

Monterey County Resource Management Agency - Public Works & Facilities
Records Retention Schedule - Approved September 27, 2016

ITEM NO.	TITLE & RECORD DESCRIPTION	RETENTION PERIODS			RECORD DETAIL			DIVISION	REMARKS	CITATION
		OFFICE	RC	TOTAL	FORMAT	VITAL	ARCHIVE			
PWG100	GENERAL ADMINISTRATION									
PWG101	OFFICE MANAGEMENT & REFERENCE									
101 .01	Correspondence - Chronological Files	CY	2	CY+2	HC			Various	Routine correspondence received by or sent by divisions; may include letters, memos, and notes.	GC 26202
101 .02	Training Materials	CY	2	CCR+2	E HC			Various	Includes reference materials; such as Help aids, Tutorials, and Software and Hardware Training Manuals.	GC 26202
101 .03	Staff Meeting Notes	DR		DR	E HC			Various	Notes not retained in the ordinary course of business.	GC 26202
101 .04	Work Plans	CY	2	CY+2	E HC			Various		GC 26202
101 .05	Departmental Analysis & Reports	CY	2	CY+2	E HC			Ad	Includes reorganization and transformation info, department and division mission statements, visions, drivers, initiatives, etc.	GC 26202
101 .06	Press Releases	CY	2	CY+2	E			Ad	Internal working files.	GC 26202
101 .07	General Subject Files	CY	2	CY+2	HC			Various	Customer service requests/complaints that specify a need of service on County-maintained roads or facilities. If tied to litigation, retain until resolved.	GC 26202
101 .08	Customer Service Response Management	CY	2	CY+2	D E HC			Various		GC 26202
101 .09	Professional Associations	CY	2	CY+2	HC			Ad	(American Public Works Association; County Engineers Association of California).	GC 26202
101 .10	Publications from other agencies & vendors	D/R		D/R	HC			Various	Not in County's control; includes magazines, catalogs, brochures; meeting notices (not a public record if not related to ongoing course of business).	GC 26202
101 .11	Telephone and visitor logs	CY	2	CY +2	HC			Various	Formal logs, registers, notes documenting incoming/outgoing telephone calls and visitor access.	GC 26202
101 .12	Monterey County Code	P		P	E HC	yes		Ad	Updated periodically by other departments; Keep until superseded.	GC 26202
101 .13	Policies / Procedures	P	(Duration of policy / procedure +2 years)	P	E HC		yes	Various	Records that document and support the implementation of a particular policy or program.	
PWG 102	FORMS & PUBLICATIONS									
102 .01	General Information	2		2	HC			Various		GC 26202
102 .02	Blank Forms	CY	2	CY+2	E HC			Various	Templates/forms are considered preliminary drafts exempt from disclosure; keep until superseded.	GC 26202

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		OFFICE	RC	TOTAL	FORMAT	VITAL	ARCHIVE			
102 .03	Document Templates	CY		CY	E			Various	Templates are considered preliminary drafts exempt from disclosure; keep until superseded.	GC 26202
PWG 103	RECORDS MANAGEMENT									
103 .01	General Information	2	--	2	HC			Various		GC 26202
103 .02	Certificate of Destruction / Certificate of Disposition	2	2	CCR+2	HC	yes	yes	Ad	Authorization to destroy obsolete records, Authorization to destroy unrecoverable damaged records.	GC 26202
103 .03	Retention Schedules	CY	2	CCR+2	E HC	yes		Ad	Closed/completed/replaced +2 years.	GC 26202
103 .04	Records Management Policies/Procedures	CY	P	CCR+2	E HC	yes	yes	Ad	Records that document and support implementation of records retention schedule.	GC 26202
103 .05	Unified Functional Filing System Index	CY	2	CCR+2	E			Various	Keep +2 years after superseded.	GC 26202
103 .06	Inventory, Records	CY	2	CCR+2	E	yes		Various	Inventory of records holdings & locations; keep +2 years after superseded.	GC 26202
103 .07	Public Records Request	CY	1	CY+1	E HC			Ad	Includes request, correspondence and copies of records provided.	MCMC 2,69,010
PWG104	PRINTING/POSTAGE									
104 .01	General Information	2		2	HC			Various		GC 26202
104 .02	Printing/Reproduction	2		2	HC			Various	Includes templates of documents sent to printers for reproduction; such as forms and business cards.	GC 26202
104 .03	Postal/Mailing; returned mail	CY	2	CY+2	HC			FAC	Includes reports and records related to postage and courier service allocated to county departments; returned mail.	GC 26202
PWG105	FAIR POLITICAL PRACTICES COMMISSION									
105 .01	General Information	2	--	2	E			Ad	Conflict of Interest Code staff reports.	GC 26202
105 .02	Blank Forms	CY		CY	E			Ad		GC 26202
105 .03	Manuals and Publications	CY		CY	E			Ad		GC 26202
105 .04	Administration	CY		CY	E			Ad	Fair Practices Political Commission opinions.	GC 26202
105 .05	Statement of Economic Interest (Form 700) Designated Employees and Consultants	CY	7	CY+7	D E HC			Ad	Board and Commission members, designated employee and consultant Form 700 and staff reports on Conflict of Interest Code.	GC 81009(e)
PWG106	FIXED ASSETS									
106 .01	General Information	2	--	2	HC			Ad		GC 26202
106 .02	Inventory, Furnishings, Equipment (not computers)	CY	5	CY +5	D E	yes		Ad	Inventory of departmental plant furnishings and equipment. Does not include capital assets and vehicles.	GC 26202
106 .03	Surplus Property Disposal	AU	5	AU+5	D E			Ad		GC 26202
106 .04	Vehicle Ownership & Title	CY	8	CY	D E	yes		Ad		GC 26202
106 .05	Vehicle Assignment	CY	2	CY+2	HC			Ad	Log books, request forms.	GC 26202
106 .06	Van Pool Program	CY		CY	HC	yes		Ad FAC	Includes van pool applications; invoices; logs.	GC 26202
PWG107	BUDGETING									
107 .01	General Information	2	--	2	HC			FF	Division Recommended Budgets; budget augmentation reports.	GC 26202
107 .02	Adopted Budget	CY	P	P	D E HC	yes		FF	Adopted budget.	GC 26201 (copies)

