

# Attachment D

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Record Series Code	Record Series Title	Record Series Description	Retention Location/Periods			Justification	Disposition	Confidential or Sensitive Record
			Office*	RRC	Electronic			
005	300 foot list	A list of names and addresses of property owners within 300 feet of the project site.	F+2Y	None	F+2Y	GC § 26202	Shred/Delete	
005	Advisory Committee Agendas	Agendas from advisory committees, design review committees, or the airport land use commission.	None	None	CY+2Y	GC § 26202	Shred/Delete	
005	Advisory Committee Minutes	Minutes from advisory committees, design review committees, or the airport land use commission.	CY+2Y	None	P	Preserve documents due to their legal and informational value for future reference	Retain permanently in electronic format.	
005	Affidavit of Posting	An affidavit stating that the public notices were posted prior to a public hearing and where they were posted.	F+2Y	None	F+2Y	GC § 26202	Shred/Delete	
005	Appeal-Board of Supervisors	Completed application and justification for an appeal of a project to the Board of Supervisors.	F+2Y	None	None	GC § 26201; original document is on file with the Clerk of the Board.	Shred/Delete	
005	Appeal-Planning Commission	Completed application and justification for an appeal of a project to the Planning Commission.	F+2Y	None	F+2Y	GC § 26202	Shred/Delete	
005	Application	Completed application for project.	F+2Y	F+2Y	P	Preserve documents due to their legal and informational value for future reference	Retain permanently in electronic format.	
005	Application Checklist	Checklist for applicant stating what is required for submittal.	F+2Y	None	None	GC § 26202	Shred/Delete	
005	Application Request	Form to start the application process.	F+2Y	None	None	GC § 26202	Shred/Delete	
005	Application Scope of Work Statement	Attached to the Application Request Form; provides answers to questions to assist with assessing permits needed.	F+2Y	F+2Y	P	Preserve documents due to their legal and informational value for future reference	Retain permanently in electronic format.	
005	Archaeological Report Waivers	Forms and documentation for the waiver of an archaeological report for a project.	F+2Y	None	F+2Y	GC § 26202	Shred/Delete	
005	Assessor's Parcel Map	Map from Assessor's Map Book showing parcel location and configuration.	F+2Y	None	None	GC § 26202	Shred/Delete	

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025	Certificates of Compliance	Unconditional and conditional certificates of compliance that are recorded.	F+2Y	F+2Y	F+2Y	GC § 26202	Shred/Delete	
005	Comments on Environmental Review	Comments on Negative Declarations, Mitigated Negative Declarations, or EIRs circulated for public review.	F+2Y	None	F+2Y	CEQA Guidelines § 15208	Shred/Delete	
005	Complete/Incomplete Letter	Letter to owner/applicant addressing completeness or incompleteness of application submittal.	F+2Y	None	F+2Y	GC § 26202	Shred/Delete	
005	Condition Compliance Documentation	Documents demonstrating compliance with the conditions imposed on a project.	P	P	P	Preserve documents due to their legal and informational value for future reference	Retain permanently in electronic format	
005	Copies or Duplicate Documents	Extra copies of documents or documents for which a department is not the office of record.	None	None	None	GC § 26201; pursuant to County of Monterey's Records Management Policy	Shred/Delete	
005	Construction Management Plan	Plan that addresses general operations (e.g. hours, parking, construction materials, debris management) on a project site and measures to minimize traffic impacts during construction.	F+2Y	None	None	GC § 26202	Shred/Delete	
005	Correspondence	Routine correspondence received by or sent by Department; may include letters, memos and notes.	F+2Y	None	F+2Y	GC § 26202; pursuant to County of Monterey's Records Management Policy	Shred/Delete	
003	Design Approval Form	Completed application for a design approval.	F+2Y	F+2Y	P	Preserve documents due to their legal and informational value for future reference	Retain permanently in electronic format.	
041	Development Review Committee (DRC) applications and Pre-Application Conferences	Application and materials submitted for review prior to submitting a formal application.	CY+2Y	None	CY+2Y	GC § 26202	Shred/delete according to schedule if no formal application is made.	
005	Drafts of Documents	Documents not in final form.	None	None	None	GC § 26202	Shred/Delete	

