	FIN	WHILE CURRENT + 2 YRS	Y	CGOV 34090/ADMIN DECISION
1000-40 WELLS	DPW	PERMANENT	N	CGOV 34090/ADMIN DECISION
1000-45 MASTER PLAN(S)	DPW	PERMANENT	N	40 CFR 141.33; CH&S 19850
1000-50 STUDIES/REPTS/SURVEYS/STATS	DPW	5 YRS	N	CGOV 34090/ADMIN DECISION
1000-55 WATER SOURCES (SUPPLY)	DPW	15 YRS	N	CGOV 34090/ADMIN DECISION
1000-60 QUALITY CONTROL	DPW	15 YRS	N	CGOV 34090/ADMIN DECISION
1000-70 POLICIES/PROCEDURES/REGULATION	DPW	WHILE CURRENT + 5 YRS	N	CGOV 34090/ADMIN DECISION
1000-80 OTHER AGENCIES/DISTRICTS	DPW	PERMANENT	N	CGOV 34090/ADMIN DECISION
1000-90 CONSERVATION	DPW	10 YRS	N	CGOV 34090/ADMIN DECISION
1005 CAPITAL PROJECTS (UTL)				
1005-10 ADMINISTRATION	DPW	2 YRS	N	CGOV 34090
1005-20 STANDARDS	DPW	PERMANENT	N	CGOV 34090/ADMIN DECISION
1010 TELEPHONE				
1010-10 ADMINISTRATION	FIN	2 YRS	N	CGOV 34090
1010-20 RATES	FIN	2 YRS	N	CGOV 34090
1010-30 CITY SYSTEM	FIN	2 YRS	N	CGOV 34090
1020 GAS AND ELECTRIC				
1020-10 ADMINISTRATION	FIN	2 YRS	N	CGOV 34090
1020-20 RATES	FIN	WHILE CURRENT + 2 YRS	N	CGOV 34090/ADMIN DECISION
1020-30 UNDERGROUND SERVICE ALERT TICKETS	DPW	2 YRS	N	CGOV 34090
1020-40 REGULATIONS	FIN	WHILE CURRENT + 2 YRS	N	CGOV 34090/ADMIN DECISION
1020-50 PLANT FACILITIES	FIN	PERMANENT	N	CGOV 34090; CH&S 19850

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RECORD RETENTION SCHEDULE

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1025 WATER AND WASTEWATER(COMBINED)				
1025-10 CORRESPONDENCE, GENERAL	DPW	2 YRS	N	CGOV 34090
1025-11 STANDBY CALLS/OVERTIME-MSC	DPW	2 YRS	N	CGOV 34090
1025-12 WATER SERVICE WEEKLY REPORTS/MSC	DPW	2 YRS	N	CGOV 34090
1025-15 POLICIES/PROCEDURES/REGULATIONS	DPW	WHILE CURRENT + 5 YRS	N	CGOV 34090/ADMIN DECISION
1025-20 CUSTOMER CONCERNS	DPW	5 YRS	N	CGOV 34090/ADMIN DECISION
1025-30 STUDIES/SURVEYS/STATISTICS	DPW	10 YRS	N	CGOV 34090/ADMIN DECISION
1025-35 ADDRESS PROJECTS (NO PROJECT NOS)	DPW	PERMANENT	N	CGOV 34090/ADMIN DECISION
1025-40 REPORTS	DPW	2 YRS	N	CGOV 34090
1030 WASTEWATER MANAGEMENT (SEWERS)				
1030-10 ADMINISTRATION	DPW	2 YRS	N	CGOV 34090
1030-20 CAPITAL IMPS-SEWER LINES/MAINS	DPW	PERMANENT	N	40 CFR 141.33; CH&S 19850
1030-25 MASTER PLAN(S)	DPW	PERMANENT	N	40 CFR 141.33; CH&S 19850
1030-30 CONNECTIONS	DPW	PERMANENT	N	CGOV 34090/ADMIN DECISION
1030-35 EMERGENCIES	DPW	PERMANENT	N	40 CFR 141.33; CH&S 19850
1030-40 RATES/FEES/ADMINISTRATION	DPW	PERMANENT	N	CGOV 34090/ADMIN DECISION
1030-45 INDUSTRIAL WASTE	DPW	PERMANENT	N	40 CFR 141.33; CH&S 19850
1030-50 SEWER SYSTEMS	DPW	PERMANENT	N	40 CFR 141.33; CH&S 19850
1030-55 SEWER SYSTEM MAINTENANCE	DPW	PERMANENT	N	40 CFR 141.33; CH&S 19850
1030-56 MUNICIPAL SERV CTR/MANHOLE ENTRY CARDS	DPW	2 YRS	N	CGOV 34090
1030-57 WSTWTR SERVICE INSTALL/REPAIR (DAILIES)	DPW	2 YRS	N	CGOV 34090
1030-60 SANITATION DISTRICTS MEETING AGENDAS	DPW	2 YRS	N	CGOV 34090
1030-65 POLICIES/PROCEDURES/REGULATION	DPW	WHILE CURRENT + 5 YRS	N	CGOV 34090/ADMIN DECISION
1030-70 SPECIAL STUDIES/REPORTS	DPW	5 YRS	N	CGOV 34090/ADMIN DECISION
1030-75 RECLAMATION	DPW	PERMANENT	N	40 CFR 141.33; CH&S 19850
1030-80 SEPTIC TANKS	DPW	2 YRS	N	CGOV 34090
1030-90 SPECIAL ASSESSMENT DISTRICTS	DPW	WHILE CURRENT + 2 YRS	N	CGOV 34090/ADMIN DECISION
1040 SOLAR UTILITY				
1040-10 ADMINISTRATION	CDD	2 YRS	N	CGOV 34090
1040-20 STUDIES	CDD	10 YRS	N	CGOV 34090/ADMIN DECISION
1040-30 SOLAR COLLECTORS	CDD	10 YRS	N	CGOV 34090/ADMIN DECISION
1040-40 REGULATIONS	CDD	WHILE CURRENT + 2 YRS	N	CGOV 34090/ADMIN DECISION

* Office of Record is defined as the department that has been designated to be responsible for maintaining the official City files in that specific category
** NON = Non-departmental - Each department is responsible for its own files in these categories