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		OFFICE	RC	TOTAL	FORMAT	VITAL	ARCHIVE			
COMMUNITY DEVELOPMENT										
DEVELOPMENT ADMINISTRATION										
PWCD200										
PWCD201										
201 .01	General Information	2		2	HC			CD		GC 26202
201 .02	Correspondence	CY								
201 .03	Customer Service Response Management	CY+1		CY+1	D E HC			CD	Customer service requests/complaints that specify a need of service on County-maintained roads or facilities. If tied to litigation, retain until resolved.	
201 .04	Reference publications- regulatory plans	CY	3	CY+3	D E HC	yes		BS CD PL	Master Plans, General Plans & Elements to General Plan, Area Plans, Local Coastal Plans, Land Use Plans, Zoning Ordinance, Zoning Maps, Zoning Text Amendments, Plans, Drawings, Exhibits, and Photos.	GC 26201 (copies)
201 .05	Development Standards	CY	P	P	HC			CD		GC 26202
201 .06	Development Bonds	CY	10	CY+10	HC	yes		CD	A development bond is what a developer posts to insure that required public improvements (roads, curbs, gutters, sidewalks, schools, etc) are built. BONDS INSURING REAL PROPERTY MUST BE RETAINED PERMANENTLY.	GC 66499; CCP 337.15
201 .07	Security Bonds	CY	2	CY+2	HC	yes		CD	Documentation created/received in connection with performance of work/services for parcel maps & subdivision work.	GC 66499; CCP 337.15
201 .08	Development Conditions & Development Agreement Supporting Materials	CY	P	P	E HC	yes		CD	Mitigation measures; filed with case files. Supporting documents for development agreement filed here; sign development agreement.	GC 66499; CCP 337.15
201 .09	Maps & Plats	2	P	P	D E HC	yes		CD	Engineering & field notes & profiles; cross-section of roads, streets, right of way maps, bridges; annexations, deannexation parks, tracts, block, storm drains maps, water easement maps, etc.	H&S 19850
201 .10	Development Impact Fees	CY	P	P	D			BS CD PL		GC 26201
APPLICATION REVIEWS										
202 .01	Correspondence	5 years following completion	5	10 years following completion	E HC	yes		BS CD PL	Includes correspondence to/from applicant and other approving agencies.	GC 26202
202 .02	Development applications	5 years following completion	5	10 years following completion	E HC	yes		BS CD PL	May include development applications for minor subdivisions; subdivisions; lot-line adjustments and other developments; plans, maps, easements; right-of-way, dedications, grading, drainage, sewer profiles and drawings; construction plans, conditions of approval and agreements.	GC 26201; GC 26202
202 .03	Studies, Special Projects & Areas	5 years following completion	5	10 years following completion	E HC	yes		BS CD PL	Engineering, noise, traffic impact studies, circulation.	GC 26202