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009	EIR - Administrative Draft (ADEIR)	Internal review copy of an Environmental Impact Report.	F+2Y	None	None	GC § 26202	Shred/Delete	
009	EIR - Draft (DEIR)	Draft environmental document released for public review; this document + RDEIR + FEIR = complete environmental document.	P	P	P	Preserve documents due to their legal and informational value for future reference	Retain permanently in electronic format.	
009	EIR - Draft Recirculated (RDEIR)	Recirculated portion of a draft environmental document released for public review; this document + DEIR + FEIR = complete Final environmental document.	P	P	P	Preserve documents due to their legal and informational value for future reference	Retain permanently in electronic format.	
009	EIR - Final (FEIR)	The responses to comments on the DEIR and RDEIR released for public review; this document + DEIR + RDEIR = complete Final environmental document.	P	P	P	Preserve documents due to their legal and informational value for future reference	Retain permanently in electronic format.	
005	Fee Refund Forms	Forms and documentation for the refund of fees.	None	None	P	Preserve documents due to their legal and informational value for future reference	Retain permanently in electronic format.	
005	Fee Waivers	Forms and documentation for waiver of permit fees.	CL+2Y	None	CL+2Y	GC § 26202	Shred/Delete	
005	General Development Plan	Plan that addresses the uses permitted, not permitted, the site improvements, and general operations permitted on a an industrial-zoned site.	F+2Y	None	F+2Y	GC § 26202	Shred/Delete; retain permanently in electronic format as exhibit attached to Resolution.	
005	IDR Referral Checklist	Checklist of departments that review the application materials.	F+2Y	None	None	GC § 26202	Shred/Delete	
005	IDR Referral Forms	Comments/conditions from agencies reviewing the application materials.	F+2Y	None	None	GC § 26202	Shred/Delete	
005	Initial Study (Negative Declaration (ND))	Draft environmental document released for public review.	F+2Y	None	CL+2Y	GC § 26202	Shred/Delete	

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005	Initial Study (Mitigated Negative Declaration (MND))	Draft environmental document with mitigation measures released for public review.	P	P	P	Preserve documents due to their legal and informational value for future reference	Retain permanently in electronic format.	
005	Initial Study Checklist	Checklist used to develop the initial study.	None	None	None	GC § 26202	Shred/Delete once environmental document is released for public review.	
005	Interested Parties List	List of members of the public that requested to receive information on the project during the process.	F+2Y	None	F+2Y	GC § 26202	Shred/Delete	
005	Justification Letters (variance or slope)	Letters justifying why a variance should be considered or justifying development on slopes.	F+2Y	None	None	GC § 26202	Shred/Delete	
005	Legal Description	legal description of the property where development is allowed.	F+2Y	None	None	GC § 26202	Shred/Delete	
012	Library files	Reports submitted for a project. Documents are saved as LIB files and not in the PLN file.	F+2Y	F+2Y	P	Preserve documents due to their legal and informational value for future reference	Retain permanently in electronic format.	Archaeological Reports are confidential documents
021	Long Range Planning Records	Documents related to the implementation of the General Plan (ordinances and programs) and Local Coastal program updates.	F+2Y	P	P	Preserve documents due to their legal and informational value for future reference	Retain permanently in electronic format until a revised General Plan, revised Local Coastal program or revised ordinances are adopted.	
003	Materials/Colors	Samples of the building materials and colors selected for projects requiring design review.	F+2Y	F+2Y	P	Preserve documents due to their legal and informational value for future reference	Retain permanently in electronic format.	

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005	Notice of Completion	Document that is filed with the Office of Planning and Research notifying the public that an EIR has been prepared.	F+2Y	None	F+2Y	GC § 26202	Shred/Delete	
005	Notice of Determination	A notice filed after a project has been approved with a ND or MND.	F+1Y	None	F+1Y	PRC § 21152 (c); CEQA Guidelines § 15075 (e)	Shred/Delete	
005	Notice of Determination	A notice filed after a project has been approved with an EIR.	F+1Y	None	F+1Y	PRC § 21152 (c); CEQA Guidelines § 15094 (e)	Shred/Delete	
005	Notice of Exemption	A notice filed after a project has been approved with an exemption from CEQA.	F+1Y	None	F+1Y	PRC § 21152 (c); CEQA Guidelines § 15062 (c) (2)	Shred/Delete	
005	Photographs	Pictures of the project and project site; may be stored in a PowerPoint format.	F+2Y	None	CL+2Y	GC § 26202	Shred/Delete	
005	Plans (as approved)	Blueprints of the approved project.	None	None	P	Preserve documents due to their legal and informational value for future reference	Retain permanently in electronic format.	
005	Project Review Form	Form used by staff to summarize project elements.	F+2Y	None	None	GC § 26202	Shred/Delete	
007, 011	Public Hearing Agendas	Agendas for Planning Commission, Subdivision Committee, Zoning Administrator, and Administrative Decisions.	None	None	CY+2Y	GC § 26202	Shred/Delete	
007, 011	Public Hearing Audio / Video recordings	Audio and/or video recordings of Planning Commission, Subdivision Committee, and Zoning Administrator hearings.	P	P	P	Preserve documents due to their legal and informational value for future reference	Retain permanently in electronic format.	
007, 011	Public Hearing Minutes	Minutes from Planning Commission, Subdivision Committee, and Zoning Administrator hearings.	CY+2Y	None	P	Preserve documents due to their legal and informational value for future reference	Retain permanently in electronic format.	
005	Public Hearing Notices	Notices published in the newspaper prior to deciding a project.	F+2Y	None	None	GC § 26202	Shred/Delete	
007, 011	Public Hearing Packets	Full packet for Planning Commission or Zoning Administrator hearings consisting of the agenda and staff reports.	Current CY	P	P	Preserve documents due to their legal and informational value for future reference	Retain permanently in electronic format.	