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		OFFICE	RC	TOTAL	FORMAT	VITAL	ARCHIVE			DIVISION
PWCD203	PERMITS									
203.01	Correspondence/invoicing	CY	2	CY+2	D E HC	yes		Includes correspondence to/from applicant and other agencies; permit fee invoices; receipts for payment; keep until permit finalized or application closed.	GC 26202	
203.02	Permit Applications	CY	2	CY+2	D HC			Includes applications submitted, but not completed.	GC 26202	
203.03	Encroachment Permits	CY	P	P	D E HC	yes	yes	Encroachment permits, street opening permits, driveway permits.	MCMC 14.04; GC 26202	
203.04	Special Event Permits	CY	2	CY+2	HC			Temporary permits for road closures during event	MCMC 14.04; GC 26202	
203.05	Sewer Connection Permits	CY	P	P	HC	yes	yes	Permits to connect to County Sanitation Districts.	GC 26202	
203.06	Transportation Permits	CY	2	CY+2	EHC	yes		Includes permits for oversize loads.	GC 26202	
203.07	Street Naming and Numbering	2	P	P	E HCM	yes	yes	Requests for existing or new address verification.	GC 26202	
PWCD204	ROAD NAMING									
204.01	General Information/Procedures	CY	2	CY+2	D HC			Keep until superseded.	GC 26202	
204.02	Applications	CY	P	P	E HC	yes	yes	Includes applications; supporting/nonsupporting correspondence; legal notices; maps, photographs; fees collected.	GC 26202	
PWCD205	COUNTY EASEMENTS, DEEDS									
205.01	Easements/Deeds granted to County	CY	P	P	E HCM	yes	yes		GC 26202	
205.02	Maps, photographs, legal descriptions	CY	P	P	E HCM	yes	yes		GC 26202	
PWCD206	MAPPING									
206.01	General Information	2	--	2	HC				GC 26202	
206.02	GIS System	CY		CY	D				GC 26202	
206.03	Aerial Photos	CY		CY+10	D E HC			Kept in flat files.	GC 26202	
206.04	Maps	CY	P	P	E HCM	yes	yes	Includes maps of records, archival maps.	GC 26202	
206.05	Surveyor Field Notes	CY	P	P	E HCM	yes	yes		GC 26202	
PWT300	TRAFFIC/ENGINEERING & MAINTENANCE									
PWT301	TRAFFIC GENERAL									
301.01	General Information	2	--	2	E HC				GC 26202	
301.02	Policies and Procedures	CY	P	P	E HCM	yes	yes	Includes guidelines, procedures, specifications and standards.	GC 26202	
301.03	Customer Service Response Management	CY+1		CY+1	D E HC			Customer service requests/complaints that specify a need of service on County-maintained roads or facilities. If tied to litigation, retain until resolved.		
301.04	Committees	CY	2	CY+2	D HC			Includes agendas, reports, audio recordings used in creation of minutes.	GC 26601; GC 26202	
301.05	Traffic Ordinances	CY	2	CY+2	E HCM	yes	yes	Traffic ordinances relative to streets (e.g. weight maximum; speed limits; parking) keep until superseded.	GC 26201; MCMC Title 12	
301.06	Transportation Master Plans	CY	2	CY+2	E HC			Copies from other agencies (non records) used for reference.	GC 26201	

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301.07	Purchasing Records	Au	5	Au +5	E HC			TE	Successful Request For Proposals; Service/Vendor Agreements.	GC 26202
301.08	Solicitation Records	CY	2	CY+2	E HC			TE	Unsuccessful Request For Proposals.	GC 26202
PWT302	TRAFFIC OPERATIONS									
302.01	Abandonment/Vacations	2	P	P	HC			TE	Supporting documentation and includes temporary construction easements.	GC 26202
302.02	Intersection Records	CY+2	5	CY+7	D E HC			TE	Includes correspondence, volume counts; field recordings and photos; contracts with vendors.	GC 26202
302.03	Collision Data	CY	2	CY+2	D			TE	Collision database and related information.	GC 26202
302.04	Inventory, Traffic Control Device	CY	2	CY+2	D HC			TE	Flashers, signage, signals, striping; work orders.	GC 26202
302.05	Traffic Studies	CY	10	CY+10	E HC			TE	Includes analyses and surveys that are studies.	GC 26202
302.06	Speed Limits	CY	2	CY+2	E HC			TE	Engineering & Traffic Surveys.	GC 26202
302.07	Traffic Count - Traffic Data	CY	7	7	E HC			TE	Evaluation of traffic volume, Counts for Avg. Daily Time/Segments, turning movements, bike and pedestrian, Level of Service Calculations, queuing, speed data, collision data, historical trends, origin destination.	GC 26202
302.08	Truck Routes & Oversized Vehicles	CY	2	CY+2	HC			TE		GC 26202
302.09	Traffic Signs	CY	2	CY+2	E HC			TE	Log books, index register cards, inventory.	GC 26202
302.10	Traffic Signals	CY	2	CY+2	D HC	yes		TE	Logs, drawings, wiring diagrams, codes, circuits, installation records, testing & maintenance, traffic signal system, fiber optic comms, timing plans, special event timing, signals, lighted crosswalk warning, flashing beacons, dynamic message signs, signals for other jurisdictions.	GC 26202
302.11	Traffic Stripes and Markings	CY	2	CY+2	D HC	yes		TE		GC 26202
302.12	Temporary Traffic Control	CY	2	CY+2	D HC	yes		TE		GC 26202
302.13	Traffic Calming	CY	2	CY+2	D HC	yes		TE		
PWT303	TRAFFIC MAINTENANCE									
303.01	Maintenance/Operations	CY	2	CY+2	D	yes		TE	Work orders, inspection, repairs, cleaning, reports, striping, traffic signal maintenance and timing.	GC 26202
303.02	Inspection	CY	2	CY+2	D HC			TE	Includes intersection, sidewalks, bridges and overpasses - keep for the life of structure.	GC 26202
303.03	Field Books	2	P	P	E HC M	yes	yes	TE	Maintenance journals, notes, work orders, photos.	GC 26202
303.04	Improvement Records	2	P	P	E HC M	yes	yes	TE	Includes, as-built plans, construction drawings, design records, traffic maps and plans.	GC 26202
PWFAC 400	FACILITIES									
PWFAC 401	FACILITIES GENERAL									
401.01	General Information	2	--	2	E HC			FAC	Includes general correspondence.	GC 26202
401.02	Policies and Procedures	CY	P	P	E HC M	yes	yes	FAC	Includes guidelines, procedures, specifications and standards.	GC 26202
401.03	Customer Service Response Management	CY	2	CY+2	D E HC			FAC	Customer service requests/complaints that specify a need of service on County-maintained facilities & grounds. If tied to litigation, retain until resolved.	GC 26205.1; GC 26205.5

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401 .04	Assessment Reports	CY	P	P	D E HC		FAC	Usage, feasibility studies; ADA and other regulatory studies; space management.	GC 26202	
401 .05	Hazardous Materials Reports	CY+2	28	30	D E HC	yes	FAC	Includes material safety data sheets (MSDS) for each chemical on file retained until superseded or two (2) years after chemical disposed/consumed & chemical inventories retained thirty (30) years.	29 CFR 1910.1200(g); 29 CFR 1910.1020(d)(1)(ii)(B)	
401 .06	Hazardous Materials Disposal Reports	CY	3	CY+3	D E HC	yes	FAC	Records of disposal of hazardous materials; disposal manifests; Biennial and Exception reports.	40 CFR 262.40(a): 3 years or until signed copy is received from designated facility receiving waste.	
401 .07	Hazardous Materials Abatement and Remediation	10	P	P	E HC	yes	FAC	Includes abatement and remediation project; superfund projects; retain ten (10) years after completion of project; evaluate for permanent preservation for fifty (50) years.	42 USC 9603 (d)(2)	
401 .08	Naming (Assets)	CY	P	P	E HC	yes	FAC	Includes application and Board resolution.	GC 26202	
PWFAC402	UTILITIES									
402 .01	General Information	2	--	2	HC		FAC		GC 26202	
402 .02	Facilities	CY	2	CY+2	E HC		FAC	If County-owned.	GC 26202	
402 .03	Gas & Electric Rates	CY	2	CY+2	HC		FAC		GC 26202	
402 .04	Underground	2	P	P	HC	yes	FAC		GC 26202	
402 .05	Water Utilities	2	P	P	HC	yes	FAC		GC 26202	
402 .06	Energy Efficiency and Usage Reports	CY +2	2	5	E HC		FAC		GC 26202	
PWFAC403	FACILITIES MAINTENANCE									
403 .01	General Information	2	--	2	HC		FAC	Daily activity reports, service work orders; field and journal notes; routine inspection reports.	GC 26202	
403 .02	Reports; Journals; Work Orders	CY	2	CY+2	HC		FAC	Reports relating to major systems; such as elevators, boilers, HVAC; maintain CY for life of equipment/system until replaced or terminated.	GC 26202	
403 .03	Inspection Records - Major Mechanical	CY	T	CY+T	HC	yes	FAC	Inspections of condition of property, safety audit reports (dam, boilers, etc.) and other inspection reports.	GC 26202	
403 .04	Inspection - Insurance reports	CY	3	CY+3	E HC	yes	FAC	Includes analysis of environmental issues (air quality, noise, etc.) in County-owned facilities.	29 CFR 1910.1020(d)(1)(ii)(B)	
403 .05	Inspection Records - Environmental Workplace	CY+1	29	30	E HC	yes	FAC			

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403 .06	Environmental Inspections and reporting	CY	P	P T	D E HC	yes	FAC	Asbestos Inspection & Abatement; mgmt plans; Asbestos Hazardous Emergency Response Act (AHERA) reports/plans; Lead paint; Underground storage tank; soil investigation/test records; retain 3 years after disposition of facility.	GC 26202	
403 .07	Safety inspection reports	CY	5	CY+5	HC		FAC	Includes fire extinguisher inspection tags, insurance and fire safety inspections reports; operating permits.		
403 .08	Operation & Maintenance Manuals & Drawings	CY	T	CY+T	E HC	yes	FAC	Includes manuals/drawings to mechanical systems in County-owned/leased facilities including security, fire, water detection alarm systems; Heating, Ventilation, Air Conditioning (HVAC) water/sewer system; electrical and similar mechanical systems; disaster warning systems; elevators, sump pumps, power generators, boilers, etc. Includes drawings, diagrams, schematics and supporting documentation; lay-outs, designs, plans, patterns, configurations, etc.	GC 26202	
403 .09	Fuel/oil storage/usage reports	CY	2	CY+2	E HC		FAC	Includes usage, pump/tank audits.	GC 26202	
403 .10	Inventory - consumable tools, equipment	CY	2	CY+2	E HC		FAC	Includes stores reports: parts, equipment, tools.	GC 26202	
403 .11	Maintenance Reports/Schedules	CY	LOE	LOE+1	E HC		FAC	Logs maintenance on equipment and vehicles; maintain life of equipment.	GC 26202	
PWFAC404	CUSTODIAL & GROUNDS MANAGEMENT									
404 .01	General Information	2		2	HC		FAC		GC 26202	
404 .02	Custodial & landscaping services	CY	2	CY+2	HC	yes	FAC	Includes service agreements; schedules.	GC 26202	
404 .03	Reports; Journals; Work Orders	CY	2	CY+2				Daily activity reports, service work orders; field and journal notes; routine inspection reports.	GC 26202	
404 .04	Inventory - consumable tools, equipment	CY	2	CY+2	HC	yes	FAC		GC 26202	
404 .05	Pest Control records	CY	5	CY+5	HC	yes	FAC	Includes herbicide and pesticide usage; schedules, locations.	GC 26202	
PWFAC405	REAL PROPERTY									
405 .01	General Information	2		2	HC		FAC		GC 26202	
405 .02	Inventory of Real Property	CY	P	P	E HC	yes	FAC	Includes list of real property location and assessment of facility.	GC 26205.1; GC 26205.5	
405 .03	Acquisition / Disposition of Property	CY	P	P	E HC	yes	FAC	Supporting documents for conveyance of real property; Deeds, promissory notes; easements; restrictive covenants, deeds of trust. Retain for ten (10) years after disposition of land.	GC 6254(h)	
405 .04	Appraisals; Title Reports	CY	2	CY+2	HC	yes	FAC	Exempt from disclosure until final acquisition obtained.	GC 26202	
405 .05	Property taxes	CY	2	CY+2	HC		FAC		GC 26202	
405 .06	Maps, Boundary	CY	P	P	E HC	yes	FAC	Recorded maps, surveys, monuments, includes neighborhood association boundaries.	GC 26202	
405 .07	Lot Splits and Lot Mergers	CY	P	P	E HC	yes	FAC		GC 26202	
405 .08	Abandonment	2	P	P	E HC	yes	FAC	Buildings, Condemnation, Demolition.	GC 26202	