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005	Resolution	Written determination of the final action on a project.	P	P	P	Preserve documents due to their legal and informational value for future reference	Retain permanently with all exhibits attached.	
005	Returned Mail	Mail returned to sender as undeliverable.	CY+2Y	None	None	GC § 26202; pursuant to County of Monterey's Records Management Policy	Shred/Delete	
005	SMARA Financial Assurance Mechanism (FAM)	The financial mechanism equivalent or greater than the FACE and used to guarantee reclamation of the lands affected by surface mining operations. FAMs include surety bonds, irrevocable letters of credit, or trust funds.	P	None	None	Surface Mining and Reclamation Act of 1975 (SMARA) Public Resources Code § 2773.1 (a) (2)	Retain permanently in electronic format until a new FAM is approved or until mine has been fully reclaimed.	
005	SMARA Financial Assurance Cost Estimate (FACE)	The estimated cost to reclaim the lands affected by surface mining operations.	P	P	P	Surface Mining and Reclamation Act of 1975 (SMARA) Public Resources Code § 2773.1 (a) (2)	Retain permanently in electronic format until a new FACE is approved or until mine has been fully reclaimed.	
005	SMARA Inspection Forms	Forms produced as a result of the annual inspection on a mine. Forms include annual letters, annual inspection reports, MMRC-1, and MMRC-2.	P	P	P	Surface Mining and Reclamation Act Regulations, Public Resources Code § 2778	Retain permanently	
005	SMARA Reclamation Plan	A mine operator's approved plan for reclaiming the lands affected by surface mining operations.	P	P	P	Surface Mining and Reclamation Act Regulations, Public Resources Code § 2778	Retain permanently in electronic format until a new or revised RP has been approved and until mine has been fully reclaimed.	

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005	SMARA Use Permit/Operations Plan	A mine operator's approved plan for surface mining operations.	P	P	P	Surface Mining and Reclamation Act Regulations, Public Resources Code § 2778	Retain permanently in electronic format until a new or revised UP/OP has been approved and until mine has been fully reclaimed.	
005	Staff Meeting Notes	Project-related meeting notes.	F+2Y	None	None	Pursuant to the County of Monterey's Records Management Policy, notes that are not retained by the County in the ordinary course of business should be destroyed when they are no longer useful for reference.	Shred/Delete	
005	Staff Report	Report used by appropriate authority to determine approval or denial of a project.	F+2Y	None	P	Preserve documents due to their legal and informational value for future reference	Retain permanently in electronic format.	
005	State Clearinghouse Letters	Correspondence from the State Clearinghouse.	F+2Y	None	F+2Y	GC § 26202; pursuant to County of Monterey's Records Management Policy	Shred/Delete	
005	Storm Water Pollution Prevention Plan (SWPPP)- if required by a condition of approval	Document that includes BMPs to show how a construction project will minimize storm water pollution.	CL+2Y	None	CL+2Y	GC § 26202	Shred/Delete prior to retention period if a Notice of Termination (NOT) is filed with the State Water Resources Control Board (SWRCB)	
005	Supplemental Application (Coastal)	Completed application for project within the coastal zone.	P	P	P	Preserve documents due to their legal and informational value for future reference	Retain permanently in electronic format.	

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005	Technical Reports	Reports submitted for a project. Documents are saved as LIB files and not in the PLN Documents module.	P	P	P	Preserve documents due to their legal and informational value for future reference	Retain permanently in electronic format.	Archaeological Reports are confidential documents
037	Tree Removal Permits	Applications, reports, photographs, and other materials submitted or generated for Inland Tree Removal Permits and Coastal Waivers.	None	None	P	Preserve documents due to their legal and informational value for future reference	Retain permanently in electronic format.	
005	Vicinity Map	Map prepared to show the project area.	F+2Y	None	F+2Y	GC § 26202	Shred/Delete	
005	Voided Projects	Project files that are voided.	None	None	P	Preserve documents due to their legal and informational value for future reference	Retain permanently in electronic format only those documents that are required to be retained permanently under this policy.	
005	Withdrawn Projects	Project files that are withdrawn.	None	None	P	Preserve documents due to their legal and informational value for future reference	Retain permanently in electronic format only those documents that are required to be retained permanently under this policy.	
005	Written Public Comment	Correspondence from the public on a project.	F+2Y	None	F+2Y	GC § 26202; pursuant to County of Monterey's Records Management Policy	Shred/Delete	

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