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405 .09	Relocation Files	CY	2	CY+2	HC			FAC	GC 26202
405 .10	Lease (real property)	C	10	C+10	E HC	yes		FAC	CCP 337.15(a)
PWFAC406 PARKING LOTS									
406 .01	General Information	2	--	2	HC			FAC	GC 26202
406 .02	Lots	CY	2	CY+2	E HC			FAC	GC 26202
406 .03	Regulations	CY	2	CY+2	E HC			FAC	GC 26202
406 .04	Parking permits	CY T	3	CY+5 T	E HC		Includes permanent and temporary parking applications & issuance documentation for permanent and temporary employees, elected officials; retain three (3) years after termination. Retain temporary permit for three (3) years then DR.	FAC	GC 26202
PWFAC407 SECURITY									
407 .01	General Information	CY	2	CY+2	E HC			FAC	GC 26202
407 .02	Authorization Employee & Public Access	CY T	5	CY+5 T	E HC	yes		FAC	GC 26202
407 .03	Security Incidents and Investigations	CY	5	CY+5	E HC	yes		FAC	GC 26202
407 .04	Security Monitoring - routine	CY		CY	E HC	yes		FAC	GC 26202
407 .05	Security audit reports	CY+1		CY+1	E HC			FAC	GC 26202
407 .06	Keys to facilities	CY T	5	CY+5 T	E HC	yes		FAC	GC 26202
407 .07	Lock replacements	CY+1		CY+1	E HC	yes		FAC	GC 26202
407 .08	Vehicles - Employee Assigned, Van Pool, Court Bus	CY	2	CY+2	E HC	yes		FAC	GC 26202
PWFAC408 FACILITIES REPAIRS-PROJECTS									
408 .01	Project Records	CY	5	CY+5 P	E HC	yes	maybe	FAC	GC 26202
408 .02	Warranties	CY	2	CY+2	HC			FAC	GC 26202

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408 .03	Insurance Certificates/Surety Bonds for agreements that do not have a permanent retention period	CY	5	CY+5 P	E HC			FAC	Insurance certificates & Surety Bonds filed separately from agreements filed with Contracts Purchasing that do not have a permanent retention period. Retention period for insurance certificates coincides with retention for agreements.	GC 26202
PWFAC409 EMERGENCY/DISASTER RESPONSE/RECOVERY										
409 .01	Emergency contact information	CY	2	CY+2	E HC	yes		FAC	Frequent updates; confidential informational.	GC 26202
409 .02	Emergency Preparedness Planning	CY	2	CCR+2	E HC	yes		FAC	Includes records of training, preparedness procedures, drills; destroy as updated.	GC 26202
409 .03	Emergency Response/Recovery	Au	7	AU+7	E HC	yes		FAC	Retain for seven (7) years after audit/resolved; recovery then destroy.	GC 26202
PWFAC410 COURIER/MAIL SERVICE										
410 .01	General Information	CY	2	CY+2	E HC			FAC	Includes general procedures; routes; schedules.	GC 26202
410 .02	Inventory - consumable tools, equipment	CY	2	CY+2	HC	yes		FAC		GC 26202
PWCP500 CAPITAL PROJECTS										
PWCP501 PREDEVELOPMENT										
501 .01	General Information	Au	6	Au+6	E HC			CP		GC 26202
501 .02	Feasibility Studies, Appraisals, Right-of-Way Acquisition	Au	6	Au+6	E HC			CP	Includes related consultant agreements, reports and submittals.	GC 26202
501 .03	Preliminary Engineering	Au	6	Au+6	E HC			CP		GC 26202
501 .04	Environmental Impact studies and reports	Au	6	Au+6	E HC			CP	Includes initial studies, mitigated negative declarations, draft and final environmental impact reports and final determinations under CA Environ. Quality Act and National Environ. Protection Act.	GC 26202
PWCP502 GRANTS										
502 .01	Federal and State Grants and Assistance	Au	6	Au+6	E HC			CP	Refer to grant application close-out procedure.	GC 26202
502 .02	Grants from other sources	Au	6	Au+6	E HC			CP	Refer to grant application close-out procedure.	GC 26202
502 .03	Unfunded grant applications	CY+2	3	CY+3	E			CP		GC 26202
PWCP503 ENGINEERING DESIGN										
503 .01	Specification Standards	CY								GC 26202
503 .02	Engineering Design, Drawings, Traffic Control Plans	Au	P	P	E HC			CP	Includes street design (e.g. Signs, striping).	GC 26202
503 .03	Plans and Specifications	Au	6	Au+6	E HC			CP	Includes engineering designs, plans and specifications.	GC 26202
503 .04	Advertisement, Bid Documents	Au	6	Au+6	E HC			CP	Includes documents related to bid of project, advertisement and award of contract.	GC 26202
PWCP504 CONSTRUCTION										
504 .01	Construction contracts	Au	6	Au+6	E HC			CP	Includes contracts awarded for construction of project.	GC 26202
504 .02	Construction logs, change orders	Au	6	Au+6	E HC			CP		GC 26202
504 .03	Contractor submittals	Au	6	Au+6	E HC			CP		GC 26202
504 .04	As-Built Specification & Drawings	Au	P	P	E HC			CP		GC 26202

ITEM NO.	TITLE & RECORD DESCRIPTION	RETENTION PERIODS			RECORD DETAIL			DIVISION	REMARKS	CITATION
		OFFICE	RC	TOTAL	FORMAT	VITAL	ARCHIVE			
504 .05	Materials/Product/Core samples	Au	P	P				CP	Maintain based upon life of sample/product.	GC 26202
PROJECT CLOSEOUT										
505 .01	Construction Tracking	CY	10	CY+10		yes		CP	Construction Management held + ten (10) years after notice of completion filed.	GC 26202
505 .02	Audit Reports and Backup	2	3	5	HC	yes		CP	Audit; Single audit maintained by Auditor-Controller.	GC 26202
505 .03	Notice of Completion	CY	P	P	HC	yes		CP	Original recorded with County Recorder.	GC 26202
505 .04	Facility Systems/Equipment	CY	P	P	HC	yes		CP FAC	Installed equipment/system manuals; specifications; Transfer to FAC upon completion.	GC 26202
ROAD & BRIDGE MAINTENANCE										
GENERAL										
601 .01	General Information	2	--	2	EHC			RBM RDM	Includes general correspondence.	GC 26202
601 .02	Policies and Procedures	CY	P	P	E H C M	yes	yes	RBM	Includes guidelines, procedures, specifications and standards.	GC 26202
601 .03	Customer Service Response Management	CY +1	3	5	D E H C			RBM RDM	Customer service requests/complaints that specify a need of service on County-maintained facilities & grounds. If tied to litigation, retain until resolved.	GC 26205.1; GC 26205.5
601 .04	Adopt a Road Program	CY +1	3	5	D E H C			RBM RDM		GC 26202
601 .05	Regulatory Reports	CY	P	P	HC	yes		RBM RDM		GC 26202
601 .06	Permits	CY	P	P	HC	yes		RBM RDM		GC 26202
601 .07	Inventory - Maintained Roads and Bridges	CY	P	P	E H C M	yes	yes	RBM RDM TM		GC 26202
601 .08	Inventory - Nonmaintained private roads	CY	P	P	E H C M	yes	yes	RBM RDM		GC 26202
601 .09	Inventory - Guardrails	CY	P	P	E H C M	yes	yes	RBM RDM TM		GC 26202
601 .10	Inventory - Signs	CY	P	P	E H C M	yes	yes	RBM RDM TM		GC 26202
601 .11	Inventory - culverts/drainage systems	CY	P	P	E H C M	yes	yes	RBM RDM		GC 26202
601 .12	Inventory - Trees Maintained	CY	P	P	E H C M	yes	yes	RBM RDM		GC 26202
ROAD MAINTENANCE										
602 .01	General Information	2	--	2	HC			RBM RDM		GC 26202
602 .02	Reports; Journals; Work Orders	CY	2	CY+2				RBM RDM	Daily activity reports, service work orders; field and journal notes; routine inspection reports.	GC 26202
602 .03	Hazardous Materials Storage/Handling/Inspection	CY+2	28	30	D E H C	yes		RBM RDM	Includes Material Safety Data Sheets (MSDS) for each chemical on file retained until superseded or two (2) years after chemical disposed/consumed & chemical inventories retained thirty (30) years; above ground storage tanks, inspection records, permits.	29 CFR 1910.1200(b); 29 CFR 1910.1020(d) (1)(ii)(B)


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602 .04	Operation & Maintenance Manuals & Drawings	CY	T	CY+T	E HC	yes	RBM RDM	Includes manuals/drawings to equipment; sewer system; electrical and similar mechanical systems; disaster warning systems; sump pumps, power generators, etc. Includes drawings, diagrams, schematics and supporting documentation; lay-outs, designs, plans, patterns, configurations, etc.	GC 26202	
602 .05	Fuel/oil storage/usage reports	CY	2	CY+2	E HC		RBM RDM	Includes routine operation and maintenance Underground storage tanks records; fuel storage and usage.	GC 26202	
602 .06	Inventory - consumable tools, equipment	CY	2	CY+2	E HC		RBM RDM	Includes stores reports: parts, equipment, tools.	GC 26202	
PWRBM603	DRAINAGE SYSTEM MAINTENANCE									
603 .01	General Information re Policies & Procedures	2	P	P	HC		RBM RDM	Policies & Procedures records that document and support the implementation of a particular policy or program. Permanent (duration of Policy/Procedure +2 years).	GC 26202	
603 .02	Flood Control	CY	P	P	HC	yes	RBM	Drainage, flood zones, dams, lakes, creeks.	GC 26202	
603 .03	Flood Control Insurance Programs, Policies, Reports	CY	P	P	HC		RBM	Includes policies, rules, programs; records that document and support the implementation of a particular policy or program. Permanent (duration of Policy/Procedure +2 years).	GC 26202	
603 .04	Drainage Maps	CY	P	P	HC	yes	RBM RDM	Line location, easements.	GC 26202	
603 .05	Drainage Complaints	2	--	2	E HC		RBM		GC 26202	
603 .06	Inventory, Equipment	CY	2	CY+2	E HC	yes	RBM		GC 26202	
603 .07	Locations	CY	P	P	E HC	yes	RBM	Mains, valves, hydrants, wells.	GC 26202	
603 .08	Maintenance & Operations	CY	2	CY+2	D		RBM RDM	Work orders, inspection, repairs, cleaning, reports.	GC 26202	
603 .09	Permits: NPDES	CY	P	P	HC	yes	RBM	National Pollutant Discharge Elimination System (Storm water permits).	GC 26202	
603 .10	Permits: California Regional Water Quality Control Board	CY	P	P	HC	yes	RBM	Blige water discharges, Areas of Special Biological Significance (ASBS).	GC 26202	
603 .11	Surveyor Field Notes	CY	P	P	HC		RBM	Notes preparatory to maps of water installation.	40 CFR 141.33	
603 .12	Surveys, Water Systems Sanitary	CY	10	CY+10	HC		RBM	Statistics, reports, correspondence.	40 CFR 141.33	
603 .13	General Information	2	--	2	E HC		RBM RDM			
PWRBM604	BRIDGE MAINTENANCE									
604 .01	General Information	2	--	2	E HC		RBM	Includes general correspondence.	GC 26202	
604 .02	Policies and Procedures	CY	P	P	E HC M	yes	RBM	Includes guidelines, procedures, specifications and standards.	GC 26202	
604 .03	Customer Service Response Management	CY +1	3	5	D E HC		RBM RDM	Customer service requests/complaints that specify a need of service on County-maintained facilities & grounds. If tied to litigation, retain until resolved.	GC 26205.1; GC 26205.5	


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604.04	Reports; Journals; Work Orders	CY	2	CY+2	D E HC		RBM RDM	Daily activity reports, service work orders; field and journal notes; routine inspection reports.	GC 26202	
604.05	Inspection Reports	CY+2	P	P	D E HC		RBM	Routine inspections by staff and Caltrans.	GC 26202	
PWRBM605	EMERGENCY/STORM RESPONSE									
605.01	General Information	CY	2	CY+2	HC		Various		GC 26202	
605.02	State & Federal Disaster Response	CY	2	CY+2	HC		RBM		GC 26202	
605.03	Local Emergencies and Disasters	CY	2	CY+2	HC		RBM RDM		GC 26202	
605.04	Emergency / Disaster Planning	CY	2	CY+2	E HC		RBM	Emergency Preparedness plan, emergency communication, earthquake awareness, emergency management exercises and training.	GC 26202	
605.05	Emergency Operations Center	CY	2	CY+2	E HC		RBM		GC 26202	
605.06	Flood Control	CY	2	CY+2	E HC		RBM RDM	Storm Drain systems; Road Closure plans.	GC 26202	
PWSA-L700	SERVICE AREAS - LANDFILLS									
PWC-L701	COUNTY SERVICE AREAS									
701.01	General Information	CY	2	CY+2	HC		SD			
701.02	Authority of use and fees	CY	P	P	E HC		SD	Resolution; ordinance creating service area; annexations or changes in boundaries; maps.	GC 26202	
701.03	Customer Service Response Management	CY +1	3	5	D E HC		RBM RDM	Customer service requests/complaints that specify a need of service on County-maintained facilities & grounds. If tied to litigation, retain until resolved.	GC 26205.1; GC 26205.5	
701.04	Reports						SD			
PWC-L702	LANDFILLS									
702.01	General Information	CY	2	CY+2	HC		SD			
702.02	Collections/Landfill	CY	2	CY+2	HC		SD	Daily records, usage, grease traps.	GC 34090	
702.03	Regulations	CY	2	CY+2	HC		SD	Includes legislation on these topics.	GC 34090	
702.04	Studies and Tonnage Reports	CY	2	CY+2	HC		SD		GC 34090	
702.05	Reports: Regulatory	CY	P	P	HC	yes	SD			
PWCSD800	COUNTY SANITATION DISTRICTS									
PWCSD801	SANITATION DISTRICTS									
801.01	General Information	2	--	2	HC		SD	Includes general correspondence.	GC 34090	
801.02	History, Sanitation	2	P	P	HC		SD	Where County-owned.	GC 34090	
801.03	Maintenance and Operations	CY	2	CY+2	HC		SD	Includes work orders, inspections, repairs, reports, backflow. includes recycling inspections & audits.	GC 34090	
801.04	Maps, Septic Tank	CY	P	P	HC	yes	SD	Location maps.	GC 34090	
801.05	Sewer Pumping Stations	CY	2	CY+2	HC		SD		GC 34090	
801.06	Sewer and Sewage	CY	2	CY+2	HC		SD	Sewer connections, sewer condition assessment surveys.	GC 34090	
801.07	Sewer Condition Assessment Surveys / Videos	CY	2	CY+2	HC		SD			
801.08	Rates and Services	CY	2	CY+2	HC		SD		GC 34090	


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		OFFICE	RC	TOTAL	FORMAT	VITAL		


Key to Abbreviations: Au: Audit; CCR: Closed/Completed/Replaced; CY: Current Year; D: Database; DR: Destroy when no longer relevant; E: Electronic/Image; EoL: End of Life; HC: Hard Copy; LOE: Life of Equipment; M: Microfiche/Film; MP: Materials/Products samples; P: Permanent; RC: Retention Center; T: Upon Termination; DIVISIONS: (Ad: Administration; AS: Architectural Services; BS: Building Services; CD: Community Development; CP: Capital Projects; FAC: Facilities; PL: Planning; RBM: Road/Bridge Maintenance; RDM: Road District Maintenance; RP: Real Property; SD: Special Districts; TE: Traffic Engineering; TM: Traffic Maintenance)

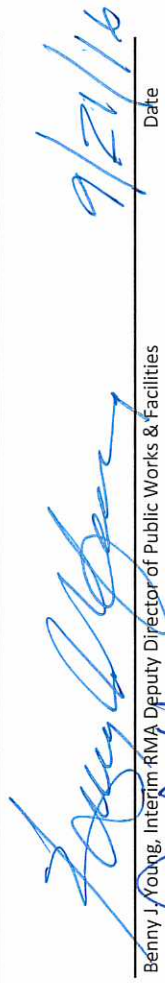
The "COUNTY OF MONTEREY, CALIFORNIA, BOARD OF SUPERVISORS POLICY -- COUNTY RECORDS MANAGEMENT POLICY" which includes "EXHIBIT A -- CROSS DEPARTMENTAL RECORDS RETENTION SCHEDULE" approved and adopted on July 1, 2014, as may be amended from time to time, is incorporated into this "Records Retention Schedule" by this reference. As required under **Section D.8. Records Retention Schedules -- departmental schedules** of the "COUNTY RECORDS MANAGEMENT POLICY", the undersigned department representatives have reviewed and approved this "Records Retention Schedule" as of the last date opposite their respective signatures below.

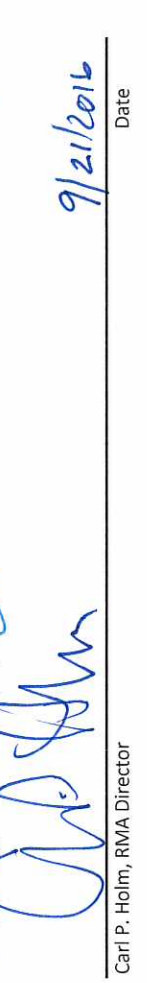

 Mary Grace Perry, Deputy County Counsel
 Date: 9-21-2016


 Shawne Ellerbee, RMA Deputy Director of Administrative Services
 Date: 9/21/16

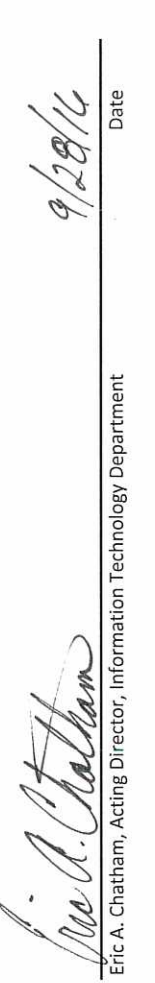

 Steven Mauck, Office of Risk Management
 Date: 9/27/16


 Michael Miller, Office of Auditor - Controller
 Date: 9/27/2016


 Benny J. Young, Interim RMA Deputy Director of Public Works & Facilities
 Date: 9/21/16


 Carl P. Holm, RMA Director
 Date: 9/21/2016


 Jayanti Addleman, County Archives Manager
 Date: 9/28/2016


 Eric A. Chatham, Acting Director, Information Technology Department
 Date: 9/28/16